

**NORTH SHORE SENIOR HIGH SCHOOL**  
**Mustangs**  
**Home of Champions**



**Mission Statement**

**North Shore Senior High School is committed to provide all the necessary resources and strategies so that students reach a high level of social and academic achievement through rigorous and relevant content to ensure college and career readiness so that all students exceed state and national standards.**

353 N. Castlegory  
Houston, Texas 77049

832-386-4100  
832-386-4101 (Fax)

Billy Foster, Principal

North Shore Senior High School  
Mustang Guidebook 2010-2011  
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**ADMINISTRATIVE PERSONNEL**

**ADMINISTRATORS****DISCIPLINE**

Foster, Billy	Principal	
Andrade, Sandra	Assistant Principal / Human Services	CASTJ - GAL
Bollich, Jason	Associate Principal of Curriculum	
Brown, Kareen	Assistant Principal / S.T.E.M. Academy / Math	U – Z
Bryant, Kenneth	Safe Schools Specialist / 10 <sup>th</sup> Grade	A-CASTI
Bush, Kenneth	Assistant Principal / Health Science Academy / Science	I - MIS
Duoto, Tom	Assistant Principal/10 <sup>th</sup> Grade/English	GAM – H
Eldridge, Edie	Coordinator of Special Services	
Hurtado, Adrian	Assistant Principal / Business Academy / Social Studies	ROC – T
Johnson, Jo Ann	Coordinator of Student Learning / Testing Coordinator	
Nicholson, Ricky	At – Risk Coordinator	A-CASTI
Ridgeway, Evelyn	Assistant Principal / M.P.A.C. Academy	MIT – ROB

**COUNSELORS**

Conner, Beverly	10 <sup>th</sup> Grade /	A - CASTI
Esparza, Kimberly	Human Services Academy	CASTJ - GAL
Gustavus, Ann	College Prep Counselor	
Kyle, Rosemary	10 <sup>th</sup> Grade /	GAM - H
Matthews, LeKeitha	Health Services Academy	I - MIS
Reyes, Marie	M.P.A.C. Academy	MIT – ROB
Washington, Sonya	Business, Finance, Technology Academy	ROC – T
Watson, Regina	Lead Counselor / STEM Academy	U – Z

## North Shore Senior High School Tenth Grade Teams 2010-2011

<b>Team Extreme Evolution</b>	<b><u>Subjects</u></b>	<b><u>Room Number</u></b>
*Bazillo, Keona	English	284
Harris, Ayanna	Math	282
Gordon, Richard	Social Studies	288
Sobel, Rose	Science	287

<b>Team Spartans</b>		
*Carter, Stacie	Science	281
Nicholson, Ricky	Social Studies	196
Asano, Harumi	Math	198
Brown, Tameka	English	193

<b>Team Summit</b>		
*Ford, Dessiree	Science	270
Griggs-Collier, Ponderosa	Math	194
West, Elaine	Social Studies	192
Cavazos, Adrienne	English	189

<b>Super Scholars</b>		
*Mitchell, Jonathan	Social Studies	177
Mason, Melanie	Math	184
Moore, Christina	Science	278
Rosen, Margret	English	179

<b>Team Zias</b>		
*Jones, Wendy	Social Studies	162
Bunquin, Maximo	Math	161
Roberson, Rochelle	Science	272
Tennant, Donna	English	164

<b>Team Intelligent Quips</b>		
* Mansor, Looai	Math	159
Kitch, Devon	English	157
Medina, Diana	Science	283
Martin, Ryan	Social Studies	160

<b>Team Movers &amp; Shakers</b>			
*Horton, Steven	Social Studies		296
Turner, Duane	Science	287	
Criel, Amy	Math	286	
Littrell, Vendetta	English	294	

\*Team Leaders

### **Counselors:**

Beverly Connor    **A - CASTI**  
 Rosemary Kyle    **GAM - H**

## 2011-2012 Bell Schedule

<b>Period</b>	<b>Start Time</b>	<b>End Time</b>
<b>1<sup>st</sup></b>	7:15	8:00
Passing Period	8:00	8:06
<b>2<sup>nd</sup></b>	8:06	8:51
Passing Period	8:51	8:57
<b>3<sup>rd</sup></b>	8:57	9:42
Passing Period	9:42	9:48
<b>4<sup>th</sup></b>	9:48	10:33
Passing Period	10:33	10:39
<b>5<sup>th</sup>/6<sup>th</sup></b>	10:39	12:54
<b>“A” Lunch</b>	<b>10:39</b>	<b>11:09</b>
Passing Period	11:09	11:12
<b>“B”Lunch</b>	<b>11:12</b>	<b>11:42</b>
Passing Period	11:42	11:45
<b>“C”Lunch</b>	<b>11:45</b>	<b>12:15</b>
Passing Period	12:15	12:28
<b>“D”Lunch</b>	<b>12:18</b>	<b>12:48</b>
Passing Period	12:48	12:54
<b>7<sup>th</sup></b>	12:54	1:39
Passing Period	1:39	1:45
<b>8<sup>th</sup></b>	1:45	2:30

CODE OF CONDUCT

## **Student Conduct & Behavior Code**

Each student's right to an education is dependent upon eligibility and performance requirements. Students should assume the following obligations:

1. To obey all rules and regulations of North Shore Senior High School and GPISD.
2. To apply themselves to the established course of study:
  - Be prompt and regular in attendance.
  - Complete school assignments on time.
  - Pay attention to teachers.
  - Learn to provide feedback fairly and to accept feedback.
  - Be willing to work at self-improvement.
3. To respect the authority of all teachers and staff members.
4. To respect all school property as well as properties of GPISD.
5. To conduct themselves properly at school, on school buses, and at all school functions.
6. To refrain from disruption, demonstrations, violence, and other forms of incitement.
7. To go to and from school in an orderly manner without delay, refraining from interferences with other students on their way to and from school.

### **CAMPUS GUIDELINES**

North Shore Senior High School is a closed campus. When students receive permission to leave the campus because of illness or like cause, they must report to the attendance office, where their parents will be notified, and receive a dismissal permit.

Students should not travel from one campus to the other unless they are on approved school business or have a pass signed by school personnel.

No loitering is permitted in the parking lots. Students found loitering in the parking areas before or during school hours will receive appropriate disciplinary action. Going to your car during the school day requires permission from an assistant principal or other authorized personnel.

### **DELIVERIES/ITEMS SENT TO STUDENTS FROM OUTSIDE THE SCHOOL**

The school office will not accept delivery of flowers, gifts, etc., for students at any time. Singing telegrams are not allowed for students. **Outside food items are prohibited on the school campus during the academic day.**

### **FILLER CLASSES**

Students with filler classes will not be allowed to loiter in the building or on campus during this time. Students must provide their own transportation to leave the campus for filler classes. If students cannot follow these guidelines, they will be assigned a class in place of the filler.

## **FOUNDATIONS PROGRAM**

### **MISSION STATEMENT:**

The mission of the NSSH Foundation committee is to create a safe environment for all stakeholders by

modeling, and motivating appropriate social behaviors through proactive education, and consistent practices.

### **PURPOSE:**

The foundations program is designed to teach students social behaviors that will help them become successful, life long learners. This is a data driven program that will allow the North Shore Senior High Educational Community the opportunity to recognize areas of deficiencies, and implement strategies for improvement. With all members of the community working together we will be able to produce life long learners who will set the standard for educational and professional behavior.

### **STUDENT EXPECTATIONS:**

1. All students are expected to adhere to the Code of Conduct and Dress Code as written in the student handbook.
2. All students are to learn and practice behaviors being taught through the foundations program.

### **STUDENT CONSEQUENCES:**

1. Students who fail to adhere to the policies and procedures outlined in the Foundations program will receive one of the following consequences:
  - a. Warning (one warning per Foundations cycle)
  - b. After School Detention; Monday – Thursday, 2:35p – 3:35p
  - c. Friday After School Detention; 2:35p – 5:35p
  - d. In-School Suspension (ISS); Monday – Thursday 7:15a – 4:00p; Friday 7:15a – 2:30p
  - e. Tardy/Truancy Time-Out (TTO); Monday – Thursday 7:15a – 3:30p

### **FOUNDATION CYCLES:**

1. A cycle is the duration of time in which students may accumulate discipline actions. At the end of each cycle, the student will have a fresh start in terms of discipline actions.
  - 1<sup>st</sup> Cycle
    - Begins August 22<sup>nd</sup> and ends September 9<sup>th</sup>
    - Teaching only, No Consequences
  - 2<sup>nd</sup> Cycle
    - Begins September 12<sup>th</sup> and ends October 21<sup>st</sup>
    - Teach and enforce. Use positive reinforcement, reward those that are compliant.
  - 3<sup>rd</sup> Cycle
    - Begins October 24<sup>th</sup> and ends December 16<sup>th</sup>
    - Teach and enforce. Use positive reinforcement. Reward those that are compliant.
  - 4<sup>th</sup> Cycle
    - Begins January 3<sup>rd</sup>, 2011 and ends June 1<sup>st</sup>, 2011

### **AREA OF DISCIPLINE MANAGEMENT:**

1. Foundation Management
  - a. This aspect of discipline management takes care of the lower- level, or foundation, level of the social and environmental well being of the school.
    - Dress code
    - Being timely to class.
    - Having needed supplies for class.
    - Hallway behavior
    - Cafeteria behavior

## **CELL PHONES**

The district allows students to possess cell phones while on school property or while attending school sponsored or school related activities on or off school property. **Cell phones and other electronic devices must remain**

turned off and out of sight during the instructional day (7:00a.m.-2:30p.m.) including bus transportation to and from school.

Consequences for improper phone use on school property will be:

1. **First infraction**- The device is taken up and parents are notified. Parents must come to the school to retrieve the device.
2. **Second infraction and thereafter** – The device is taken up and parents are notified. The device will be confiscated for a two week period.
3. Parents will have 30 days to retrieve the device after notification. If after 45 days the device has not been retrieved by the parents, the device will be disposed of.

**Due to the high volume of cell phone thefts, GPISD will not be responsible for the recovery of lost or stolen cell phones.**

## **ELECTRONIC DEVICES**

These are not allowed. **DO NOT BRING THEM TO SCHOOL WITH YOU!** If you do, they will be taken up and kept in the assistant principals' office. Students may claim such property at the principal's discretion. Repeated violations will require a parent to reclaim the item(s). **GPISD will not be responsible for the recovery of lost or stolen electronic devices.**



## **GPISD GRADING GUIDELINES**

**The following sequence for student failure shall apply:  
Student Failure Criteria**

1. Parents must receive a phone call if students are receiving a failing grade on the progress report or report card.

2. Teachers must submit a phone log to their appraiser/principal at the end of the grading period with the failing students' names and grades attached. Leaving a message on an answering machine is not considered contact with the parent/guardian.
3. A parent/guardian must be contacted anytime a student's grade drops from passing to failing during a grading period.
4. A conference must be scheduled with a parent/guardian of students who fail during the grading period. Documentation will be submitted to your appraiser/principal.
5. Every student must have the opportunity to RETEST after failing (69 or below) a major exam. If a student is eligible to retest, he/she must attend at least one tutorial session before taking the exam. The two exams will be averaged together for the exam grade. Quizzes, six weeks exams and semester exams are not eligible for retesting.
6. GPISD believes that a success rate of 90% is acceptable. Every avenue must be investigated to help students become successful.

### **CAREER TECHNOLOGY EDUCATION CO-OP STUDENTS**

Students who have CO-OP classes will not be allowed to loiter in the building or on campus after they are released to go to work.

### **HALL PASSES**

A student is never to leave a classroom without the teacher's permission. Doing so is a serious offense that will result in appropriate disciplinary action. To be in the hall at any time during a class period, a student must have an official hall pass issued by a teacher or administrator. Students **MUST** have their designated color hall pass visible at all times.

### **LIBRARY**

The North Shore Senior High School Library has a varied collection of books and other materials that offer opportunities for research and enjoyment. Each student is required to have a pass to the library when visiting during the school day. Each student will behave with courtesy and cooperation. Students will be given orientation as needed.

### **LUNCH PERIOD:**

Students are able to find their appropriate scheduled lunch by looking at the class schedule. Lunches are labeled as **A for 1<sup>st</sup>, B for 2<sup>nd</sup>, C for 3<sup>rd</sup>, and D for 4<sup>th</sup>**. The student's assigned lunch letter will appear next to the student's 5<sup>th</sup>/6<sup>th</sup> period class. North Shore Senior High School is a closed campus. Fast food items may not be delivered to the school or students directly. **Students are not allowed to leave campus for lunch.**

## PARKING

Students should park in designated student parking areas only with a current student school parking permit appropriately displayed. This parking permit may be purchased through Mrs. Newsome in the front office before and after school. Students must have \$10 cash with a valid drivers' license, proof of valid insurance (student's name must appear on proof) and signature of receipt of parking rules and regulations.

### **Parking Violations:**

Forfeiture of parking permits (No warning)

\*Students illegally parked in faculty parking.

Parking Citation (issued by officers on duty)

\*Any student vehicle parked on North Shore Senior complex without a valid North Shore Senior parking permit.

Vehicles towed (No warning)

\*Any student vehicle previously issued a parking citation as noted above.

\*Vehicles illegally parked in tow-away zones, blocking an entrance or another vehicle.

## VEHICLES ON CAMPUS

Vehicles parked on school property are under the jurisdiction of the school. **The school reserves the right to search any vehicle if reasonable suspicion exists.** Students have full responsibility for the security of their vehicles and will make certain they are locked and that keys are not given to others. **Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, or weapons that are found in their vehicles and will be subject to disciplinary action.** Searches of vehicles, as well as general searches of school property, may be conducted at any time if there is reasonable suspicion to do so, with or without the presence of the student. If the vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the district will contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the district may contact local law enforcement officials and turn the matter over to them.

**NOTE:** During the course of the school day, students are not permitted to leave the building/campus without permission. Students may not report to their vehicles during the school day without permission. If a student is caught outside of the building without permission, he/she will be subject to disciplinary action.



## **PASSING PERIOD**

Teachers will dismiss students at the end of each class. Students will have a six (6) minute passing period to get books, use restrooms, etc. There will be a one minute warning bell five minutes prior to the start of class at which time students are expected to be in their seats ready to work at the sound of the bell. Students will have three minutes to return to class after lunch.

## **RESTROOMS**

The restrooms are to be used for the purpose in which they were designed and constructed. Loitering (sitting on the floor, etc.) is not permitted. Smoking, gambling, etc. is not permitted. Students found disregarding this regulation will receive appropriate disciplinary action. Faculty restrooms are off-limits to students. Students must visibly display their color-coded passes are only permitted to use the designated restroom for their hallway.

## **SCHEDULE CHANGES**

A genuine effort is made to schedule students for the courses requested. When this is done, it is felt that students have a moral obligation to keep the classes they have requested and scheduled. Teachers are hired and assignments are made on the basis of these requests and, therefore, only under extenuating circumstances will a change be made when a student has scheduled a course. Under no circumstances will changes be made after 10 school days of each semester have gone by, unless approved by the principal.

Students who need a schedule change should follow these steps:

1. Pick up a schedule change request form from the counseling center.
2. Complete each line of the request.
3. Obtain a parent signature.
4. Turn form into the receptionist in Counselor's Office.
5. You will be notified if and when your request has been processed. **BE PATIENT!**

NOTE: Forms will not be processed without being fully completed. All changes are subject to class space availability.

## **TELEPHONES**

Because of the tremendous amount of essential business that must be transacted over the office telephones, students should not ask to use these except in cases of real emergencies. ***Students will not be called to the telephone during classes unless it is for the purpose of receiving an emergency message from the parent or legal guardian.***

Students will not be permitted to leave class to make phone calls. Classroom phones are for campus personnel use only. Students may not under any circumstance use the classroom phone.

## **TEXTBOOKS**

Most textbooks are issued by the state at no cost to the student. They are the property of the state, and therefore, textbooks must be paid for at a price set up by the Texas Education Agency. When a textbook has been lost, try to locate it as soon as possible. If one is stolen or misplaced, the student must pay for it before another is issued. **Students will be allowed to check out a select few titles of textbooks from the library for use at home.**

## **TRANSCRIPTS**

Transcripts are prepared by the registrar's office. Students are allowed two free transcripts. Parents and students may request an additional transcript at a cost of \$1 each. Final transcripts must be requested through the registrar's office.

## **TARDIES**

Being on time for work, dates, appointments, meetings, etc., is a good habit to develop. Begin developing this habit

by being on time to school classes. Tardiness disrupts the learning environment in the classroom.

### Tardy Policy and Procedures

1. Tardy is defined as not being in class at the time the bell sounds.
2. Once the tardy bell sounds, each student's ID # will be entered into the tardy calculator.
3. Tardies will be addressed as a level one offense resulting in one of the following consequences:

### CONSEQUENCES

#### **Per Semester**

3 Warnings

**4<sup>th</sup>** - After School D-Hall / Parent Contact

**5<sup>th</sup>** - (2) After School D-Halls / Parent Contact

**6<sup>th</sup>** - Friday D-Hall / Parent Contact

**7<sup>th</sup>** - (2) Friday D-Halls / Parent Contact

**8<sup>th</sup>** - ISS / Parent Contact

**9<sup>th</sup>** - ISS Pending Parent Conference / Parent Contact

**10<sup>th</sup>** and thereafter - 2 Days ISS, Parent Contact

\*Any additional consequences will be determined by an assistant principal

# BE

# PROMPT

# **State law requires GPISD to inform you of the following**

August 23, 2010

Dear Parent/Guardian:

## **Warning Notice**

Tex. Educ. Code §25.095.

If a student is absent from school on 10 or more days or parts of days within a six-month period in the same school year, or on 3 or more days or parts of days within a four-week period:

- (1) The student's parent or person standing in parental relation to the student is subject to prosecution for "Parent Contributing to Nonattendance" under Tex. Educ. Code §25.093; and,
- (2) The student is subject to prosecution under Tex. Educ. Code §25.094 for "Failure to Attend School."

The offenses of "Parent Contributing to Nonattendance" and "Failure to Attend School" are Class C misdemeanors punishable by a fine not to exceed \$500.00.

It is your duty as a parent or a person standing in parental relation to the student to monitor the student's school attendance and require the student to attend school.

You will be notified if the student has been absent from school, without excuse, on 3 days or parts of days within a four-week period and a conference between you and school officials will be requested to discuss the absences.

Thank you



**IS OUR GOAL!**

## ATTENDANCE

The state of Texas Compulsory Attendance Law requires all students to be enrolled in school from ages six through eighteen. If a student becomes 18 years of age after the first day of the new school year, he or she must attend School until the end of the school year. The Compulsory Attendance Law also requires a student to attend school 90% of the time school is in session. **Students at North Shore Senior High School will be denied credit in each course in which he or she has accumulated a grand total of nine absences for classes that meet everyday and five absences for blocked classes (excused and / or unexcused).**

Parents/guardians will be notified when students are absent from school. The calling machine notifies parents at night when a student is absent for the day.

If a student will be absent for the day, the parent/guardian may call the attendance office at 7:00 am (832-386-4131) to notify the school of the absence. In addition, the student has **three days** to bring a written note to the attendance office. **The note must include the students name, the printed name and signature of the parent/guardian, a telephone number where the parent/ guardian can be contacted, date of absence, and the reason for the absence.** The school reserves the right to deny excuse of the absence if the note does not contain the requested information. Remember, when a student accumulates nine absences for classes that meet everyday and five absences for blocked classes (excused and / or unexcused) the student loses credit.

- **3<sup>rd</sup> Absence** – Warning Letter will be sent home. For blocked classes Day1 / Day2 truancy clerk will issue students warning letter. **Attendance Intervention Program Implemented**
- **4<sup>th</sup> Absence** - Blocked classes Day 1 / Day 2 **only**  
Truancy clerk/attendance office will issue student danger of loss of credit.
- **5<sup>th</sup> Absence** - Clerk will issue a loss of credit letter for blocked classes Day 1 / Day 2.
- **6<sup>th</sup> Absence** - Attendance clerk will file court charges on student and/or parent.
  - **Court fines can be assessed up to \$500.00 dollars.**
- **7<sup>th</sup> Absence** - Truancy clerk/attendance office will issue a warning letter to student.
- **8<sup>th</sup> Absence** - Truancy clerk/attendance office will issue danger of loss of credit letter.
- **9<sup>th</sup> Absence** - Assistant Principal and/or Truancy Clerk will notify parent/student of loss of credit.

## ABSENCE(STUDENT)-MAKE-UP WORK

Make-up work and/or tests are permitted for all absences, including absences for school sponsored activities. For excused absences, not school related, students will have three make-up days for each day of absence. The principal has the option to make exceptions. For unexcused absences, students will have three make-up days for each day of the absence to complete assignments. Students who are absent for school related business will know about the expected days of absence ahead of time. Students must make arrangements with their teachers for their assignments and all tests prior to the absence. Tests will be made up at the discretion of the teachers. It is the teacher's responsibility to set a time for make-up tests. It is the student's responsibility to take the test at this time. If the student fails to do so, the teacher is not obligated to set another time for make-up. **All make-up work must be done before school or after school. It is not permitted during class instruction time.**

## DENIAL OF CREDIT

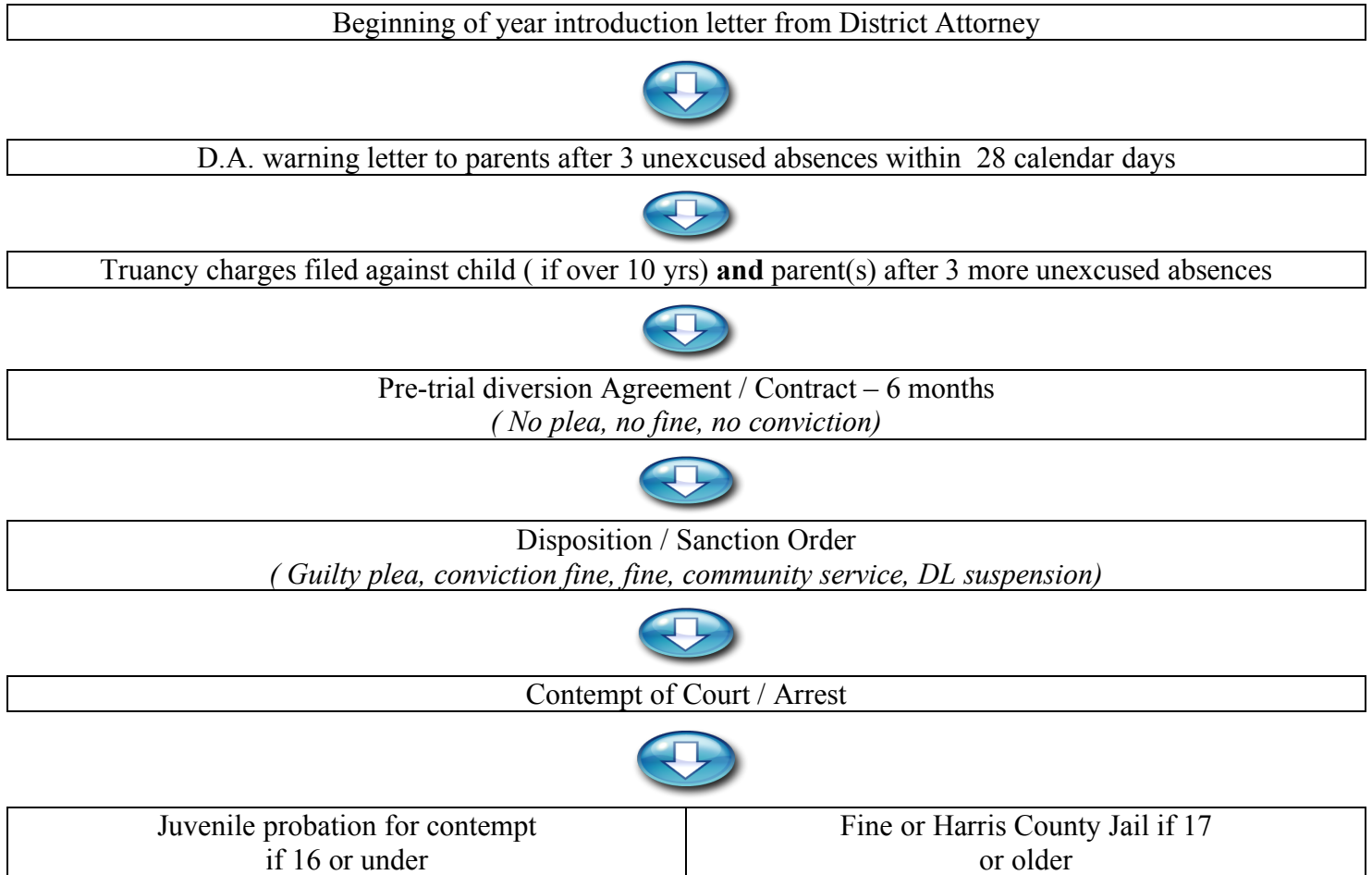
When a student is denied credit in a class, there are four options available to the student. He or she may request an attendance review for an attendance contract (only if extenuating circumstances exists), enroll in night school, obtain credit-by-exam, or enroll in summer school.

## TRUANCY PREVENTION PROGRAM

Attendance is a very critical part of education. In order to better support students and better promote marketable

citizens, Galena Park ISD has partnered with the Harris County Stay in School Truancy Prevention Program. This program is supported through the Harris County District Attorney's Office.

## Truancy Prevention Program Steps:



# Attendance Code Descriptions

These are all of the codes used at NSSH for monitoring student attendance.

<b>ID</b>	<b>Description</b>
A	UNEXCUSED ABSENCE
B	SCHOOL BUSINESS
C	CFS
D	DOCTOR
E	EXCUSED ABSENCE
F	EXCUSED DR NOTE
H	HALF DAY/HOMEBOUND
I	ISS
J	INCARCERATED
L	LATE/INPUT BY TEACHER
M	TESTING
N	NURSE
O	OFFICE
R	TRUANT
S	SUSPENDED
T	TARDY
W	UNEXCUSED(INPUT BY TEACHER)

## **ATTENDANCE REVIEW**

If the request for an attendance review is granted, the student's attendance will be monitored for four weeks beginning the day the request is granted and the contract is signed by the student, the parent, and returned to the Assistant Principal. Within the monitoring period of four weeks, the student must not accumulate any absences/tardies. **If he/she has absolutely no additional absences/ tardies, he/she will be allowed to restore credits.** Students who have experienced persistent truancy/skipping infractions may not be allowed to restore credits. Restoration of credit will held on Saturdays (Fall Semester: November 5, 2010 and December 10, 2010, and Spring Semester: April 21, 2011 and May 19, 2011). These are the only days for restoration of credit. Upon signing the attendance contract with continued improvement of the student's attendance (no additional absences/ tardies throughout the end of the semester), completion of the Saturdays, and passing the class with a 70 or better, the student **may** be awarded credit.

In addition to signing an attendance contract and attending Saturday credit recovery, the student will be required to pay a **\$10.00** fee for each class in which he/she has loss credit. This fee will be waived for all students who have experienced extenuating circumstances and have provided documentation within three days of the absence. (i.e. hospitalized, incarcerated, home bound, etc.) The fee waiver will be determined at the principal's discretion. Students may be required to participate in a community service project during the Saturday credit recovery. If the fee(s) are not paid prior to the end of the semester, the students' credit will not be awarded.

**NOTE: The attendance contract may only be offered to a student who has experienced extenuating circumstances as described in the Galena Park ISD Board Policy.**

## **ATTENDANCE HEARINGS**

Attendance Hearings will be held at 9:00 a.m. on January 27, 2012, and May 25, 2012. Parents / Guardians must call the truancy clerk to schedule a time to be placed on the docket prior to the attendance hearings. Parents may address the Attendance Committee for fifteen minutes to appeal their student's attendance issues. The decision of the Attendance Committee is final.

### **Citations/Charges Filed**

1. Excessive tardies to school or class.
2. Excessive absences to school or class.
3. Truancy.

## **PROCEDURES FOR CHECKING STUDENTS OUT OF SCHOOL**

If a student is checking out of school for the day, the student must bring a written note with the signature, name, and telephone number of the parent/guardian to be verified by the attendance office. This note should be brought to the attendance office by 7:00 a.m. At the time of check out, the student will be released from class by order of the attendance office. **Absolutely no student may check him/herself out of school nor will any student be released by telephone.** Parents must come to the attendance office and show proper identification to check a student out of school. Also, the parent / guardian must be listed on school records to check out the student. There will not be any exceptions to this rule for safety measures.

## **CONSEQUENCES FOR SKIPPING/BEING IN AN UNAUTHORIZED AREA**

- First Offense: Parent and student visit with an assistant principal.
- Second Offense: Friday D-Hall and Parent Contact
- Third Offense & Thereafter: Two days of ISS , a Friday Detention and Parent Contact

## **IN SCHOOL SUSPENSION (ISS)/(TTO)**

The ISS program is a tool for the secondary school that provides a place for disruptive and problem students to remain in an educational environment. 7:15a.m. – 4:00p.m. (ISS) / 7:15-3:00 (TTO)

## **OFFENSES CONSTITUTING ISS/TTO PLACEMENT**

1. Dress code violation
2. Persistent misbehavior
3. Failure to report to assigned detention
4. Truancy
5. Excessive tardies
6. Possession of tobacco products/lighter
7. Other offenses as determined appropriate by campus administrators

## **DETENTION HALL**

Teacher Detention Hall – may be scheduled after school for up to one hour in length.

After School Detention Hall – 2:35 p.m. - 3:35 p.m. (ISS Room/Tuesday, Wednesday, Thursday)

Friday Detention Hall - 2:35 p.m. – 5:35 p.m.

## **TEST EXEMPTION POLICY FOR JUNIORS AND SENIORS ONLY:**

### **Fall Semester Exam Exemption Policy**

- 85 or above for the semester average
- No more than 2 absences in a blocked class and 4 absences in a non-blocked class
- No ISS, CFS, or home suspension
- No more than 2 Friday D-Halls
- Exemptions in 3 **electives** for students taking TAKS
- Exemptions in **any** 3 classes for students that passed all parts of Exit level TAKS
- Students that have taken Exit TAKS- If you have not passed one of the TAKS tests, you may not be exempt from your exam in that subject
- Students registering after the fourth day of a semester are not eligible for exemption.

### **NSSHS Spring Semester Exam Exemption Policy**

- 85 or above for the semester average
- No more than 2 absences in a blocked class and 4 absences in a non-blocked class
- No ISS, CFS, or home suspension
- No more than 2 Friday D-Halls
- If you have not passed one of the TAKS tests, you may not be exempt from your exam in that subject.
- Students registering after the 4<sup>th</sup> day of a semester are not eligible for exemption.
- Seniors who passed TAKS as juniors may not use that exemption privilege again as a senior. Regular exemption policy applies.

*If you need to take the exam in order to increase your semester average, you may not be exempt.*

## **DRESS CODE**

**DRESS CODE (STUDENTS):**

The Principal/Assistant Principal of the school shall have the discretion to determine if a student’s attire, hair, and/or grooming is acceptable and within appropriate health and safety standards. Principals have the authority to set the mode of attire for special occasion days.

Each student will display appropriate grooming and dress for the educational environment. Attire and hairstyles, which are deemed to be a distraction or disturbance to learning, are prohibited.

Students who violate the dress code will be subject to disciplinary action.

**TRADITIONAL DRESS CODE**

**Acceptable Attire**

Girls:

- Dresses
- Skirts with tops
- Pants with tops
- Shoes with an original strap on the back
- Mid-Thigh Shorts
- Neat, clean, well fitting clothing

Boys:

- Pants with tops
- Shoes
- Mid-Thigh Shorts
- Neat, clean, well fitting clothing
- Clean hair
- Hair out of eyes

- Shirts must be tucked in
- Clear or mesh backpacks

**Unacceptable Attire**

- Low cut tops
- Tank-tops
- Tight knit tops
- Spandex shorts or pants
- Earrings on boys
- Pierced ring in lip, nose, tongue, eyebrow
- Slacks/Pants/ Skirts worn below the waist
- Tight fitted clothing
- Skinny jeans/pants
- Shirts with gang-related symbols, slogans, or colors
- Shirts with written reference to alcohol, sex, vulgar language, or symbols that serve to detract from a conducive learning environment
- Spaghetti strap shirts (shirts must cover shoulder blade/no undershirt type material)
- Caps
- Hats
- Thongs / Sandals shoes without backs/House slippers
- Midriff tops
- Torn, ripped jeans/ clothing
- Duster coats/ Trench coats
- Bandanas
- Large or oversized purses/ handbags
- Baggy, Saggy, or oversized clothing

**\*\*Athletic apparel will not be considered acceptable attire. Pullover jerseys, button-up jerseys, tank top jerseys, or jersey dresses will be considered as unacceptable attire.**

**Unacceptable Hair and Grooming:**

- Facial hair (beards, mustaches, sideburns below earlobe)
- No gang related, profane, or vulgar language or symbols cut into hair, or tattooed or cut into skin.
- Avoid inappropriate hair color, ex) orange, green, purple, etc.
- Tattoos must be covered at all times

**NOTE:** Students must have ID Badges visible at all times.

## **Galena Park Independent School District**

### **STUDENT ID BADGES**

1. All students must wear a school issued badge. The badge must be worn around the neck and be visible from the front. Identification badges (ID) shall be worn on a school provided chain or a purchased school lanyard.
2. Badges must be worn at all times while on campus (this includes after school).
3. The identification badge is the property of North Shore Senior High School. Students must present their identification to any staff member who requests it. Failure to do so will result in disciplinary action. ID's must be turned in when the student withdraws from school.
4. Failure to properly display the student ID's will result in disciplinary action.
5. Teachers will check ID's as the students enter the classroom.
6. Any student who has lost or forgotten his or her ID must report to the assistant principal's office or other designated area to obtain a temporary, one-day, badge. Students may purchase a temporary badge for \$1.00.
7. Lost or damaged ID's will be replaced at a cost of \$5.00. Students may purchase a new chain for \$1.00.
8. Any student who has been suspended from class must relinquish his or her ID badge to the assistant principal.
9. No stickers or marks will be allowed on the ID. ID's altered in any way will have to be replaced at the \$5.00 replacement fee.
10. ID's will be used in the library. All students must have their ID in order to check materials out in the library.
11. ID's will be used in the cafeteria. All students must have their ID badge in order to purchase lunch.

Initial Issue – Free ID Badge and chain

Replacement I.D. – \$5.00 cash

Replacement Chain-\$1.00 cash

Temporary Replacements – \$1.00 cash or the student will be placed on the fine list.

If a student buys a replacement ID, a temporary ID will be issued until the replacement ID is ready with no disciplinary action taken. The student must keep the temporary ID badge as his/her receipt and report to the temporary ID badge table with the temporary ID to receive the replacement ID badge.

Temporary I.D. badges will be a stick on badge that expires after one day. If a student is caught wearing the expired badge disciplinary actions may be taken.

### **TRANSPORTATION**

Due to the location of the school, most students are eligible to ride a bus to school. Check the bus schedule for bus number and bus stop location in the attendance office or on the bulletin board near the bus ramp for the bus number and bus stop location. Student ID badges must be worn on District transportation.

# CLASSROOM

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<b>NORTH SHORE SENIOR HIGH EXPECTATIONS &amp; PROCEDURES</b>	
<b>STUDENTS</b>	Students will attend class regularly and be on time. Students will bring all required materials to class and participate in learning activities provided by the teacher. Students will observe and follow all classroom rules and procedures. Students will communicate with the teacher in a respectful manner.
<b>TEACHERS</b>	Teachers will maintain a safe and orderly learning environment in their classroom. Teachers will have all emergency procedures posted. Teachers will post procedures, rules, consequences and learning objectives for each day. Teachers will employ methods which are most effective for them to enhance student learning.
<b>PARENTS</b>	Parents will read and sign the classroom rules and procedures for each of their student's classes. Parents will maintain contact with the teacher to ensure that all expectations are being met. Parents will support their student in being successful by sending them to school with all necessary materials and making sure they are properly dressed.
<b>SECRETARIES</b>	Secretaries will protect classroom instruction by cutting down on interruptions. Secretaries will call students down only at the end of each class. Secretaries will e-mail any messages to teachers they receive in the office. Secretaries will communicate with principals about any classroom problems.
<b>COUNSELORS</b>	Counselors will visit every teacher's classroom at least one time each semester and document their visit. Counselors and guidance office personnel will support teachers by informing them through memo or e-mail of parent conference requests. Counselors will make every effort to balance schedules for optimal class sizes.
<b>ASSISTANT PRINCIPALS</b>	Assistant Principals will support teachers by making frequent drop-in visits and appropriately dealing with students who behave in an inappropriate manner. Assistant Principals will also assist with climate control and turning in work orders for classroom repairs.
<b>PRINCIPAL</b>	The principal will assist teachers through the provision of resources and quality professional development training. The principal will support teachers when dealing with parents and students. The principal will immediately address issues which impede progress in the classroom. The principal will be highly visible in the classrooms.
<b>ALL STAKEHOLDERS</b>	Students will be in class engaged in a meaningful learning experience 100% of the allocated time. A variety of learning activities will be experienced daily and stakeholders will reflect on their successes and areas in need of growth. All stakeholders will play an active role in the evolution of the learning process.

# EXTRA-CURRICULAR ACTIVITIES

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<b>NORTH SHORE SENIOR HIGH EXPECTATIONS &amp; PROCEDURES</b>	
<b>STUDENTS</b>	Students who participate in extra-curricular activities will strive for high academic performance. Students will set the standard for sportsmanship and leadership. Students will attend all practices and workouts to better prepare them for competition. Students will wear all uniforms within the guidelines set by the Galena Park School District and the University Interscholastic League
<b>TEACHERS</b>	Teachers will obtain a list of coaches, directors, and sponsors as well as participants in extra-curricular activities. Teachers will maintain contact with the aforementioned group so they may seek assistance with improving classroom behavior and performance. Teachers are encouraged to attend as many functions as possible to show support for the students.
<b>PARENTS</b>	Parents will be provided with a list of expectations for their students involved in extra-curricular activities. Parents may express any concerns they may have with our programs. Parents will support the program by holding their student to a high standard of behavior and academic performance.
<b>COACHES DIRECTORS SPONSORS</b>	The leadership of the extra-curricular program will maintain a constant update with their student's academic performance. The leadership will communicate with classroom teachers about discipline and academic issues. The leadership will communicate with parents and provide options for their students.
<b>CUSTODIANS</b>	Custodians will maintain all facilities related to extra-curricular activities. Custodians will report any repairs needed and any other major problems with the care of facilities. The leadership of extra-curricular activities will have students clean up behind themselves and communicate the best times for custodians to clean their areas.
<b>ASSISTANT PRINCIPALS</b>	Assistant Principals will attend all extra-curricular activities and assist officials with the management of the event. AP's will address inappropriate behavior at extra-curricular activities and take steps to alleviate possible problems. AP's will manage the area surrounding the activities and ensure a safe and orderly environment for all in attendance.
<b>PRINCIPAL</b>	The Principal will attend all extra-curricular activities and support all programs through the provision of resources and equipment. The Principal will maintain contact with the leadership of extra-curricular activities and help to provide solutions for any issues they may be facing.
<b>ALL STAKEHOLDERS</b>	Extra-curricular Activities provide students with an opportunity to obtain scholarships. All stakeholders should participate in as many activities as possible and help to ensure that the program represented sets the standard for sportsmanship, scholarship, and leadership. All stakeholders play a role in providing students with a rewarding experience.

# FIRE DRILLS

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<b>NORTH SHORE SENIOR HIGH EXPECTATIONS &amp; PROCEDURES</b>	
<b>STUDENTS</b>	Students will be taught the procedures to follow for fire drills. Students will exit the classroom in an orderly manner maintaining silence and listening for teacher's or administrator's instructions. Students will follow the evacuation route, which is posted in the classroom. In the event the original exit is blocked, students will utilize the alternate route.
<b>TEACHERS</b>	Teachers will train students the first week of classes for a fire drill. Teachers will review the expectations for evacuation and behavior during any emergency drill. Teachers will show the students where evacuation routes are in the event there is a substitute. This information will be posted in every classroom. Teachers will remain calm in emergencies.
<b>PRINCIPALS</b>	Principals will be in the hallways assisting teachers in the evacuation of students during the fire drill. Principals will monitor student behavior and communicate to students where they need to go in the event a conventional exit has been blocked. Principals will restate the importance of following teacher instruction and be the last people to exit the building.
<b>COUNSELORS</b>	Counselors will evacuate their office area and assist principals in monitoring hallways. Counselors will assist in checking the building for students who may not have exited properly. Counselors will provide support to teachers and students once the building has been evacuated. Counselors will clearly post fire evacuation routes in their office.
<b>SECRETARIES</b>	Secretaries will clear the main office of all personnel and visitors. In the event there is a fire secretaries will contact emergency agencies upon the principal's directive. Secretaries will assist teachers and administrators in moving students out of the building. Secretaries will make sure evacuation procedures are clearly posted in the office.
<b>CUSTODIANS</b>	Custodians will assist in the evacuation of the building. Custodians will help principals check hallways for any student who may have been separated from his/her class. All restrooms and blind spots will be checked by custodians while the building is being evacuated.
<b>ALL STAKEHOLDERS</b>	All stakeholders will learn the evacuation routes from every part of the building. All stakeholders will work together to clear all students from danger. All stakeholders will exit the building in a quiet and orderly manner so they may relay instructions from group to group in the absence of a public address system.

# HALL PASSES

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<b>NORTH SHORE SENIOR HIGH EXPECTATIONS &amp; PROCEDURES</b>	
<b>STUDENTS</b>	Students will request the Hall Pass in the event they need to go to the restroom or other designated areas. Students who are given the pass will go to the restroom designated on the pass. Restroom passes will be identified by five colors. There will be Red, Green, Blue, Yellow, and Pink banners outside of each restroom. The hall pass color will coincide to the color of the banner.
<b>TEACHERS</b>	Teachers will issue Hall Passes to students in the event they need to go to the restroom or other designated areas. Students will not be out of the classroom for more than six minutes on a restroom break and must use the restroom proximal to their classroom. The pass will coincide with the color of the board posted at the restroom. The teacher must fill out the pass and sign it.
<b>COUNSELORS</b>	If a counselor needs to see a student they will call for the student at the beginning or end of class if possible. Counselors will be in the office during lunch to give students an opportunity to see them or make appointments. Counselors will be available before and after school. Counselors' student aides will not be in the halls without a specific purpose and a pass stating their destination.
<b>PRINCIPALS</b>	If a principal needs to see a student they will call for the student at the beginning or the end of class, if possible. There will be times that large groups of students will be called out of class and will not need a pass. These instances will be at the principal's discretion.
<b>LIBRARY</b>	Students who do not have a pass may not report to the library. Each student who enters this area must have a pass signed by their teacher. This will not apply before and after school or during lunch. Library student aides will not be in the halls without having a pass stating their destination.
<b>ALL STAKEHOLDERS</b>	Students will not freely roam the halls. Teachers will exercise professional courtesy by getting permission from other teachers prior to holding a student. All stakeholders will work to protect the integrity of instructional time and be consistent in the enforcement of the hall pass policy. Consistency is our key to credibility.

## HALLWAY TRAFFIC PATTERNS

# M u s t a n g s

<b>NORTH SHORE SENIOR HIGH EXPECTATIONS &amp; PROCEDURES</b>	
<b>STUDENTS</b>	Students will travel on the right side of the hall in the direction of their destination. Students will maintain constant movement and refrain from impeding the progress of fellow students by stopping in the middle of the hallway. Students will move expeditiously through the building and arrive at all classes on time.
<b>TEACHERS</b>	Teachers will stand outside the doorway of their classroom encouraging students to get to class on time. Teachers who have doorways nearest to the main hallway will stand in the center of the hallway and encourage students to keep moving and walk to the right. Teachers will courteously address students.
<b>CUSTODIANS</b>	Custodians will cease their duties when students are in the hallways and assist in monitoring students. Custodians will report any inappropriate behavior to the nearest principal.
<b>SECRETARIES</b>	Secretaries will monitor the office and assist all visitors. Secretaries will communicate with principals if there is an emergency which needs immediate attention, otherwise they will contact principals after the tardy bell rings.
<b>COUNSELORS</b>	Counselors will go to the hallway in front of their office at each opportunity and help to monitor and greet students. This presents a good opportunity for counselors to make connections with students. Counselors will also echo expectations for hallway traffic and behavior.
<b>ASSISTANT PRINCIPALS</b>	Assistant Principals will spread out through the building and monitor high traffic areas. Any time students are in the hallway assistant principals will be there as well. The AP's number one focus is to serve as leaders and set examples for upholding high expectations. AP's will address any teacher needs during this time.
<b>ALL STAKEHOLDERS</b>	We must maintain discernable traffic patterns in the hallway so that students may arrive to class in a timely manner. This procedure assists in creating a safe and orderly climate. It is important to treat students with respect and show that you are interested in their continued success as a valued member of our school.

## TAKS TEST

# M u s t a n g s

## NORTH SHORE SENIOR HIGH EXPECTATIONS & PROCEDURES

<b>STUDENTS</b>	Students will participate in four subject area tests, which are required for graduation. The tests are as follows: English Language Arts, Math, Science, and Social Studies. Students will complete all assigned work and ask for assistance when a concept is not understood. After school tutoring will be provided to help ensure student success on the TAKS Test. Students will be on time on the day of the test. Students will be on their best behavior and follow all administrator and proctor instructions.
<b>TEACHERS</b>	Teachers will attend all training sessions for the TAKS Test. While testing, teachers will follow all rules, as stated in the test administration manual. The subject matter provided on the test will be consistent with the instruction given in the classroom. Teachers will identify potential failures for the tests and participate in the tutoring and acceleration process. Teachers will make parent contacts.
<b>COUNSELORS</b>	Counselors will work with the Curriculum Assistant Principal to provide a testing plan for teachers and students to follow. Counselors will work with the Curriculum Assistant Principal in coordinating teacher training and student testing. Counselors will maintain contact with parents when students are identified as being in need of tutoring.
<b>ASSISTANT PRINCIPALS</b>	Assistant Principals will assist in contacting parents prior to testing to set up acceleration and tutoring sessions. The Assistant Principals' office will contact parents of any student who may be absent. Assistant Principals will provide support for teachers and students during testing.
<b>PRINCIPAL</b>	Principal will provide support for all participants in the TAKS testing. Principal will provide support for after school tutoring. Principal will visit classrooms and be in the testing area during testing.
<b>ALL STAKEHOLDERS</b>	Every person in the school community will support the TAKS Testing Program. This will be a priority for everyone during the weeks of testing. A good network of communication will assist all stakeholders in problem-solving issues related to testing. The TAKS is a graduation requirement and must be the most important event during the weeks of state testing.

## ASSEMBLIES

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## NORTH SHORE SENIOR HIGH EXPECTATIONS & PROCEDURES

<b>STUDENTS</b>	Students will travel from their classroom to assemblies in an orderly fashion. All students will follow the instructions of teachers and principals when they arrive at assemblies. Students will be directed to their seats and fill in each row and each seat as directed. Students will be courteous to speakers.
<b>TEACHERS</b>	Teachers who have a conference period will go to the assembly in advance and assist in seating students. Teachers will be vocal and direct students to fill each row and each seat.
<b>SECRETARIES</b>	Secretaries will monitor the office and assist visitors. Secretaries will communicate with principals if there is an emergency which needs immediate attention, otherwise they will handle all office business.
<b>COUNSELORS</b>	Counselors will attend the assembly and assist in monitoring and seating students.
<b>ASSISTANT PRINCIPALS</b>	Assistant Principals will assist in escorting students and seating them in assemblies. Assistant Principals will be vocal and in motion. Each principal will be able to direct and conduct assemblies. Assistant Principals will remain proximal to students and address any inappropriate behavior.
<b>PRINCIPAL</b>	The Principal will conduct the dismissal of students from class to the assemblies. Before students are sent, behavioral expectations will be addressed by the principal.
<b>ALL STAKEHOLDERS</b>	In order to have effective assemblies all participants must understand the expectations. It is important that all assembly speakers are respected. Faculty and staff will redirect anyone who detracts from the integrity of assemblies.