

**ADMINISTRATION OF  
NORTHSIDE ALTERNATIVE HIGH SCHOOL**

**2018-2019**

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**Section A - Campus Policy**

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# FOREWORD

## 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. We ask you to read, understand, and abide by the rules and regulations stated in this handbook.

## To Parents

The purpose of this handbook is to give you and your child information about the Northside Alternative High School. Frequent reference to this handbook will acquaint you with the functions of this school. Please feel free to contact the teachers, counselor, and the administration any time you feel they can be of service.

The home is the greatest influence upon your child during the early years of life; from these influences your child develops his/her first habits and obtains most of his/her ideals and attitudes. The influence of a good home cannot be duplicated in the school; therefore, it is most important that the home and school work together for the best development of your child.

Please make every effort to encourage your child to attend school regularly and to be on time. Failures are often attributed to irregular attendance, while tardiness tends to develop the wrong habits and attitudes toward life and responsibilities.

We look forward to working with you.

## THE PURPOSE OF NAHS

The purpose of the Northside Alternative High School is to provide a positive but disciplined educational setting for those Northside high school students, grades 9 through 12, whose disruptive and/or unacceptable behavior at their regular school may not warrant expulsion, but whose behavior warrants removal from their home campus. Northside Alternative High School offers a supervised, highly-structured educational alternative to expulsion, where curriculum is delivered at the same scope and sequence as the student's home campus.

## ASSIGNMENT TO NAHS

Students are assigned to the Alternative School only after a hearing has been conducted to determine the appropriateness of the assignment; the participants in this hearing include the School Board's designee and/or an administrator from the student's home campus, the student's parent/guardian, and the student. The Hearings are conducted at the Office of Pupil Personnel.

In the case of Special Education students, an ARD committee is convened at Central Office to determine the most appropriate educational setting. In the case of Section 504 students, a Section 504 committee is convened at the home campus to determine the most appropriate educational setting.

Once a student has successfully completes their assignment to the Northside Alternative High School, he/she will be given a re-entry form to be admitted back to their home campus. Parents must contact the administration of the home campus and set up a re-entry appointment.

While assigned to the Alternative School, students must demonstrate their ability to conform to the school rules. Failure to do so may result in another hearing at the Central Office with the recommendation for the student's expulsion from NISD.

## PROCEDURES FOR ENROLLMENT AT NAHS

- I. Withdraw from your home campus
  - a. All course grades **must** be filled in
  - b. The principal or designee **must** sign the withdrawal
  - c. Be sure the withdrawal is clear of all fines or lost books
  
- II. Parents must call NAHS for an appointment. Appointments are made daily. Please call to schedule a time at (210) 397-7080.  
The parent (legal guardian) must accompany the student for the enrollment process
  - a. Paperwork must be completed which requires both parties to sign.
  - b. Explanation of the rules and procedure must be agreed upon by both parties.

**PEOPLE WHO CAN HELP YOU AT NAHS**  
**CALL: (210) 397-7080**

Ask for the front office secretary if you need to:

1. Pick up your child from school.
2. Check on your child's medications.
3. Leave a message for a teacher or schedule a parent-teacher conference.

Ask for the attendance secretary if you need to:

1. Ask about your child's attendance.
2. Notify the school that your child will be absent from school.
3. Check on days remaining at NAHS.
4. Withdraw your child from NAHS.

Ask for the counselor's secretary if you need to:

1. Check on returned signed report card stubs.
2. Check on grades.
3. Check on a student's criteria.

Ask for Special Education Coordinator:

1. Questions regarding Special Education Students.

Ask for the counselor if you need to:

1. Check on your child's special education testing.
2. Check on your child's schedule.
3. Check on your child's credits.
4. Arrange support sessions for your child.

Ask for the vice principal if you need to:

1. Questions regarding Section 504 students.
2. Ask any questions regarding curricular or academic concerns.

Ask for the assistant-principal if you need to:

1. Obtain information on discipline matters, conferences and ISS.
2. Schedule a conference for any reason.
3. Reinstate your child from suspension.
4. Reinstate your child's transportation.
5. Obtain textbook information for your child.

Ask for the principal if you need to:

1. Ask questions about procedures or policies.
2. Ask questions about NAHS rules.
3. Check on NAHS programs.
4. Ask about any personal concerns.
5. Check on any other administrative concerns.

## **STUDENT CLASSWORK STANDARDS AT NAHS**

All class work will meet Alternative School standards set by the faculty and administration.

### **GRAFFITI / ARTWORK**

Book covers, folders, book bags, assignments, assignment sheets, school property, body parts, and/or personal property which display obscenities, advertise alcoholic beverages, narcotics, controlled substances, rock groups, or gang related materials are not permitted at the Alternative School.

### **CURRICULUM AT NAHS**

Students are placed in an individualized academic program as close to their home school program as possible. In addition, students may be enrolled in a citizenship class to discuss self-concept, personal motivation, individualized responsibility, study skills and career choices.

High School students are assigned their incoming or comparable courses. Classes offer the same curriculum and are highly-structured. NAHS staff work closely with the home campus, administration, counselors, and teachers to provide students advanced courses and electives similar to those at their home campus.

Google Hangouts AP/Dual classes/assignments are student/parents responsibility.

Students must pass a safety test to enroll in vocational training. Materials for personal shop projects are student-provided.

Physical Education requires students to wear gym shoes, shorts and shirt or -warm-ups.

### **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 financially good standing with the campus and the school district. Seniors must clear all debts and obligations prior to these events. Debts and obligations could occur from club, class, or organization dues; spirit, fine arts and athletic organization supplies and activities; uniforms; textbooks; fundraising events; and any other financial debt or obligation from school owned items checked out to the student.

### **HALL PASSES**

Students must have a pink pass in their possession, signed by a member of the faculty/staff, any time they are out of a classroom.

### **NAHS DISCIPLINE PHILOSOPHY**

NAHS practices a definite discipline philosophy throughout all classrooms, hallways, cafeteria, gym, and on the buses. Disruptions will not be tolerated. If a student chooses to break a rule, consequences will be swiftly assessed.

Parents are asked to read and sign the rules signifying they are aware of the expectations at NAHS.

### **REPORT CARDS / PROGRESS REPORTS**

At the end of each grading period, report cards will be sent home so that parents will know the progress of their student. Academic and citizenship grades appear on the report card.

The third week of each six weeks, a progress is sent home to be signed and returned on the following Monday to the first period teacher. The information on the progress report is designed to help parents and students see what needs to be done to raise the student's grade to passing by the end of the grading period, or to explain the reasons the student received a failing grade in a particular subject for the six-weeks grading period.

## **NAHS STANDARDIZED DRESS CODE**

The district has adopted standardized attire for all students enrolled in the Northside Alternative High School. All students assigned to NAHS will adhere to the standardized attire requirement.

The standardized attire consists of:

1. Standard Blue Jean or Khaki pants only (*No cargo/painter pants, no skinny jeans, no low rise, no zippers/pockets on the pant legs*).
2. Three-button White Polo shirt (*No logos or emblems*).
3. Plain tennis like shoes (no boots or sandals). The administration will make the final decision.
4. During cold weather, the student may wear a sweater, a jacket with zippers, a pull-over, or a hoodie.
5. No hats, bandanas or other head gear are permitted. All necklaces must be worn inside clothing.
6. Items should be claimed within five (5) school days to ensure their safe return. Items left for an extended period of time will be considered abandoned and will be donated to charity.
7. Parents will be contacted to provide proper attire should their child arrive at school and not be in compliance with the school's standardized dress code.
8. The above information is subject to change as new trends in gang-related activities or other societal clothing concerns need to be addressed.
9. Final determination of acceptable dress and grooming rests with administration and cannot be appealed.

## **NORTHSIDE ALTERNATIVE HIGH SCHOOL SPECIAL REGULATIONS**

Rules at the Northside Alternative High School are very different from home campus school rules. All students must follow these rules and regulations:

NISD provides transportation. It is the student's responsibility to call and reinstate transportation if the student does not ride the bus for three consecutive days for reasons other than suspension. The number at Transportation is 397-0870. Co-op/Work Program students may receive special permission to drive to school. These students must turn-in keys to the office when they arrive on campus each day.

When students arrive at school, they will walk quietly to their assigned area after being searched.

1. Students will always walk in an orderly fashion from one area to another. Students will be under staff supervision in the halls
2. When students enter a class, they should immediately sit in their assigned seats. They should remain in their seats, sit up, and do all the work assigned.
3. Talking is limited to class discussions.
4. Students are responsible for their own books and property. There are no lockers.
5. Students will eat lunch in the lunchroom.
6. Students are not allowed to carry any beverage containers on campus (opened or unopened). No water bottles, soda cans, sport bottles, fountain drinks, coffee, or etc.
7. Students will speak to staff members in a courteous manner.
8. Students must have staff permission to use the restrooms.
9. When a student's absence meets District/State requirements to be excused, the parent/guardian must write a proper note for that excuse. All tardies are unexcused, unless the principal determines otherwise.
10. Students are to stay off all other campuses and any other NISD property at all times. They are not to take part in any extra-curricular activities.
11. NAHS has a restrictive dress code. Rules concerning dress will be discussed at enrollment. NAHS administrators will make final decision on appropriate wear.
12. All students must ride the Northside school bus to and from school unless approved by an Administrator.
13. Students may not possess or use indelible or permanent markers unless as part of a class instruction supervised by the teacher with the markers remaining in the classroom.
14. MP3 Players, Ipods, video cameras, personal video game players, ear buds etc... (items not related to the day-to-day activities of our school) should not be brought to school. Cell phones may be brought to school. However, if used or visible during the regular school day may be confiscated and will be returned only to a parent or guardian. Videotaping / picture taking are not permitted with any device unless approved by campus administration. The use of any of these items in the classroom is strictly prohibited and will result in disciplinary action.

## **NAHS TRANSPORTATION RULES**

1. Students will sit in ASSIGNED SEATS and remain in their ASSIGNED SEATS at all times while on the bus.
2. Students will be waiting on the curb in the morning for the bus; otherwise, the driver will not stop.
3. Students will not talk loudly, scream, use profanity, yell out the windows, or make obscene gestures while on the bus.
4. Students will keep their hands, feet and head inside the bus window at all times while they are on the bus.
5. Students will not bring or use any electronic devices at any time while on the bus.
6. NAHS students will comply with all other TRANSPORTATION -POLICIES as stated elsewhere in this -handbook.
7. Bus disciplinary referrals may result in loss of bus privileges and/or loss of criteria to return to home campus.
8. Book bags may be used by students for school materials and physical education uniforms, but are subject to a daily search.

## **WITHDRAWAL FROM SCHOOL**

Office personnel would appreciate notification several days in advance of the day a student plans to withdraw from school. To prevent class interruption and expedite the withdrawal procedure, students must be in school the full day that they withdraw. No student will be withdrawn from school without a request from the parent or guardian. This request should be in writing.

Records will not be released to students owing fines or to students who have lost a textbook, etc., until payment has been made to the school.

### **Withdrawals at the End of a grading period and Testing**

No one will be withdrawn after the scheduled "last day for withdrawals" at the end of a grading period or during STAAR or TAKS testing.

Students will remain at the Alternative school through testing and will be withdrawn when the testing schedule is complete if the student's assignment is complete.

### **CRITERIA WITHDRAWAL** *(PARENTS DO NOT COME WITH STUDENTS FOR CRITERIA WITHDRAWAL.)*

The student will be called into the Counseling Office on the day that Criteria is met. The student will then be given the *Criteria Letter* and withdrawal paperwork which is necessary to return to their Home Campus. *(The student will be in class for the entire day.)*

## **VISITORS**

All Parents and Visitors are required to register in the Administrative Office with the receptionist and indicate the reason for visiting the campus. They are also required to sign-out prior to leaving the campus.

## **CONCLUSION**

Students of this school have a big responsibility to the community. Each student should always keep in mind his responsibilities as outlined in this handbook as he displays good manners and the other common courtesies of a good citizen in his community.

The administration reserves the right to review and augment these policies at any time.