

**OLIVER WENDELL HOLMES HIGH SCHOOL  
CAMPUS POLICY  
2022-2023**

**OLIVER WENDELL HOLMES HIGH SCHOOL ADMINISTRATION**

Cynthia Barrera .....	Principal
Lisa Hahne .....	Associate Principal
Demetria Simmons .....	Academic Dean
Miriam Huerta .....	Assistant Principal
Alejandro Anderson .....	Assistant Principal
Cortney Trevino .....	Assistant Principal
Sara White .....	Assistant Principal
Richard Walker .....	Administrative Intern

**OFFICE SUPPORT STAFF**

Principal's Secretary .....	Brenda Pina
Bookkeeper .....	Katherine Gomez
Grade Reporting Secretary .....	Yolanda Rodriguez
Registrar .....	Cindy Delarosa
Attendance Secretary .....	Lisa Castillo
Attendance Secretary .....	Alejandra Guerrero

**GUIDANCE COUNSELORS**

Dr. Cristella Cantu .....	Head Counselor
Melissa Deluna .....	A-Con
Michael Ortiz .....	Coo-Gom
Priscilla Rodriguez .....	Gon-Lop
Kristle Jarvinen .....	Loq-Pas
Christina Cantu .....	Pat-Sal
Magaly Garcia .....	Sam-Z

## Section A Campus Policy

<p><b>Foreword</b> .....A-1</p> <p>    To Students .....A-1</p> <p>    To Parents .....A-1</p> <p>    Oliver Wendell Holmes, Jr .....A-1</p> <p>    Philosophy of Oliver Wendell Holmes High School.....A-1</p> <p>    Mission of Oliver Wendell Holmes High School.....A-2</p> <p>    People Who Can Help You .....A-2</p> <p>        Principal .....A-2</p> <p>        Associate Principal.....A-2</p> <p>        Academic Dean .....A-2</p> <p>        Assistant Principals .....A-2</p> <p>        Counselors.....A-2</p> <p>        Teachers .....A-2</p> <p><b>School Services</b> .....A-2</p> <p>    Guidance and Counseling .....A-2</p> <p>    Career Center.....A-2</p> <p>    Library .....A-3</p> <p><b>Attendance</b> .....A-3</p> <p>    Texas State Law .....A-3</p> <p>    Arrival at School .....A-3</p> <p>    Leaving School During the Day .....A-3</p> <p>    Verification of Absences .....A-3</p> <p>    Readmission Procedures Following Absences.....A-3</p> <p>    Absences and Grades .....A-4</p> <p>    Extended Absences .....A-4</p> <p>    Waiver for Excessive Absences.....A-4</p> <p>    State Absence Policy .....A-4</p> <p>    Attendance Recovery .....A-4</p> <p>    Withdrawing from School.....A-4</p> <p>    Tardies .....A-4</p> <p><b>General Information</b> .....A-4</p> <p>    Confiscated Items: Cellular Phones/     Personal Electronic Devices.....A-4</p> <p>    Dress and Grooming.....A-4</p> <p>    Skateboards .....A-5</p> <p>    Bell Schedule.....A-5</p> <p>    Class Dismissal Bell.....A-5</p>	<p>    Corridor Passes.....A-5</p> <p>    Deliveries .....A-5</p> <p>    Elections .....A-5</p> <p>    Finals.....A-5</p> <p>    Exam Exemptions .....A-6</p> <p>    Financial Obligations.....A-6</p> <p>    Fire Evacuation Bell System .....A-6</p> <p>    Crime Stoppers .....A-6</p> <p>    Graduation .....A-6</p> <p>    I.D. Cards.....A-6</p> <p>    Lost and Found .....A-6</p> <p>    Lunch .....A-6</p> <p>    Medical Emergencies .....A-6</p> <p>    Leaving Campus w/o Permission .....A-7</p> <p>    Parking Cars on Campus .....A-7</p> <p>    Parking and Traffic Regulations.....A-7</p> <p>    Posters and Signs .....A-7</p> <p>    School Events .....A-8</p> <p>    School Pride .....A-8</p> <p>    School-Sponsored Events .....A-8</p> <p>    School-Sponsored Clubs and Organizations .....A-8</p> <p>    Requirements for Students Holding Offices and     Positions of Honor .....A-8</p> <p>    Causes for Dismissal / Disqualification .....A-8</p> <p>    Off-Campus Lunch (Junior/Senior Lunch).....A-8</p> <p>    Sitting on Ledges .....A-9</p> <p>    Social Behavior .....A-9</p> <p>    Students Selected for Popularity Courts .....A-9</p> <p>    Visitors .....A-9</p>
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### FOREWORD

#### To Students:

This handbook has been prepared by the Administration of Oliver Wendell Holmes High School in cooperation with the Superintendent and the Board of Trustees of the Northside Independent School District. It is for your guidance in understanding some basic policies around which your school functions. Please read carefully and abide by these rules and regulations.

#### To Parents:

The home is the greatest influence on the child during the formative years; from these influences the child develops his/her first habits and obtains most of his/her ideals and attitudes. The influence of a good home environment cannot be duplicated within the classroom; therefore, it is imperative that the home and school work cooperatively for the maximum development of your child. Please make every effort to encourage your child to attend school regularly and punctually. Failures are often attributed to irregular attendance, while tardiness tends to develop the wrong habits and attitudes toward life and its responsibilities. The purpose of this handbook is to supply you and your child with information about Holmes High School. Frequent reference to this handbook will acquaint you with the functions of your school. Please feel free to confer with teachers and the administration when you deem it necessary. The cooperation of school patrons, based on the knowledge of the functions of the school, will result in a more efficient and successful school program.

### OLIVER WENDELL HOLMES, JR.

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

### Philosophy of Oliver Wendell Holmes High School

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

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

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

## **Mission of Oliver Wendell Holmes High School**

**Unite as a community to transform learning. All Huskies will believe, achieve, and succeed.**

Oliver Wendell Holmes High School commits itself to its mission by...

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

## **PEOPLE WHO CAN HELP YOU:**

### **Principal**

The Principal is responsible to the Superintendent of Schools for proper administration of Oliver Wendell Holmes High School. It is the duty of the Principal to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons.

### **Associate Principal**

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

### **Academic Dean**

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

### **Assistant Principals**

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

### **Counselors**

The counselors assist students with educational, career, and personal concerns through group and individual counseling and classroom guidance sessions.

### **Teachers**

Your teachers are specialists in the fields in which they teach and are eager to help you get the most out of your classes. The teachers are charged with the responsibility of carrying out the rules and regulations of the Board of Education and any additional policies set up by the administration. Each teacher is assigned a planning/preparation period as part of his/her teaching assignment. This period is set aside to give the teacher opportunity for carrying out plans for both classroom work and individual guidance with students. Another purpose of this period is to provide a teacher with a scheduled time to confer with parents. To make an appointment to see a teacher, parents are requested to telephone the Counseling Secretary and make their request.

## **SCHOOL SERVICES**

### **Guidance and Counseling**

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

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

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

### **Career Center**

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

request:

1. Scholarship Information
2. Summer Programs.
3. College Preparation Information

## Library

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

1. The library is open each school day at 8:00 a.m. and closes at 4:45 p.m.
2. Arrangements to use the library during a scheduled class period should be made with the subject teacher who will issue an individual pass. A student coming from class to do library work must present a pass signed by the subject teacher. No more than one person may be sent on one pass.
3. A student should not check out books for another student who does not have an ID card. The student signing for the book is responsible for returning it and paying any fees.
4. Books may be checked out for two weeks. Students may have three books checked out at one time.
5. When a student checks out a book, he/she is responsible for that book until his/her name has been cleared on the computer.
7. Lost or damaged books should be reported to the librarian promptly and arrangements for payment made. If a book which has been lost and paid for is found in good condition, the money will be refunded.
8. Overdue notices will be sent periodically. Students receiving notices are expected to come to the library to settle accounts as soon as possible.
9. Any student who persists in talking or creating a disturbance in any way will be asked to leave the library.
10. The Northside computers in the library are for student use. Usage is to be for research and educational purposes, as defined in the NISD Acceptable Use Policy. Misuse will result in loss of computer privileges.

## ATTENDANCE

### Texas State Law

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

### Arrival at School

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

### Leaving School During the Day

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

### Verification of Absences

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

### Readmission Procedures Following Absences

1. On the day following an **all day absence** the student will report to the attendance office before 8:40 am., during lunch or after school and present a note signed by the parent/guardian stating the reason for and the date of the absence. The note will be kept in a file under the student's name and a student can request a receipt for his or her record. The attendance office will be charged with the duty of updating the student's attendance and each teacher's grade book to show the absence as excused or unexcused.

*Examples of **excused** absences are:* personal illness, family funerals (with proper documentation), medical appointments, court appointments with a subpoena, church/religious trips with documentation, and family emergencies with explanation.

*Examples of **unexcused** absences are:* trancies, car trouble/flat tire, missing the bus/ride, oversleeping, renewing a driver's license, caring for a sibling, heavy traffic, court appointments for traffic violations, family vacations, and notes without all pertinent information.

2. A student attending **only part of the school day** due to a medical appointment or family emergency, etc., needs to have a parent/guardian come into the attendance office with a **picture ID** to sign the student in/out for the day. If the student arrived after the school day starts, the parental/ medical etc. note will be replaced with an **admission slip**. If a student must leave before the end of the day, the parental note will be replaced with a dismissal slip. Upon their return to school, they must bring a parental/medical etc. note or the absence will remain unexcused (**UA**). **It is advised that students inform their teachers about any planned absences prior to the absence.**
4. **The Attendance Office will retain all notes and slips related to absences for their records.**
5. Student missing **fifteen minutes or more** of any class is considered absent for the period.

## **Absences and Grades**

Students are encouraged to make up work from all absences, regardless of reason. Tests or work not made up could result in a reduced grade for that assignment or test. Unexcused absences and trancies may be made up, although the grade may be reduced. 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 through the Counseling Office.

## **Extended Absences**

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

## **Waiver for Excessive Absences**

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

## **State Absence Policy**

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

## **Attendance Recovery**

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

## **Withdrawing from School**

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

## **Tardies**

### ***(Tardies Are Not Permitted)***

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

## **GENERAL INFORMATION**

### **Confiscated Items:**

#### **Cellular Phones/Personal Electronic Devices**

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

#### **Dress and Grooming**

COVID created many challenges for students and their families. In an attempt to understand and provide an opportunity for students to acclimate back into a traditional school setting many provisions were provided regarding the dress code. However, in an effort to refocus attention on safety and academic performance, we are implementing and will enforce a campus dress code policy. As you begin your back to school shopping, please assist us in creating a conducive learning environment where all students can be successful. We appreciate your support and understanding. Please refer to Section "D" for the Northside policy concerning dress and grooming. At Holmes High School students need to adhere to the following:

1. Shorts of mid-thigh length may be worn at all school levels. Suggestive and/or indecent shorts will be prohibited.
2. Mid-thigh length skirts, skorts, and dresses may be worn at all levels. There should not be a cut or slit in the clothing that extends above the mid-thigh. Suggestive and/or indecent styles will be prohibited. These requirements also apply to school uniforms.
3. Appropriate footwear must be worn; footwear which has toes reinforced with steel, hard plastics or similar materials are specifically prohibited.
4. Hair must be neat and clean. Unconventional hair styles that distract from teaching and learning will be prohibited.

5. Any clothes that are suggestive or indecent or which cause a distraction will be prohibited. Specifically, oversized clothing, tank tops, muscle shirts, halter/crop tops, spaghetti straps, exposed backs or midriffs, and see-through garments are prohibited.
6. Indecent/inappropriate patches, writings, or drawings on clothing are prohibited. Undergarments must not be visible.
7. All pants are to be worn at the waist (no "sagging") Tight fitting pants (e.g. tights, spandex, bicycle pants, etc.) are also prohibited. Frays or holes above the knees are prohibited.
8. Body piercing jewelry is prohibited except for rings, studs or other traditional jewelry. Any piercing that distracts the teaching and learning environment will be prohibited.

*Final determination of acceptable dress and grooming rests with the principal or designee. Dress code infractions will result in administrative action.*

### **Skateboards**

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

## **BELL SCHEDULE**

<b>1<sup>ST</sup> Period</b>	8:57 (2 minute warning bell) <b>9:00-9:48</b> 48 minute class
<b>WIN (In 2<sup>nd</sup> Period)</b>	9:51 (2 minute warning bell) <b>9:53-10:23</b> 30 minute advisory
<b>2<sup>nd</sup> Period</b>	<b>10:23-11:12</b> 49 minute class
<b>3<sup>rd</sup> Period</b>	11:15 (2 minute warning bell) <b>11:17-12:05</b> 48 minute class
<b>4<sup>th</sup> Period (Lunch)</b>	12:08 (2 minute warning bell) <b>12:10-12:58</b> 48 minute class
<b>5<sup>th</sup> Period (Lunch)</b>	1:01 (2 minute warning bell) <b>1:03-1:51</b> 48 minute class
<b>6<sup>th</sup> Period (Lunch)</b>	1:54 (2 minute warning bell) <b>1:56-2:44</b> 48 minute class
<b>7<sup>th</sup> Period</b>	2:47 (2 minute warning bell) <b>2:49-3:37</b> 48 minute class
<b>8<sup>th</sup> Period</b>	3:40 (2 minute warning bell) <b>3:42-4:30</b> 48 minute class

### **Class Dismissal Bell**

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

### **Corridor Passes**

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

### **Deliveries**

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

### **Elections**

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

### **Finals**

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

## **Exam Exemptions**

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

Below is the policy for spring semester exam exemptions for students 9<sup>th</sup> – 12<sup>th</sup> grade:

1. The student must have 3 or fewer absences for the second semester excluding school business absences in the exempted course.
2. If the course is a full-year course, the student must have passed the first semester.
3. The student's final average for the spring semester is 80 or higher.
4. The student's conduct grade in that class is "S" or better.
5. The student must attend during the schedule exam time.

## **Financial Obligations**

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

## **Senior Financial Obligations**

In order for a senior to participate in senior related activities, including but not limited to prom, announcement distribution, cap and gown distribution, and graduation, the student must be in good standing financially with the campus and the school district. Seniors must clear all debts and obligations prior to these events. Any student not being in good financial standing will result in a student's diploma being withheld.

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

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

## **Fire Evacuation Bell System**

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

Administrator Guided— Move back into the building

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

## **CRIMESTOPPERS**

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

## **Graduation**

The graduation ceremony is a school function, and being such is part of the school year. The school year for a senior ends with the completion of the graduation ceremony. Therefore, a graduating senior who violates the Student Code of Conduct, and as a result is assigned to an alternative placement for a period of time that extends through the date of graduation, may not be permitted to participate in the graduation ceremony. Graduation is a formal and dignified ceremony. Students should dress as if they are preparing to interview for an important job. Facial piercings and/or unconventional hair colors will not be tolerated. Students are expected to observe proper etiquette during the entire graduation ceremony. While they are on the stage and receiving diplomas, students must keep their hands at their sides at all times. The only time hands may be lifted is when students are receiving diplomas from school board members and shaking hands with the superintendent. Students that raise their hands above their waists for any reasons other than receiving the diplomas or shaking hands will be removed from the graduation ceremony. Students demonstrating any other behaviors that serve to lessen the dignity of the event may be removed from the graduation ceremony. All students are expected to demonstrate a high degree of maturity and behave appropriately. Don't cause embarrassment to yourselves, your parents, and your fellow classmates by being removed from this very special event.

## **I.D. Cards**

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

## **Lost and Found**

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

## **Lunch**

There will be three (3) lunch periods. Students must remain in the cafeteria and courtyard area. Students are expected to properly dispose of trash and disposable items. Lunch periods are on the closed campus concept. Only seniors and juniors who meet specific criteria may leave campus for lunch. (See Off Campus lunch policies.)

## **Medical Emergencies**

Students must report to the CLINIC if they become ill or are hurt in any way during the school day. STUDENTS ARE NOT TO LEAVE SCHOOL, WITH OR WITHOUT A PARENT/GUARDIAN,

UNLESS THEY HAVE SIGNED OUT THROUGH THE CLINIC. It is the responsibility of the student and parent to provide the school with an emergency phone number so that parents may be notified immediately should such a need arise.

## **Leaving Campus Without Permission**

If your child leaves campus without permission, he/she is not allowed to return to the campus to ride the bus

## **Parking Cars on Campus**

Students in the 11th & 12th grade are permitted to bring cars to school and park on campus upon completion and approval of the parking application. There is also an application fee. All operators complete an application to park on campus, must have a valid operator's license and automobile insurance for the vehicle. Students must abide by all school safety and parking regulations. All vehicles must be registered through the appropriate administrator and must prominently display the parking sticker on the vehicle's front windshield bottom right corner. Upon arrival at school, cars are to be locked and students are to come immediately onto the campus. Loitering in the parking lot is prohibited. 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. Students are allowed to park in the parking lot adjacent to Ingram Road. Both sides of the parking lot are available to students.

## **Parking and Traffic Regulations**

### **I. Responsibilities**

- A. All students, faculty and staff members who park their vehicles on the campus must secure and display a parking permit.
- B. Strict adherence to rules pertaining to speed and parking will be required to protect pedestrians and vehicles and to provide access to firefighting equipment and ambulances.
- C. Texas laws governing motor vehicle operation are effective on all campus locations.
- D. Cars parked illegally or without permits may be towed at the owner's expense or be ticketed.
- E. Students with on-campus parking privileges may not transport students who do not have off-campus privileges. Disciplinary action may be taken, to include but not limited to, loss of parking privileges.
- F. CARS PARKED ALONG THE RED FIRE LANE MAY BE TICKETED BY THE NISD POLICE DEPARTMENT AND/OR TOWED AT THE OWNER'S EXPENSE..

### **II. Parking Regulations**

- A. Cars must be parked within the stripes on paved surfaces.
- B. Drivers will refrain from parking in places that may obstruct traffic. It is a violation of these regulations to park in the following manner and may result in a citation or towed away:
  1. on any curb, sidewalk or island;
  2. by a red curb;
  3. in front of a fire hydrant;
  4. in any place designated as a loading zone or marked "no parking";
  5. in front of a movable barrier;
  6. in any driveway, entrance, or exit;
  7. double parking;
  8. parking without a permit fixed to the windshield;
  9. parking in two spaces;
  10. parking in reserved areas (visitor, **faculty**, etc.);
  11. parking on lawn areas;
  12. Cars parked illegally or without permits may be towed at the owner's expense.

### **III. Registration**

- A. Students must complete a parking permit application and pay a \$5.00 application fee
- B. Once approved, students may purchase the parking permit for \$15.00 and the permit is valid for one academic year
- C. The parking permit must be attached to the bottom right corner of the windshield.
- D. If a permit is lost or a new vehicle is purchased, another permit is required. An additional \$15.00 permit fee is required as payment.
- 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.
- F. Parking permits used for motorcycles are to be affixed to an area that is easily seen.
- G. One temporary permit good for up to 3 days is available in the Assistant Principals' Office.

### **IV. Traffic Procedures**

- A. When dropping off your child prior to 9:00 am please use the right-hand lane in the front circle of the school.
- B. When picking up students after the 4:30 pm bell, please use the right-hand lane in the front circle of the school.
- C. When dropping off or picking up students between 9:00 am and 4:30 pm please use the front visitor parking area adjacent to the Administrative ("I") building.
- D. Please use only the above areas to drop off and pick up your students.
- E. Please do not block fire lanes. Violators may be towed or cited.

## **Posters and Signs**



All posters and signs:

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

### **School Events**

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

The sponsoring organization must abide by the following regulations:

1. Decorate the area after school on the day of the activity.
2. Pay for custodial and any damages incurred during the activity.
3. Be responsible for all conduct and decorum of everyone who attends the party or dance.
4. If a contract for a band, an entertainer, or any other service is entered into, the contract must be approved by the Principal or the 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. Sponsors of the event must stay until all students are picked up from campus.

### **School Pride**

Students at Holmes High School have the privilege of attending one of the most beautiful schools in the country. Please take pride in the school and campus. Let's keep the school clean.

### **School Sponsored Events**

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

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

1. Once a student has arrived at the event he or she is NOT to leave the activity until ready to depart for the remainder of the evening.
2. Planned events are to be for the use and enjoyment of Holmes High School students ONLY, unless requested and subsequently authorized by an administrator to include guests.
  - a. Guests, where permitted, will be invited by special invitation, and they will be required to abide by all school rules and regulations.
  - b. The student asking to bring a guest will be responsible for the dress, conduct, and behavior of such guest.
  - c. Applications for guest permits will be issued and approved by an administrator.
3. Each organization which chooses to sponsor an event will obtain its own Faculty Sponsors. These names must be reported on the event form.
4. If admission to the event is charged, the price must also be approved.
5. If refreshments are to be served, this will also need prior approval from the Principal or Associate Principal and be stated on the Facilities Request Form.
6. If a band or floor show is to be presented, the format or program must be approved by the sponsor and the Principal or Vice Principal.
7. Smoking is NOT permitted at school or any school related function.
8. Adequate security must be arranged and paid for by the sponsoring organization

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

Holmes High School has a large number of academic, services, and social organizations which enhance the school program, develop school spirit, and, in general, offer a diversity of opportunity for self-expression and development. All information concerning school activities and organizations may be obtained from the sponsor of the organization. Every student is strongly encouraged to take part in at least one of the clubs sponsored by the school.

### **Requirements for Students Holding Offices and Positions of Honor**

In order to obtain the best possible student leadership, and to prevent interference with scholastic achievement, all students must have the approval of the faculty/administration before consideration by the students for election or appointment to a student office.

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

1. SCHOLARSHIP
2. CITIZENSHIP
3. DEPENDABILITY
4. COOPERATION
5. CONDUCT

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

Class officers, club officers and organization officers may be disqualified from seeking or removed from holding office for the following reasons:

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

Removal from office may be subject to administrative review.

### **Off-Campus Lunch**

#### **Junior/Senior Lunch**

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

1. Students must complete an off-campus lunch application. Once approved, students must obtain the off-campus sticker corresponding to the grading period.
2. Students leaving campus must be back in the required time. No tardies will be accepted. Loss of off campus lunch will occur if students are repeatedly tardy.
3. Students may not visit any other campus.
4. Juniors and Seniors with permission to have off-campus lunch privileges must have their student ID card featuring the corresponding sticker to the grading period. Students must present their student ID, with sticker, to school personnel prior to leaving campus.
5. Juniors and Seniors may not transport students who do not have off-campus lunch privileges off campus during the lunch period. Drivers are responsible to know the status of any passenger regarding off campus privileges.
6. Juniors and seniors with off campus lunch privileges must requalify every grading period by being in good standing with attendance, academics, and discipline.

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

### **Sitting on Ledges**

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

### **Social Behavior**

Public display of affection is not condoned in the school environment. Lack of cooperation regarding this policy may result in disciplinary action.

### **Students Selected for Popularity Courts**

Students are elected to courts in conjunction with various events held on the high school campus. Examples include but are not limited to homecoming court, dance and ball courts, and prom court. It is the position of the district that these selections are based on popularity. However, if these court representatives are involved in activities that are extracurricular, or if the activity is held in conjunction with another activity that is considered extracurricular (i.e. Homecoming Court), then the students must meet all eligibility rules relating to extracurricular activities. Student participation in courts that are not considered extracurricular (i.e. dances, ball courts, prom court) must follow the guidelines as specified by the activity sponsor, or the campus principal. Student's participation on any popularity court will ultimately be at the discretion of the campus principal.

### **Visitors**

All Parents and Visitors are required to register with the front office secretary located in the administrative ("I") building immediately upon arrive on campus and indicate the reason for visiting the campus. They are also required to sign-out prior to leaving the campus. Upon sign-in, all parents and visitors should show a valid ID and receive a Visitor's Pass. All visitor passes must be visible while on the Holmes campus.