

# EARL WARREN HIGH SCHOOL CONSTRUCTION CAREERS ACADEMY CAMPUS POLICY

## CAMPUS ADMINISTRATION

Melissa Hurst.....Principal-Warren  
Amanda Mayfield .....Associate Principal-Warren  
Bernadette Gonzales.....Academic Dean  
Lance Enderlin.....Principal-CCA  
Krista Ackles..... Associate Principal-CCA  
Jeanette Figueroa..... Assistant Principal  
Reggie Ollendieck .....Assistant Principal  
Cherie Ritch .....Assistant Principal  
Administrator #4 ..... Assistant Principal  
Lesford Dixon..... Program Coordinator CCA

## GUIDANCE COUNSELORS

Melea Wade .....Head Counselor    Evangelina Rendon-Piedra.....Counselor    Melissa Clarke..... CCA Lead Counselor  
Jack Briggs .....Counselor    Angela K. Taylor ..... Counselor    Taylor Schulmeier..... CCA Counselor  
Jill Laman .....Counselor    Virginia Ware.....Counselor  
Jorge Ramos.....Counselor

## CAMPUS COORDINATORS

**Josh Littrell**  
Athletic Coordinator

**Heidi Paddock**  
Assistant Athletic Coordinator

**Stephanie Moncada**  
Special Education Coordinator

## DEPARTMENT COORDINATORS

Aracely Rivas.....Mathematics  
Ivan Banuelos ..... Science  
Otto Stilwell ..... Social Studies  
Brittany Rodriguez.....English/Language Arts  
Cristina Ramos.....International Languages  
CPT. Kevin Keaney.....ROTC  
Jesse Buchannan.....Physical Education  
Eric Franke.....Fine Arts  
Jace Pierson.....Special Education  
Melanie Morales.....Health  
Melissa Ciaravino.....CTE/FCS

## Section A Campus Policy

<b>Foreward</b> .....	A-1	Financial Obligations.....	A-5
To Students.....	A-1	Fire/Safety Drills.....	A-5
To Parents.....	A-1	Graduation.....	A-5
<b>Earl Warren</b> .....	A-1	Health Services.....	A-5
<b>Alma Mater</b> .....	A-1	I.D. Cards.....	A-5
<b>Fight Song</b> .....	A-1	In-School Suspension (ISS).....	A-5
<b>Mascot</b> .....	A-1	Locker Assignment.....	A-5
<b>School Colors</b> .....	A-1	Lost and Found.....	A-6
<b>People Who Can Help You</b> .....	A-1	Lunch.....	A-6
Your Principal.....	A-1	Medical Emergencies.....	A-6
Vice Principal, Assistant Principals,		Messages.....	A-6
Academic Dean.....	A-1	Parking Cars on Campus.....	A-6
Your Teachers.....	A-2	Parking and Traffic Regulations.....	A-6
Your Counselor.....	A-2	Permission to Leave Campus.....	A-7
<b>Bell Schedule</b> .....	A-2	Posters and Signs.....	A-7
<b>Academic Information</b> .....	A-2	Requirements for Students Holding Offices	
College and Career Center.....	A-3	and Positions of Honor.....	A-7
Library.....	A-3	Cause for Dismissal.....	A-7
<b>Attendance</b> .....	A-3	School Parties and Dances.....	A-7
Attendance Recovery.....	A-3	Rules to be Observed.....	A-8
Absences.....	A-3	School Pride.....	A-8
State Absence Policy.....	A-3	School-Sponsored Activities.....	A-8
Due to Missing a Bus.....	A-3	School-Sponsored Clubs and Organizations.....	A-8
Arrival at School.....	A-3	Senior/Junior Off Campus Lunch.....	A-8
Tardies.....	A-4	Social Behavior.....	A-8
Readmission Procedures Following Absences.....	A-4	Student Off Block(s).....	A-8
Absences and Grades.....	A-4	Students Selected for Popularity Courts.....	A-9
<b>General Information</b> .....	A-4	Textbooks.....	A-9
Deliveries.....	A-4	Tutoring.....	A-9
Change in Name, Home Phone Number or		Verification of Enrollment (VOE).....	A-9
Address.....	A-4	Visitors.....	A-9
Charge for Duplicate Copies of Student Records.....	A-4	Withdrawing from School.....	A-9
Parent Conferences.....	A-4		
Confiscated Items.....	A-4		
Corridor Pass.....	A-4		
Electronic Devices.....	A-5		
Finals (Semester Exams).....	A-5		

# FOREWORD

## WELCOME TO EARL WARREN HIGH SCHOOL AND CONSTRUCTION CAREERS ACADEMY

Welcome to EWHS and CCA! This is a school community where students, parents, teachers and campus administration work together to ensure the success of the community. Earl Warren High School and Construction Careers Academy where students help one another, academics are a priority and community engagement is expected. Our vision is that students will have opportunities to discover their unique abilities, to maximize their full potential and pursue a successful journey after high school. Our mission is to provide an environment where students can discover their unique abilities while igniting a passion for innovative learning, which leads to success.

This handbook has been prepared by the Administration of Earl Warren High School and Construction Careers Academy 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. A comprehensive handbook including academic policies and procedures, acceptable use of the district's technology resources, district policy and student code of conduct is available online.

## EARL WARREN

Earl Warren was born in Los Angeles in 1891 and spent most of his childhood living in Bakersfield, California, where his father worked as a railroad employee. Earl Warren's desire to enter the legal profession can be traced throughout his school days in Bakersfield. Earl Warren entered the University of California at Berkeley where he majored in Political Science. He received his B.L. degree in 1912 and was admitted to the California bar in 1915. From 1920 until he retired in 1969, Earl Warren served in the public sector. He was the Alameda County district attorney for fourteen years. In 1942 he began the first of three terms as the Governor of the state of California. In 1948 Earl Warren was the Republican nominee for vice-president under Thomas Dewey. In 1953 President Dwight D. Eisenhower appointed Earl Warren as the fourteenth Chief Justice of the United States Supreme Court. Earl Warren is remembered not only as one of the truly great chief justices of the Supreme Court, but as one of the most influential Americans of the twentieth century. Warren court decisions vastly expanded civil rights and personal liberties and generations later, continue to define American freedoms.

## ALMA MATER

We're Warren Warriors who excelled within your hallowed halls.  
And when we're gone that life lives on in the heart we've given thee.  
On the field of play or on the stage or in the friends that we have made  
The pride within our hearts will still proclaim that we are Warren High!

## FIGHT SONG

GO! WARRIORS! GO!	With all our colors flying we will
GO! FIGHT! WIN!	Never lose our sight!
WE'RE BRAVE! WE'RE BOLD!	We are the Warren Warriors!
GO! WARRIORS! GO!	We'll fight for victory!
We are the Warren Warriors!	Win for the name that is our claim!
We Fight with all our might!	Warren Warriors WIN THAT GAME!

## MASCOT

Warrior

## SCHOOL COLORS

Purple, Silver and Black

## PEOPLE WHO CAN HELP YOU

### YOUR PRINCIPAL

The Principal is responsible to the Superintendent of Schools for proper administration of Earl Warren High School and Construction Careers Academy. Ms. Melissa Hurst and Mr. Lance Enderline are here to serve you and the greater school community.

### ASSOCIATE PRINCIPAL, ASSISTANT PRINCIPALS, AND THE ACADEMIC DEAN

The Associate Principal, Assistant Principals, and Academic Dean work directly with the Principal in the administration and organization of the school. These individuals are in charge of student attendance, discipline and curriculum instruction. They assist in the counseling program and will assume the responsibility of the Principal in his/her absence. These Administrators would be the first persons to see if you need help. Every student is assigned to an assistant principal and a counselor.

## YOUR TEACHERS

Your teachers are curriculum specialists in the field in which they teach and are eager to help you learn and be successful in your class.

The teachers are charged with the responsibility of carrying out the rules and regulations of the NISD School Board and any additional policies set up by the administration. Your teachers will be available to you in the mornings and after school. Check with your teachers about their tutoring schedule. It is the expectation of the Principal that teachers will be available to help students on a regular basis. Your teachers will communicate with your parents for any concerns with academics and/or classroom behavior.

## YOUR COUNSELOR

The counselors are responsible for the guidance program for the students of Earl Warren High School and Construction Careers Academy. Their major responsibilities are as follows:

1. Guidance Curriculum- Self-confidence, motivation, decision-making, interpersonal effectiveness, communication skills, cross-cultural effectiveness and responsible behavior
2. Responsive Services- Addressing the immediate concerns of students such as academics, family issues, grief/loss, behavior etc.
3. Individual Planning- Assisting students to understand their own development in educational, career and personal goals.
4. Systems Support- Parent education, teacher / admin consultation, school improvement planning, community outreach and public relations.

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

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

## BELL SCHEDULE

Please see the campus website at [nisd.net/warren](http://nisd.net/warren) or [nisd.net/ccca](http://nisd.net/ccca) for final exam schedules, late start dates, and all other student schedules.

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Period	Begins	Ends
1st Bell .....	8:50 am	
1st .....	9:00	9:50
2nd/Announcements .....	9:56	10:49
3rd .....	10:55	11:45
4th .....	11:51	12:40
5th .....	12:46	1:35
6th .....	1:41	2:30
7th .....	2:36	3:25
8th .....	3:31	4:20

## ACADEMIC INFORMATION

The campus 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, marriage, or a combination of these.

### A. Course Selection

1. Students will receive 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 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 between classes to make an appointment to see their counselor.

## B. Policies

1. Students are assigned to counselors alphabetically.
2. All students must carry at least six subjects per school year unless they are in one of the career and technology cooperative programs.
3. Correspondence courses may be applied to graduation requirements when such courses are approved by the counselor. Correspondence courses to be used for graduation should be completed on or before the beginning of school in the fall of the senior year. If not, the student may remain a junior until the course is completed and credit is received.
4. Students wishing to take courses in summer school, night school, or by correspondence must obtain written permission from their counselor before enrolling.
5. Credit will be awarded per semester (except for certain 2 hour CTE courses) in a full year course when the average of two semester grades equals 70 or higher. Credit denied because of absences will not average with a passing semester.

## College and Career Center

The College and Career Center is staffed by an instructional specialist. It is located in the "A" building and is during school hours.

The beginning point for utilization of the College and Career Center is the Choices360, a computer-based program which provides current, easily accessible information on occupations, two and four year colleges, trade and technical schools, graduate schools, financial-aid and armed services. While not all-encompassing, the following components are found in the Career Center:

**College and Career Library:** 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 school, after school, and, when they have a pass from their teacher or counselor.

## 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 via the student's portal. 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 and electronic resources and offers opportunities for research and enjoyment. Courtesy and cooperation in a library relation 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. It is to be used for research and reference.

1. The library will be open each school day from 8:15am-5:00pm.
2. Upon entering the library, the student will sign in as directed. Students coming from classes must present a pass signed by the subject teacher.
3. Books are checked out for a two-week period and may be renewed. No more than three books may be checked out at a time.
4. When checking out books the student will present his/her ID card at the desk.
5. The student is responsible for all books checked out in his/her name.
6. 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 minus the amount of any fine due at the time the book was returned.
7. All accounts must be settled at the end of each grade reporting period.
8. Overdue notices will be sent every four weeks. Students receiving notices are expected to come to the library to settle accounts as soon as possible. Failure to receive notices does not exempt students from their obligations.
9. Magazines and reference materials are to be used only in the library during school hours.

## 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 handbook for a complete explanation of the law) Texas Education Code 25.092 also states that a student who is in attendance less than 75 percent of the time, in which the course is being offered, is NOT eligible to participate in Attendance Recovery opportunities.

### ATTENDANCE RECOVERY

Any time during the school year that a student accumulates absences over the state allowed number, he/she may make up hours by attending tutoring/Attendance Recovery and complete assignments for the classes missed. If a student earned a passing grade during the semester/year, the participation in tutoring/Attendance Recovery can give the student the opportunity to earn credit for this/her passing grade, however, it will not affect a failing grade. Absences accrued as a result of truancy (skipping class) are not eligible for Attendance Recovery. NOTE: ATTENDANCE RECOVERY IS DESIGNATED FOR CREDIT EARNING PURPOSES; NOT MIDTERM/FINAL EXAM EXEMPTIONS.

### 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/her required attendance.

### ARRIVAL AT SCHOOL

Once the students arrive on campus they are not to leave without checking with the attendance office. For permission to leave school refer to Section D of this handbook or the Readmission Procedure below.

## **TARDIES**

A student is marked tardy to class if he/she is not in his/her assigned location when the tardy bell rings. Between class periods there is a six (6) minute interval for passing, and a student is tardy to the next class or study period if he/she is not in the assigned location at the end of this interval.

Tardiness to school, with few exceptions, is inexcusable. Students more than ten (10) minutes late to school (first period) must report to the attendance office and may be subject to disciplinary action if the absence is unexcused. Students more than five (5) minutes late to a classes 2-8 are considered absent for that period. Students will report to the Tardy-Station if directed to do so by the teacher. Students may be assigned ISS or D-Hall for excessive tardiness. Excessive tardiness for upperclassmen may result in the loss of parking and off-campus privileges.

## **READMISSION PROCEDURES FOLLOWING ABSENCES**

Tardiness to school, with few exceptions, is inexcusable. Students with three or more tardies will be subject to disciplinary action. Students more than ten (10) minutes late to school must report to the attendance office and may be subject to disciplinary action if the absence is unexcused. Students more than ten (10) minutes late to a class are considered **Absent by Tardy (AT)**.

1. On the day following an **all-day absence** the student will report to the attendance office before 8:50 a.m., during lunch or after school and present a note signed by the parent/guardian stating the reason for the absence and the date of the absence. The secretary will mark whether the absence is excused or unexcused.
2. If a student fails to bring a note within three days of their absence, his/her absence will remain unexcused (**UA**). Students who are truant are subject to disciplinary actions.
3. A student attending **only part of the school day** due to a medical appointment or family emergency, etc., needs to have a parent/guardian come into the attendance office with a picture ID to sign the student in or sign out. If the student arrived after the school day starts the parental/medical/etc., note will be replaced with an admission slip. If a student must leave before the end of the day, the parental note will be replaced with a dismissal slip. Upon their return to school, they must bring parental/medical/etc. note or the absence will remain unexcused (**UA**). It is advised that students inform their teachers about any planned absences prior to the absence.
4. Students who arrive after 9:10 a.m. due to tardiness must sign in at the attendance office and receive an **Absent by Tardy (AT)** slip. Students who are excessively tardy to 1<sup>st</sup> period and other classes will be referred to the Assistant Principal's office.
5. Student missing more than **five (5) minutes** of a class (periods 2-8) is considered **Absent by Tardy (AT)** for the period. The teacher will keep the student in class and will email the attendance office to record AT.
6. If there is a question concerning the validity of any note the student will be referred to the Assistant Principals' office for verification.
7. During STAAR testing, if students leave campus prior to the end of the testing day, they will be marked UA. Students will need to provide a doctor's note to remove the UA.

## **ABSENCES AND GRADES**

Students are encouraged to make up work from all absences, regardless of reason. Tests or work not made up will result in a grade of "0" for that assignment or test. Unexcused absences and trancies may result in a grade reduction (as would be the case for late work). Trancies may void any opportunity for a waiver from the state attendance policy. If the absence is long term, parents are encouraged to request assignments from the teachers. Please see other sections of the handbook for district guidelines on make-up work.

# **GENERAL INFORMATION**

## **DELIVERIES**

The front desk will not accept deliveries for students such as gifts, food, and cash without administrative approval. Items forgotten at home can be dropped off at the front desk. The student will collect the item between classes rather than during class. **FOOD DELIVERIES WILL NOT BE ACCEPTED AS THIS PRESENTS IS A SAFETY CONCERN.**

## **CHANGE IN NAME, HOME PHONE NUMBER, OR ADDRESS**

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

## **CHARGE FOR DUPLICATE COPIES OF STUDENT RECORDS**

Each student receives a copy of his/her grade report, schedule, schedule change, etc. Transcripts...

## **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.

## **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 Principal's Secretary at 397-4205. If all teachers are requested for the conference it will be held before or after school. Parents must make prior arrangements to visit a classroom.

## **CONFISCATED ITEMS**

Confiscated items may be picked up by parents in the Assistant Principal's office.

## **CORRIDOR PASS**

Students must carry a valid corridor pass assigned by the teacher when leaving during instructional time.

## **ELECTRONIC DEVICES**

During the school day unauthorized use of Personal Electronic Devices (PED's) is prohibited. If the use of the device causes a disruption or is used for any purpose deemed inappropriate by the administration disciplinary action will be taken. Examples of inappropriate use include but are not limited to taking pictures, recording images, using the device as a speaker system to play music etc. The use of PED's in the classroom is prohibited unless it is used for approved instructional purposes. Students who continue to violate this policy will be subject to escalating consequences. Students should follow specific guidelines regarding PED's in Section B and Section E of the Student-Parent Handbook which include the Acceptable Use of District's Technology Resources.

## **FINALS (SEMESTER EXAMS)**

Finals will be during the last 4 days of each semester. Please see our campus website for more information.

## **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 with the campus and the school district. Seniors must clear all debts and obligations (to include attendance hours owed) 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. Students wishing to try out for spirit groups must also be in good financial standing prior to tryouts.

## **FIRE / SAFETY DRILLS**

Fire drills occur, per state law, one time per month. All students and staff are expected to participate appropriately. A series of safety drills will be conducted throughout the school year. These drills will be conducted by the campus administration and NISD police. Given the serious nature of these safety drills and to not cause alarm, students and parents/guardians will be informed about the drill in advance. Student assemblies during the first few weeks of school will address these procedures.

## **GRADUATION**

The graduation ceremony is a school function, and being such is part of the school year. 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 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. The campus administration will visit with seniors in May to talk about specific policies and procedures for graduation. All information will be posted to the campus website.

## **HEALTH SERVICES**

The school nurse gives first aid only. She does not diagnose illnesses, but takes note of symptoms and notifies the parents of her observations. Students are to be kept at home when ill, and they should return only after they have had a normal temperature for 24 to 36 hours after any illness. This is important for the health of the student and for the health of all students at school. If a student becomes ill or is injured while at school, he/she will be given first aid and parents will be notified. In no case will a child be sent home until the parent or the person indicated by the parent has been contacted. Every effort will be made to contact the parent first. If the parent is unable to come for the student, arrangements must be made for his care by the parent. In an extreme emergency, EMS or an ambulance (designated by the parent) will be called. All medicine (to include OTC medication), as per NISD policy, must be administered by the campus nurse. It is the parents' responsibility to renew the Medical Release Card each year. Please inform the student's counselor or the nurse of diagnosed medical problems.

## **I.D. CARDS**

Starting the 2023-2024 school year, student ID cards at the secondary level will be **REQUIRED** for safety purposes. High School students will be required to wear their ID's and have it easily visible at all times. Warren/CCA I.D. cards are property of NISD and shall be presented upon request. Failure to comply may result in disciplinary action. All students must have an I.D. card upon enrollment. All students will be issued a Warren High School or Construction Careers Academy student identification card through the Assistant Principals' Office, A114. The first card is issued free of charge. Additional ID cards will be available for a \$5.00 fee.

## **IN-SCHOOL SUSPENSION (ISS)**

In-School Suspension (ISS) will be used as a disciplinary measure by the Assistant Principals' Office to help students assume more responsibility for their actions. Students will be expected to successfully complete assigned ISS work and demonstrate their ability to follow rules. Parents will be notified of an ISS assignment by campus administration or designee. Failure to follow ISS rules may result in suspension and a parent conference before a student can return to school. Student phones and electronic devices will be locked away at the beginning of ISS and returned to the student prior to the end of the school day.

## **LOCKER ASSIGNMENT**

Lockers are assigned upon student/parent request. Lockers should not be used by more than 1 person due to security and responsibility for items stored. Lockers are NOT the student's personal property and are subject to inspection by school personnel. Lockers are provided as a service for storage of books and school needs. They are not intended for the safekeeping of valuables. The school district has no insurance to cover items lost or stolen from the lockers.

## **LOST AND FOUND**

If anything of value is found on the grounds or in the building, please turn it in to the Assistant Principal's office, which will attempt to find the rightful owner. If you have lost anything, check in the Assistant Principal's Office.

## **LUNCH**

There will be three (3) lunch periods; each student is assigned one (1) lunch period only. Students must remain in the **cafeteria and courtyard area only**. No other location is authorized during lunches. No reusable utensils or trays may be taken from the cafeteria. Students are expected to properly dispose of trash and disposable items. No food or drink is allowed in the classrooms. Lunch periods are on the closed campus concept. Only seniors and juniors who meet specific criteria may leave campus for lunch with prior approval. (See Senior/Junior lunch policies.) Students who are found in unauthorized areas are subject to disciplinary action.

## **MEDICAL EMERGENCIES**

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

## **MESSAGES**

Messages for students will be delivered as appropriate from the front desk staff without disrupting classes.

## **PARKING CARS ON CAMPUS**

Due to the limited number of spaces and safety concerns only Junior and Senior students will be permitted to bring cars to school and park on campus. All operators must have a license and insurance and abide by all school safety and parking regulations. All vehicles will be registered through the Assistant Principal's office. Upon arrival at school, cars are to be locked and students are to come **IMMEDIATELY** into the building. 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. Parking rules and regulations are provided upon purchase of a parking permit for \$20.00.

## **PARKING AND TRAFFIC REGULATIONS**

### **I. RESPONSIBILITIES**

- A. Parking on campus is a privilege that can be revoked if the following responsibilities & parking regulations are not followed.
- B. 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.
- C. 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.
- D. Texas laws governing motor vehicle operation are effective on all campus locations.
- E. All persons should report accidents which occur to the campus police officer.
- F. Students with on-campus parking privileges may not transport any other student off-campus without authorization from the student's parent and the school administration. Disciplinary action will be taken which may include loss of parking privileges.

### **II. PARKING REGULATIONS**

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

### **III. REGISTRATION**

- A. Permits are issued to Junior & Seniors only.
- B. Parking permits will cost \$20.00. Permits are valid for the current academic year only.
- C. The permit will be attached to the vehicle windshield by the campus police officer or administrator.
- D. If a permit is lost or a new vehicle is purchased, another permit is required.

- E. 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 with the student name on the insurance policy before a permit will be issued.
- F. Two-wheel vehicle permits are to be affixed to an area that is easily seen.

## **PERMISSION TO LEAVE CAMPUS**

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

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. Please be prepared to show proper identification when checking a student out of school, so the student can be in class for maximum instruction time. Parents should not request the student be waiting for them in the attendance office. Please allow enough time to check the student out of school and still arrive at the appointment. Students will not be allowed to be checked out after 4:00pm.

## **POSTERS AND SIGNS**

All posters and signs:

1. Must be approved by an administrator.
2. Must be attached to walls using masking tape only.

## **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 or position of honor even though some of the positions are chosen through a tryout process.

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

1. SCHOLARSHIP — Each candidate must be passing in all subjects.
2. CITIZENSHIP — Each candidate must be an above average student citizen
3. DEPENDABILITY — Each candidate must be available to participate in activities as scheduled.
4. COOPERATION — Each candidate must work in corporation with the office rules and regulations and the policies set forth by administration.
5. CONDUCT — Each candidate must conduct themselves in a manner that is appropriate at all times.

NOTE: After gaining an office, a student failing to maintain any of the requirements will be placed on probation for period of three weeks. A second negative report may cause removal from office.

## **CAUSES FOR DISMISSAL**

Class officers, student council officers, club or program officers, cheerleaders, spirit organization officers and drum majors may be disqualified from seeking or removed from holding office for the following reasons:

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

## **SCHOOL PARTIES AND DANCES**

School parties and dances may be held by a financially solvent school organization of Warren High School or Construction Careers Academy.

The sponsoring organization must abide by the following regulations:

1. Decorate the area after school on the day of the activity.
2. Pay for custodial and police fees and any damages incurred during the activity.
3. Be responsible for all conduct and decorum of everyone who attends the party or dance.
4. If a contract for a band, an entertainer, or any other service is entered into, the contract must be approved by the Principal or the Associate Principal.
5. Any student organization that enters into a contract must show how they expect to pay for the services for which they intend to contract.
6. Adequate security must be arranged and paid for by the sponsoring organization.
7. Prom & Homecoming: Students must be in good academic and attendance standing prior to purchasing tickets for a school dance. Students who are not in good standing with attendance (exceeded the 90% rule) will not be permitted to attend.

## **RULES TO BE OBSERVED DURING THE ACTIVITY 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 Earl Warren High School and Construction Careers Academy 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/Vaping/Tobacco use is NOT permitted at school or any school related function.

## **SCHOOL PRIDE**

Students 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**

Students, while on the school campus or attending a school sponsored activity, will abide by the laws of the State of Texas as well as the policies and regulations of Warren High School, Construction Careers Academy and the Northside Independent School District.

## **SCHOOL-SPONSORED CLUBS AND ORGANIZATIONS**

The campus 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. Please see our campus website for more information

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.

## **SENIOR/JUNIOR OFF-CAMPUS LUNCH**

Seniors/Juniors leaving campus for Senior/Junior lunch may be released on the following conditions:

1. Students must have parent's permission on file.
2. Students are only allowed to leave campus during their assigned lunch period and must return to campus in the required time.
3. Tardiness may result in loss of off-campus privileges. Illness or accidents must be reported immediately by a parent, not the student. Loss of Junior/Seniors lunch will occur if students are repeatedly tardy.
4. Students may not visit any other campus.
5. Seniors/Juniors with permission to have Senior/Junior off-campus lunch privileges will have their student I.D. cards appropriately coded so teachers and other personnel will know they are permitted to leave.
6. Seniors/Juniors with off-campus lunch privileges may not transport non-eligible students who do not have lunch privileges off-campus during the lunch period. Drivers are responsible to know the status of any passenger regarding off-campus privileges.
7. Only the Parent/Guardian is allowed to take a student off-campus during lunch who do not have off-campus lunch privileges.
8. Seniors/Juniors will forfeit their off-campus lunch privileges for any violation of the above rules and may be subject to further disciplinary action.

## **SOCIAL BEHAVIOR**

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

## **STUDENT OFF BLOCK(S)**

Students will be required to turn in a signed permission slip by the parent/guardian verifying they have confirmed with their counselor they have met all credits/requirements for graduation and are eligible for an off block period(s). Student off block period(s) policy:

- the student must leave campus within the passing period before their off block
- the student is not allowed to transport non-eligible students
- the student and/or parent is responsible for the student's transportation to and from school for off block period(s)
- the student cannot return to campus after leaving for the day
- the student is not allowed to return to campus to ride the bus
- the student must have an off block sticker on his/her student ID card and worn at all times

Failure to comply with the off block policy may result in the removal of the off block period and assigned a class.

## **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 popular election. However, if these court representatives are involved in activities that are extracurricular, or if the activity is held in conjunction with another activity that is considered extracurricular (i.e. Homecoming Court), then the students must meet all eligibility rules relating to extracurricular activities. Student participation in courts that are not considered extracurricular (i.e. dances, ball courts, prom court) must follow the guidelines as specified by the activity sponsor, or the campus principal. Student participation on any popularity court will ultimately be at the discretion of the campus principal.

## **TEXTBOOKS**

Students are issued a textbook for each subject they are taking if a textbook is needed. 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**

All teachers are expected to offer tutoring at Earl Warren High School and Construction Careers Academy. These schedules will be provided on the campus website at the beginning of the school year. Attendance Recovery is offered through teacher tutoring.

## **VERIFICATION OF ENROLLMENT (VOE)**

Students must have a Verification of Enrollment form if taking Driver's Education or if renewing a driver's license (under age 18). Students who are currently enrolled in a public school, private school, charter school, or home school must meet the following requirements:

- Meet minimum attendance for class credit (90 percent rule) in each class they were enrolled in the most recent semester, AND
- Received credit for all courses taken in the previous semester, OR
- Comply with the conditions established by the school to receive the verification
  - If the student was not awarded credit for each class the semester prior to application for the verification of enrollment, the school should examine attendance records for the semester prior to application and determine whether the student was present 90% of the time each class was offered. If so, the verification may be issued.
  - If the student did not receive credit and did not attend 90% of their classes, the school attendance committee and/or administration may approve a plan establishing conditions for the student to meet in order to receive a verification.

## **VISITORS**

All parents and visitors are required to register at the front desk with the secretary and indicate the reason for visiting the campus. They are also required to sign-out prior to leaving the campus. Upon sign-in, all parents and visitors should receive a Visitor's Pass. Visitor passes may be subject to administrative approval. Visitors and parents will be asked for picture ID's when signing out their students from the attendance or nurse's office for safety purposes. We appreciate your cooperation in keeping the campus safe.

## **WITHDRAWING FROM SCHOOL**

When it becomes necessary for students to withdraw from school, they should report to the Attendance Office. It is imperative that every student who withdraws from school follow all of the necessary procedures and obtain all of the necessary signatures pertinent to withdrawal. Failure to do so will delay the student's transcript being sent to other schools, jobs or military service. This process can take 20-30 minutes to complete.