

# **WILLIAM J. BRENNAN HIGH SCHOOL**

## **CAMPUS POLICY**

**2018-2019**

### **ADMINISTRATION OF WILLIAM J. BRENNAN HIGH SCHOOL**

John Trimble .....Principal  
Robert Martinez .....Vice Principal  
Michelle Craig ..... Academic Dean  
Ruby de la Garza ..... Assistant Principal  
Eric Franco ..... Assistant Principal  
Regina Prewitt-Campbell ..... Assistant Principal  
Jacob Salinas..... Assistant Principal

### **DEPARTMENT COORDINATORS**

Steve Basore .....Athletics  
Joseph Prince.....Career and Technology  
Vanessa Silva..... English  
Joan Barker ..... Family Consumer Science  
Teresa Tattersall .....International Languages  
Armando Rivera .....Fine Arts  
Michael Simpson ..... Mathematics  
Gary Salmans..... JROTC  
Jennifer Almanza ..... Science  
Sean Callihan ..... Social Studies  
Rachel Gonzales ..... Special Education  
Cynthia Guidry.....Special Education

This handbook has been compiled through the combined efforts of the William J. Brennan High School, faculty, administration and in cooperation with the Superintendent of Schools and the Board of Trustees of the Northside Independent School District.

## Section A

### Campus Policy

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## **To Students:**

This handbook outlines the policies and procedures pertaining to student activities and responsibilities as set forth by the Board of Trustees of the Northside Independent School District. It is the responsibility of each student to read, understand, and abide by the rules and regulations stated in this handbook.

## **To Parents:**

The home is the greatest influence upon the child during the formative years; from these influences, the child develops their first habits and obtains most of their 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. Failure is 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 William J. Brennan High School. Frequent reference to this handbook will acquaint you with the functions of your school. Please feel free to confer with the teachers, counselors, and the administration as necessary.

The cooperation of all stakeholders will result in a more efficient and successful school program.

## **To Parents and Students:**

Questions regarding interpretations of rules and regulations in this handbook should be directed to the William J. Brennan administration.

## **William J. Brennan**

Since 1960, all high schools in NISD have been named after U.S. Supreme Court justices. Middle school students who are expected to attend the new high school submit nominations to Board members, who have the final vote on the name.

Northside ISD's 10th high school is named after one of the most influential justices in Supreme Court history. William J. Brennan High School opened in 2010, and a groundbreaking ceremony was held March 26, 2008.

Brennan was born in New Jersey in 1906 to Irish immigrant parents. A graduate of Harvard Law School, Brennan was appointed to the U.S. Supreme Court by President Eisenhower in 1956. His service spanned eight presidential administrations, during which he authored 1,360 opinions. Only one other justice in history authored more opinions, according to the New York Times.

Brennan authored several landmark cases, including *New York Times v. Sullivan*, which reshaped the libel law, and *Baker v. Carr*, which ruled federal courts could determine the constitutionality of a state's voting districts.

Brennan retired from the Supreme Court in 1990 at the age of 84 and died in 1997 at the age of 91.

## **BRENNAN ALMA MATER**

We are the bears of Brennan High  
We walk our halls with pride each day  
Our loyalty will always be with our black and gold  
We are strong, with fight that never dies  
Our success will shine through and through  
With pride we say  
To all each day  
We are Brennan High.

## **MASCOT**

Bear

## **SCHOOL COLORS**

Gold and Black

## **“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 honorably 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 and helpfulness 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 union.

That I will carry on discussion 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 laws 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

## **BELL SCHEDULE**

8:35 .....	Students move to class
8:50-9:40 .....	1st Period
9:45-10:35 .....	2nd Period
10:40-11:30 .....	3rd Period
11:35-12:25 .....	4th Period (Lunch)
12:30-1:20 .....	5th Period
1:25-2:15 .....	6th Period (Lunch)
2:20-3:10 .....	7th Period
3:15-4:05 .....	8th Period

## **LATE START BELL SCHEDULE**

9:00 .....	Students move to class
9:05-9:50 .....	1st Period
9:55-10:40 .....	2nd Period
10:45-11:30 .....	3rd Period
11:35-12:25 .....	4th Period (Lunch)
12:30-1:20 .....	5th Period
1:25-2:15 .....	6th Period (Lunch)
2:20-3:10 .....	7th Period
3:15-4:05 .....	8th Period

## **SCHOOL STAFF**

### **Principal**

The Principal is responsible to the Superintendent of Schools for the proper administration of Brennan High School. It is his duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons. He 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 assumes the responsibility of the Principal in his absence.

### **Academic Dean**

The Academic Dean works with the principal in the administration/supervision of the academic and instructional programs of the school. She works closely with the counseling staff to ensure appropriate academic placement of students.

### **Assistant Principals**

The Assistant Principals work to coordinate and supervise the everyday activities of the student body. They handle student concerns with regard to attendance and student discipline. They work to support teachers and assist the Principal and Academic Dean in the development of the school curriculum and the evaluation of the school instructional program.

### **Counselors**

The Counselors work with students in discussing school programs, scholarship applications, occupational planning, course choices, and social/emotional concerns.

The function of the Counselor is advisory, not disciplinary, and information is confidential. A record of a student's scholastic achievement, interests, standardized tests and personal information is maintained in the counselor's office. This information enables the Counselors to better assist students while in high school and to help them plan for college or vocational careers.

### **Teachers**

Teachers are specialists in the field in which they teach and are eager to facilitate student learning. They are the classroom leaders and charged with the responsibility of supervising and directing all students in the pursuit of their education.

Each teacher is assigned a conference 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, parents should e-mail or telephone the teacher.

### **Secretaries**

The secretarial staff is available to help with the day-to-day operations of the school.

### **Instructional Assistants (IA's)**

The primary responsibility of IA's is to collaborate with teachers to ensure student academic and behavioral success.

## **Custodians**

The custodial staff is directed by a plant manager who assigns duties for custodians during both the day and night shifts. They are charged with the responsibility of maintaining a safe, clean, and inviting school. They also have the duty of keeping all systems and equipment operational.

## **Child Nutrition (Cafeteria) Personnel**

Child Nutrition personnel provide well-balanced, nutritious meals for the students and staff at a reasonable cost. The cafeteria is managed by an experienced person who is trained in nutrition and management.

## **Campus Police**

The NISD police officers work with the administration, staff, students, and community to ensure a safe and secure environment for learning.

## **ATTENDANCE**

### **Absences**

State Absence Policy

Semester course: an 18-week class that meets every day.

Full year course: 36-week course that meets every day.

By state law (Texas Education code 25.092) a student may not be given credit for a class unless the student is in attendance at least 90% of the days the class meets. Brennan operates on a traditional 8-period day. To fulfill the credit for class attendance requirement, a student must not miss more than 10% of the total number of times the class meets. A student may choose to attend Attendance Recovery to make up the time missed in regular class. Absences accrued as a result of truancy are not eligible for Attendance Recovery. A waiver (for extenuating circumstances) may be granted by the campus attendance committee.

### **Excused Absences**

- a. Parent/guardian notes for no more than three consecutive sick days
- b. Court appearances (not traffic court)
- c. Doctor, dentist, clinic, or hospital visit
- d. Funeral for immediate family members
- e. Administration approved absences

### **Unexcused Absences**

- a. Car trouble
- b. Trips with parents
- c. Driving examinations
- d. Baby-sitting
- e. Missed bus
- f. Overslept
- g. Job interviews/health tests, etc.
- h. Any other category that does not meet state or district guidelines

### **Extended Absences**

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

### **Readmission Procedures Following Absences**

1. On the day following an all day absence, the student will report to the Attendance Office and present a written excuse before school. The note will be kept in a file under the student's name, however, if a copy is requested, one will be made. The attendance secretary will be charged with the duty of updating the student's attendance. Parent notes will only be accepted up to 3 days after the absence. A note furnished by a doctor or court to excuse an absence must be provided within 3 days. Any note provided later than 3 days must be approved by an administrator.
2. If a student fails to bring a note, the absence will be left unexcused. This information will be given to the campus administration for processing.
3. A student attending only part of the school day due to appointments must sign in or out of school through the attendance office. Parents must come to the attendance office in person to sign a student out. If a student arrives after the school day starts, and provides a note from a parent, or other appropriate documentation, the student will be sent to class with a pass from the attendance office. When the student arrives to school late without any documentation, the student's absence will be considered unexcused. The unexcused absence will be coded as either AT (absent by tardy) or UA (unexcused absence) for each class the student is absent the entire period. It is advised that students inform their teachers about any planned absences prior to the absence.
4. Students who arrive after 9:05 AM due to tardiness will be counted AT (absent by tardy), as mentioned above. This is an unexcused absence, and student will need a pass from the attendance office or VPO to be allowed into class. Likewise, any student who reports to school, after missing part of the school day, must check in at the attendance office. No student is allowed to miss one or more period(s) of instruction, and then arrive during the passing period and subsequently enter the next period on time. Students missing one or more class periods, prior to arriving to school, must report to the attendance office before going to any other classes.

**Note:** If there is a question concerning the validity of any note, the student will be referred to an administrator for verification.

### **Third Party Notes**

A third party note is a signed and dated note from a doctor, dentist, hospital, clinic, court, or funeral home. These must include the days the student was absent and a phone number.

## **Student Information for Excessive Absence Waivers**

1. A student with any documented truancy can be denied a waiver.
2. A letter must be written to the Attendance Committee requesting an excessive absence waiver and explaining the extenuating circumstances regarding the absences. The letter should be submitted to the Vice Principal's office by the appropriate deadline.
3. If the student has attended Attendance Recovery to remove excessive absences and there are no truanancies on the student's record, a waiver can be granted.

## **Attendance Recovery**

Does not change State Attendance Compulsory Law Requirements. If a student accumulates more than the state allowed number of absences, he/she may make up the days by attending Attendance Recovery and completing assignments for the classes missed during regular school time. If a student earned a passing grade during the semester/year, the attendance at Attendance Recovery will give the student the opportunity to earn his/her passing grade, but it will not affect a failing grade. Absences accrued as a result of truancy are not eligible for Attendance Recovery.

## **Arrival at School/Check-Out Procedures**

The school day begins at 8:50 a.m. and concludes at 4:05 p.m. Once a student arrives on school property, he/she must remain for the entire day unless they properly sign out through the attendance office. This procedure is done by one of the following methods:

1. Students must report to the attendance office and follow sign out procedures prior to leaving campus.
2. Students must bring a signed note from parent/guardian with a phone number for verification, or parent/guardian must come into the building to sign-out the student in the attendance office. Parent/guardian must be listed on the student's records and provide a valid photo ID.
3. Students who become ill during the day must be excused by the attendance office, by way of the nurse/health clinic.

## **Health Appointment During the School Day**

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 is present for any portion of the same school day. The parent/guardian must sign the student in and out at the attendance office on the medical log sheet. Students will not be permitted to leave campus without parent consent.

## **Campus Attendance Committee**

The Campus Attendance Committee has designated Attendance Recovery as a way to make up excessive absences for credit purposes, and allows students to gain credit for classes where they may have exceeded the number of absences allowed. Each session of Attendance Recovery (equivalent to a class period) recovers one absence in one designated class.

## **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 student's control. Contact campus administration concerning waivers and their requirements.

## **Tardies**

Punctuality to all classes is essential in maintaining an effective school environment as well as developing good work habits.

## **Tardy Procedure**

1. After the tardy bell rings, students not in their classes will be issued a tardy.
2. Consequences will be issued accordingly:
  - 1-3 Teacher Warning / Parent Contact
  - 4-5 Lunch Detention(s) / Parent Contact
  - 6-7 Overnight Suspension / Parent Conference, Loss of Off Campus Lunch Priviledges for Juniors & Seniors
  - 8 + Full Day ISS and a Behavior Contract

\*\*\*\*All consequences are subject to administrative discretion

3. Tardy accumulation will start over every six weeks.

## **Senior Skip Day**

Teachers, students, and parents should be aware that there is no such thing as the mythical "Senior Skip Day" or any other student skip day. These absences are unexcused and will be dealt with accordingly. School holidays are published in this handbook.

## Off Campus Lunch

### Seniors

Off Campus Lunch provides seniors the opportunity to leave campus for lunch. Seniors must submit a consent form signed by their parent/guardian to the Vice Principal's Office. After validation, the student will receive an Off Campus Lunch sticker that will be affixed to the student's ID card. Questions regarding Off Campus Lunch should be directed to an Administrator in the Vice Principal's office.

The following rules apply to avoid forfeiture of this privilege.

- Eligibility is based on good standing for the following: academics, attendance, and behavior. Students are not allowed to visit other campuses.
- Attendance recovery hours will not apply towards Off Campus Lunch.
- Students are required to have a valid student ID with a valid lunch sticker when leaving campus for lunch. If a student is picked up for off campus lunch, the individual must be an approved adult/student.
- Being tardy from lunch may result in suspension of Off Campus Lunch privileges.
- Students are not allowed to loiter in the parking lots.
- Students may only transport other students with valid Off Campus Lunch stickers. Failure to comply may result in suspension of driving privileges, suspension of and/or Off Campus Lunch privileges for driver/all passengers, and consequences deemed appropriate by administration.
- Students who become ill while off campus must return to campus and sign-out or have a parent come to campus and sign them out. NO PHONE CALLS WILL BE ACCEPTED.
- Student attendances, behavior, grades, credits, and discipline may prohibit student eligibility.
- Off Campus Lunch privileges may be revoked at the discretion of school Administration.

### Juniors

Off Campus Lunch provides juniors the opportunity to leave campus for lunch. Juniors must submit a consent form signed by their parent/guardian to the Vice Principal's Office. After validation, the student will receive an Off Campus Lunch sticker that will be affixed to the student's ID card. The sticker is valid for the current semester only. Students are required to obtain a new off campus lunch sticker each semester. Questions regarding Off Campus Lunch should be directed to an Administrator in the Vice Principal's office.

The following rules apply to avoid forfeiture of this privilege.

- Eligibility is based on good standing for the following: academics, attendance, and behavior. Students are not allowed to visit other campuses.
- Attendance recovery hours will not apply towards Off Campus Lunch.
- Students are required to have a valid student ID with a valid lunch sticker when leaving campus for lunch. If a student is picked up for off campus lunch, the individual must be an approved adult/student.
- Being tardy from lunch may result in suspension of Off Campus Lunch privileges.
- Students are not allowed to loiter in the parking lots.
- Students may only transport other students with valid Off Campus Lunch stickers. Failure to comply may result in suspension of driving privileges, suspension of and/or Off Campus Lunch privileges for driver/all passengers, and consequences deemed appropriate by administration.
- Students who become ill while off campus must return to campus and sign-out or have a parent come to campus and sign them out. NO PHONE CALLS WILL BE ACCEPTED.
- Student attendances, behavior, grades, credits, and discipline may prohibit student eligibility.
- Off Campus Lunch privileges may be revoked at the discretion of school Administration.

### TEA Forms

Students must have this form if taking Driver's Education or if renewing a driver's license (under age 18). See the attendance office for details and allow a minimum of 24 hours processing.

### Withdrawal

When it becomes necessary for a student to withdraw from school, the student's parent or guardian should report to the Attendance Office to initiate the withdrawal process. All pertinent information that relates to the new educational setting will be recorded on a Withdrawal Documentation form, which then must be signed by the student's parent or guardian. The student will remove all articles from his/her assigned locker and return all textbooks, library books, and other items belonging to Brennan High School. The student may then attend his/her remaining scheduled classes that day or return home. Failure to return textbooks, library books, turn in uniforms, or turn in money owed will delay the student's transcript being sent to other schools, jobs, or military service.

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

The attendance office should be informed of any change in the student's name, phone number or address. This information and notification of such change(s) should be given to the secretary in the attendance office. Proof of Address such as a utility bill must be submitted to the attendance office in order to change the student's address.

## STUDENT CONDUCT

Brennan High School prides itself in providing a safe and secure learning environment. All students, parents, faculty and staff are responsible for reporting any unsafe behaviors or events that may compromise the school's safety. Students, while on the school bus, school campus or at school-sponsored activities, will abide by the student code of conduct.

The following are policies and rules of William J. Brennan High School:

- A. Abusive or vulgar language or actions towards students or staff are never appropriate and are subject to disciplinary action.
- B. Disruptions of the school process will not be tolerated. Any student who engages in a boycott, sit-in, stand-in, walk-out, or other related forms of disturbances will be subject to disciplinary action. Use of social media or other electronic devices which disrupts the school environment is also subject to disciplinary action.

- C. Dress – Students will not be allowed to attend class if their dress is inappropriate for the school day. At William J. Brennan High School, all students are expected to Dress for Success everyday. The following items are NOT ALLOWED:
- Wallets with chains
  - Steel-toed or hard plated footwear
  - Shorts (including athletic shorts) or skorts
  - Pants worn below the waist
  - Spandex pants (or similar), spandex skirts, or inappropriate leggings
  - Extremely short dresses or skirts (administration or teacher discretion)
  - See-through clothing
  - Tank tops
  - Halter top blouses
  - Midriff outfits, off the shoulder blouses, or revealing clothing of any kind
  - Clothing or jewelry with profane language, vulgar drawing, promotion of tobacco, alcoholic beverages, drugs, suicidal or inappropriate messages, or any clothing or paraphernalia deemed inappropriate by school officials
  - Bandanas in any form
  - Excessively ripped jeans/pants
  - Slippers
  - Pajamas
  - Any attire or grooming that is deemed inappropriate by campus administration

**See Section D for NISD Dress Code.**

- D. Drugs or Alcohol – Any student who comes to school or to any school sponsored activity after having consumed alcohol, marijuana, hallucinogenic drugs or narcotics of any kind is subject to disciplinary action. (See Section C)
- E. Gambling is prohibited anywhere on campus and is subject to disciplinary action.
- F. Profanity, in the halls, classrooms, or anywhere on campus, is not permitted.
- G. Prohibited Items – The following items are not allowed on campus:
- Skateboards – May not be used during school hours
  - Lighters and matches
  - Any item that may be used as a weapon (discretion of administration)
  - Any item that is considered disruptive to the educational environment (discretion of administration)
- H. Public display of affection is not an accepted practice on the school campus. Lack of cooperation can result in disciplinary action.
- I. Weapons or items that may be considered dangerous to students or staff, are not allowed on campus. Students in possession will be subject to disciplinary action. (Section C)
- J. Vandalizing, Scribing and Graffiti Paraphernalia – Students are not to have any materials in their possession which could be used to vandalize, scribe, graffiti, mark or deface any surfaces of the building or its contents. Examples of such items are permanent markers of any type, scribing tools such as rocks, nails, etc. or any other tagging paraphernalia. Students who have any such materials in their possession will be subject to disciplinary action. Such materials will be confiscated.

**Discipline/Detention**

Students may be assigned to detention. Detention is used for academic and/or disciplinary purposes. Failure to attend a required detention will result in notification of student's parents and further disciplinary action.

Detention attendance is the student's responsibility. If a student is absent on detention day, the student must report to the Vice Principal's office to reschedule.

**Discipline/In-School Suspension (ISS)**

In-School Suspension will be used as a disciplinary measure by the Vice Principal's office to help students assume more responsibility for their actions. Students will be expected to successfully complete assigned classwork and demonstrate their ability to follow rules.

**GENERAL INFORMATION**

**Dances & Prom**

The dress for school dances will be announced prior to the affair and in no case will a student be permitted to attend a dance in improper dress. Students who are under suspension from school, or those students who have been expelled from school, will not be allowed to attend any school function. Student attendances, behavior, grades, credits, and discipline may prohibit student participation.

School dances are for William J. Brennan High School students only and a Brennan I.D. is required. Guests who do not attend Brennan must be pre-approved by administration.

**Evacuation and Lockdown Drills**

In order to ensure the safety of the students, it will be necessary from time to time to have fire or evacuation drills.

Instructions will be found in each classroom and will be reviewed by the teacher. Students are to follow these instructions as carefully and as quickly as possible in the event of a drill or an emergency.

Fire Alarm or Intercom Announcement – Move out of the building quickly, orderly, and quietly.

Three Bells – Move back into building when directed by administration.

Lockdown – Follow directions given over school intercom system. Also, follow procedures that are posted in each classroom.



## **Financial Obligations**

In order for a student to participate in any school related activity, they must be in good financial standing with the campus and the school district. Students must clear all debts and obligations prior to the event. Debts and obligations could occur from clubs, classes, or organizations; 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. Restitution will also be considered an obligation.

## **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, may 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.

## **Hall Passes**

If a student must leave an assigned class, an official hall pass must be filled out and signed by a member of the faculty or staff. Students in the halls without a pass are subject to disciplinary action.

## **Identification Badges**

All students are required to have a Brennan I.D. badge whenever they are on the campus. At the request of any school employee, the student is required to produce the badge for identification purposes. If a student loses the ID, the student must purchase a new ID for \$5.00. Student may purchase a new ID in the library.

## **Lockers**

The school assumes no liability for lost or stolen items. Every locker left unlocked will be considered out of use and its contents removed. William J. Brennan High School has sufficient lockers (one for every student); therefore, lockers should not be shared. Report locker problems to the Vice Principal's Office. The student is responsible for keeping a record of his/her locker number and combination for future reference. Each student is responsible for removing all belongings from his/her locker prior to the end of the school year. Any items left in the locker will be considered abandoned property and will be donated to charity. DO NOT store valuable items in your locker.

LOCKERS SHOULD ALWAYS BE LOCKED WHEN NOT IN USE. DO NOT GIVE YOUR COMBINATION TO ANYONE ELSE. DO NOT LEAVE MONEY OR VALUABLES IN YOUR LOCKER. DO NOT SHARE LOCKERS!

## **Lost and Found**

If you find anything of value on the grounds or in the building, turn it into the Vice Principal's Office. An attempt will be made to find the rightful owner. If you lose anything, check with lost and found in the Vice Principal's Office.

## **Parking Vehicles On Campus**

Students may drive their vehicle to school provided they have a current driver's license, have completed the parking permit form, have proof of insurance to include being listed as a driver, and has purchased a parking permit from the Vice Principal's office. After approval, a parking permit will be issued and affixed to the windshield. Parking is on a first come basis. This permit grants parking privileges for the student lot only. Students must park in designated student parking areas; NOT reserved spaces. If you change vehicles, please report the change to the Vice Principal's office in order to maintain accurate records and to purchase a new parking permit.

Any vehicle in the parking lot without a parking permit or improperly parked will be ticketed & or towed at the owner's expense. The policy on parking is subject to change if increased security measures become necessary. Parking stickers change each year. Previous stickers are invalid.

No student is to be in the parking lot or adjacent areas during school hours, including the lunch periods, without permission from the office. When arriving at school, secure your vehicle and proceed into the building.

Vehicle violations (moving/parked) may result in a fine and or the removal of parking privileges. Once a parking permit/privilege has been revoked, administrative discretion will determine if or when the privilege will be reinstated.

Parking information and parking permits may be obtained in the Vice Principal's office.

## **Parking and Traffic Regulations**

### **1. RESPONSIBILITIES**

- A. BY ENTERING CAMPUS, THE PERSON IN CHARGE OF ANY VEHICLE CONSENTS TO A SEARCH OF THE ENTIRE VEHICLE AND ITS CONTENTS BY SCHOOL OFFICIALS OR POLICE OFFICERS.
- B. All students, faculty and staff members who park their vehicles on the campus must secure and display a parking permit. THE PURCHASE OF A PARKING PERMIT DOES NOT GUARANTEE A PARKING SPACE. However, it does authorize parking if the space is available.
- C. Strict adherence to rules pertaining to speed and parking will be required to protect pedestrians and vehicles and to provide access for firefighting equipment and ambulances.
- D. Texas laws governing motor vehicle operation are effective on all campus locations.
- E. All accidents on campus should be reported to the campus police officer.

### **2. PARKING REGULATIONS**

- A. Vehicles must be properly parked in designated areas.
- B. Two wheel vehicles are to be parked in the designated area.
- C. 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 the vehicle being ticketed, fined, and/or towed away:
  - on any curb, sidewalk or island

- by a red curb
- in front of a fire hydrant
- in any place designated as a loading zone or marked "no parking"
- in front of a movable barrier
- in any driveway, entrance, or exit
- double parking
- parking without a permit fixed to the windshield
- parking in two spaces
- parking in reserved areas (visitor, faculty, handicapped, etc.)
- parking on lawn areas

### 3. REGISTRATION

- Parking Permits are \$20.00. Permits are valid for the current academic year only.
- ONE PERMIT will be issued per student. A permit must be attached to the vehicle's windshield.
- Registration information includes operator's name and address, a valid driver's license, school identification card, vehicle license number and description, and copy of vehicle insurance and policy number. The insurance policy must have the student listed as one of the insured drivers or as an assigned driver of the vehicle. (Vehicle must be insured before a permit will be issued.)
- All vehicles driven on campus must be registered in the Vice Principal's office.

### Passing Periods

There will be no loitering in the hallways. Students will have sufficient time to go directly from one class to the next.

### Posters

All posters and signs must be placed in designated areas ONLY after they have been approved by the sponsor of the club/organization/class AND the administration. Posters on painted surfaces are PROHIBITED. All posters/signs should be removed in a timely manner.

### 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

Office telephones are for business use only and students are not to use them without permission. Telephone messages for students will only be accepted in cases of emergency from parents. Class will not be interrupted for telephone calls.

### Transportation (School Provided/Private)

Students who ride NISD buses will be dropped off and picked up in the bus loop. For security and safety reasons, students must remain behind the rails while boarding.

Students departing the campus before the final dismissal bell may not return to ride NISD transportation. Students who arrive in private vehicles are to be dropped off and picked up in front of the school or in the student parking lot ONLY. Any student seeking a temporary ride on another bus must bring a letter from their parents and must seek administrative permission no later than the morning of the request.

### Visitors

All Parents and Visitors are required to register in the Administrative Office with the secretary and indicate the reason for visiting the campus. All parents and visitors must present a valid driver's license or Texas ID. 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.

## STUDENT ACTIVITY AREAS

All students are expected to keep the campus clean.

### Ground Rules

Students are required to remain on the school grounds during school hours, including lunch period, subject to the regulations listed below:

1. The building will be open each day at 8:00 a.m.
2. Students who need to go home before the end of the day must report to the Attendance Office to check-out. (See Arrival at School/Check-Out Procedures)
3. The following areas are considered "off limits" to students unless involved in class or official school business. Failure to observe these areas will result in disciplinary action.
  - Parking lots.
  - Front of the building.
  - Athletic playing fields.
  - Auditorium.
  - Unsupervised areas.

## SCHOOL SERVICES

### Career Center

The Career Center offers opportunities for Career Investigation, Post-Secondary Education, and Scholarship Research. The Career Center provides many different types of occupational information designed to help the student research career interests. The following services are available upon request: career interest inventories and computer access to careers, military, colleges, universities and financial assistance, and practice/preparation for college entrance exams. The Career Center is open to students, staff, parents and the community members. Visit the Career Center as often as possible.

### Guidance and Counseling

The counseling offices are located on the first floor of the school building. The counselors are available to help students explore possibilities, make wise choices and to make appropriate adjustments. The ultimate goal is responsible self-direction. Counseling, both individual and group, is a major function of the guidance program. The counseling department coordinates the drug and alcohol prevention/intervention program. Individual counseling is provided to a student as needed to assist in understanding and accepting himself as a unique individual. The student is assisted in realizing strengths and weaknesses and in developing skills and coping with and solving problems, whether academic or personal.

Informational services provide occupational, educational, and personal information. The student receives knowledge about high school courses of study, future employment and educational opportunities beyond high school, including college, technical and business schools and other training. A guidance library and career center are maintained to furnish students with information on job descriptions, opportunities concerning military service, college catalogues, directories of colleges and universities, personality development, personal relationships, etc.

Tests, both achievement and aptitude, are administered to students throughout the year. Students are advised through announcements over the public address system, bulletin boards, and the school newspaper as to the dates of tests. Students are urged to be present for tests and to do their best as the scores are an important part of the student's permanent record.

Records are kept on each individual and contain information considered pertinent to the student's welfare and educational development. Student's records are treated as highly confidential and information is released only to authorized persons concerned with the student.

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, vocational or personal problems. Each junior and senior will be scheduled in order to review his/her school career and to discuss his/her future educational and vocational plans. Efforts will be made to contact every student in each class during the year to encourage early educational and career planning.

### Health Services

The school nurse administers first aid only. She does not diagnose illnesses, but takes note of symptoms and notifies the parent/guardian of her observations. Students should be kept home when ill, and should have a normal temperature for at least 24 hours without medication after any illness before returning to school. This is important for the health of the students and staff.

### Medication

Parents are encouraged to schedule the administration of medication at home when possible. If medication administration is required at school; the following strict rules must be followed.

1. Antibiotics and short-term prescription medication may be administered at school upon written request from the parent/guardian for a maximum of two weeks. Long term prescription medication may be given only if a special medication form is completed by the student's health care provider. All medication must be brought to school in the original prescription labeled bottle.
2. The administration of non-prescription medication is not permitted except when it is ordered in writing by the student's health care provider for a specific condition. Medication should be brought to school in the unopened, original manufacturer's package.
3. No medication, prescription or non-prescription, can be dispensed to or carried by a student at school-this includes cold and cough medications, throat lozenges, cough drops, vitamins or herbal remedies.
4. All medication should be delivered to the clinic/office by an adult. If this is not possible, and the medication is sent to school via a student, the parent is responsible for the medication until the medication is delivered to the clinic/office staff.
5. Only students with diabetes, asthma and food allergy can self-administer medication with the proper authorization from their health care provider.

### Medical Release and Emergency Information Cards (Emergency Health Cards)

These cards will be distributed at the beginning of each school year to be completed by the parent/guardian. The cards are invaluable when an emergency or illness occurs. Please keep the information on the cards updated, as only the person(s) listed on the card will be allowed to sign-out a student from school. Every student should have a card on file.

### 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 has a varied collection of books, computer databases, and other materials on many subjects and offers opportunities for research and enjoyment. Courtesy and cooperation in all library relations will assure all students the opportunity to use library materials in a quiet reading atmosphere. The library is a place for research and reading. As the investment in the library is enormous, students are expected to show respect for and take care of library materials.

1. The library will be open on most days before and after school. No library passes are required to enter the library before or after school.
2. Arrangements to use the library during the school day can be made with a subject teacher who will issue an individual library pass.
3. A Brennan Student I.D. card is required in order for a student to check out a book. Books may be checked out for two weeks and renewed once. When a student checks out a book, the student is responsible for that book. Students are not allowed to check out books for other students.
4. A fine will be charged for each school day that a book is overdue. Fines will be paid at the time the book is returned. Absence from school does not excuse a student from payment of fines. If a student is absent on the day his/her book is due, he/she may have another student return it for him/her.
5. A student is responsible for paying for any lost or damaged books checked out in his/her name. If a book, which has been lost and paid for, is found in good condition, the money paid will be refunded minus the amount of fine due at the time the book was paid for.

6. All fines and payment for lost books must be settled by the end of each semester.
7. Overdue notices will be sent periodically to students through their teachers. Students receiving these notices are expected to come to the library to return books and pay fines as soon as possible.
8. Most reference materials are available for overnight check out. Magazines are for in-library use only.
9. All students are expected to follow library etiquette.
10. Internet access is provided for curricular use by students who have completed the AUP form.

## **ACADEMIC INFORMATION (SEE SECTION B)**

### **AVID**

AVID is a 4 year elective college preparatory class that recruits students from the feeder middle schools and enrolls them in advanced level college preparatory classes that fulfill entrance requirements. This preparation is done through providing support to prepare students for college, increasing coping skills, motivating students to seek a college education, and increasing students' career awareness. It is not required that students have any prior honors or college preparatory classes. Students are recruited on their desire to prepare for and attend college after high school.

### **Bear Awards**

Each year William J. Brennan recognizes the performance of outstanding students in the areas of academic programs, leadership, and perfect attendance. Selection is based on student performance and teacher nominations.

### **Schedule Changes**

Schedule changes should meet the district criteria as stated in Section B of this handbook. Requests for schedule changes should be made through the student's counselor. Appeal of a denied request may be made to the Head Counselor and then to the Academic Dean.

### **Tutoring**

Teachers will provide a tutoring schedule at the beginning of the school year.

## **STUDENT ORGANIZATIONS AND ACTIVITIES**

William J. Brennan High School has a large number of organizations, which round out the school program, develop school spirit, and offer a diversity of opportunity for self-expression and development.

School organizations and clubs must present a charter for approval and official sanction by the school principal. All clubs and organizations will have a faculty sponsor present at all on or off-campus activities. School organizations and clubs will follow all NISD policies and administrative regulations.

Membership in clubs/organizations may consider good standing in academics, behavior, and attendance.

### **Air Force JROTC**

Air Force Junior ROTC educates and trains high school students in citizenship; promotes community service; instills responsibility, character and self-discipline; and provides instruction in air and space fundamentals. Air Force Junior ROTC is an elective course available to students in all grades. Students are required to wear the Air Force Junior ROTC uniform at least once a week. Uniforms and books are provided at no cost, and there is no military obligation. Students are also given the opportunity to compete for promotions and leadership positions within the corps of cadets.

### **Athletics**

William J. Brennan High School participates in Class 6-A competition under the direction of the University Interscholastic League in football, basketball, softball, baseball, track, tennis, golf, volleyball, soccer, cross country, and swimming. It is the aim of William J. Brennan High School to develop well-rounded athletic programs that will be a source of pride to every student at Brennan as well as to everyone in the Brennan community.

### **Choral Department**

The choral classes include a men's choir, women's choir, a freshman choir, and a mixed choir. This department presents several concerts each year. Students who are eligible may participate in individual competition leading towards placement in the Texas All-State Choir. Eligible students are also able to participate in UIL Solo/Ensemble Contest and Concert/Sight-reading Contest.

### **Clubs/Organizations**

Clubs and organizations will be developed based on student interest.

## **Brennan Band**

The "Bear" Band plays for pep rallies, parades, concerts, and many other events during the year. They perform at football games during half-time activities. The band competes in the following Interscholastic League events: U.I.L. Marching Contest, Solo and Ensemble Contest, and Concert Sight-reading Contest.

## **Publications**

A yearbook, newspaper, and a literary magazine are planned for publication.

## **Spirit Organizations**

William J. Brennan will have a varsity and junior varsity cheerleading squad, dance team, and pep squad. An administrative procedure has been developed for the selection of these teams.

## **Stage Band**

The stage band is a performing musical group designed to enrich band students in the jazz medium. This organization performs at concerts and stage band festivals. Membership is available through audition.

## **Service Points**

Under no circumstances will one person be allowed to hold both a class and student council office at one time, even if there is no violation of service points. Points will not be counted for being both an officer and member of a certain club.

A student may not accumulate more than 24 service points. If the office he/she seeks will place him above the allowed 24 points, he must resign an office prior to filing for the new position, which if elected would keep his total service points at the maximum of 24 or below. If a student is found to have more than the 24 allotted points at anytime during the school year, he will be asked to resign a position immediately.

### **Student Council**

President	14 points
Vice-President	8 points
Secretary	5 points
Treasurer	5 points
Appointed officers	3 points

### **Class Officers**

President	10 points
Vice-President	8 points
All other officers	3 points
Historian	3 points
Parliamentarian	3 points

### **NHS**

President	10 points
Vice President	8 points
All other Officers	3 points

### **Band**

Major	10 points
President	8 points
Vice-President	5 points
Historian	3 points
Councilman	2 points

### **Pep Squad**

Colonel	8 points
Lt. Colonel	6 points
Major	5 points
Member	2 points

### **Cheer Squad**

Captain	8 points
Co-captain	6 points
Member	2 points

### **Drill/Dance Team**

Captain	8 points
Jr. Captain	5 points
Member	2 points

### **Club Officers**

President	8 points
Vice-President	3 points
Secretary	3 points
Treasurer	3 points

### **School Paper**

Editor-in-Chief	8 points
Editors	6 points
Staff Members	2 points

### **Senior Play**

Director	6 points
Stage Manager	4 points

### **Yearbook**

Editor-in-chief	8 points
Editors	6 points
Staff Members	2 points

## **Interscholastic Competition**

William J. Brennan will participate in Class 6-A University Interscholastic League competition. Participation will be encouraged in all events.