

# NORTHSIDE INTERMEDIATE



PARENT/STUDENT  
HANDBOOK  
SUPPLEMENT  
2019-2020

Henderson Independent School District

800 N. Van Buren, Henderson, Texas 903-655-5300 Fax 903-657-5238

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## **ASSEMBLIES**

All student-participatory programs are free with all parents cordially invited. Enter quietly and do not talk or visit during the program. There should be absolutely no screaming, whistling, or yelling. Students are required to conduct themselves respectfully and with dignity in assemblies as in the classroom.

## **ATTENDANCE**

Doctor's Note after an Absence for Illness (All Grade Levels)

Upon return to school, a student absent for any period of time because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws. Due to Northside attendance report requirements, a physician's note for excused absences must be turned in to the office no more than 3 school days following the absence.

## **AWARDS and HONORS**

### **A HONOR ROLL**

A student with no grade lower than a 90 at the end of the year will receive the A Honor Roll Award

### **B HONOR ROLL**

A student with no grade lower than an 80 at the end of the year will receive the B Honor Roll Award

### **PERFECT ATTENDANCE**

In order to receive recognition for perfect attendance at the yearly Northside award ceremony, a student must be counted present in attendance every day of the school year and have no more than three unexcused tardies. Both excused and unexcused absences disqualify a student from receiving the perfect attendance award. Due to attendance report requirements, a physician's note for excused absences must be turned in to the office no more than 3 school days following the absence.

### **PRINCIPAL PAL AWARD**

A student who maintains all "E's" in conduct for the entire year will receive the Principal Pal Award.

### **TOP ROARING READER AWARD**

The student from each homeroom with the highest number of Roaring Reader points for the year will receive the Top Roaring Reader Award.

## **CONFERENCES:**

Parents shall be provided any relevant information concerning their child that will enhance their understanding of the child's ability, effort, success, or progress in the school program.

Communicating with parents is one of the most important responsibilities of teachers. Teachers will use the following techniques, as applicable, in maintaining communication with parents:

1. Report cards, with comments as appropriate.
2. Written notices regarding excellent or unsatisfactory performance, attendance, conduct, appointments, supplementary services, and/or other areas of concern or interest.
3. Personal conferences.
4. Telephone communication.
5. E-Mail communication.

Teachers will communicate with parents by telephone, email, or personal conference if a student has not received a passing grade at the end of the three-week interim reporting period, at the end of the six-weeks grading period, if the student receives two zeroes during a grading period, and/or when ascertaining that a student is performing below a level that will permit him or her to meet promotion requirements or earn high school credit.

Teachers must document all parental contacts and attempts at parental contact on the Parental Contact Documentation Form.

## **DISCIPLINE MANAGEMENT SYSTEM:**

### **CONDUCT**

Students are assessed on conduct by each teacher. The conduct grade indicates how well the student is performing in classroom citizenship. Conduct marks may affect eligibility for participation in school activities; poor conduct interferes with a student's ability to learn in class.

The following letter system is used to report a student's conduct:

E –Exemplary (0-5 marks)-The student displays an excellent attitude, excellent work habits and overall conduct, is cooperative, and consistently observes school rules and regulations.

S- Satisfactory (6-11 marks)- The student displays a good attitude, good work habits and overall conduct, is cooperative, and generally observes school rules and regulations.

N -Needs Improvement (12-20 marks) -The student displays a fair attitude, needs improvement in work habits

and overall conduct, is at times uncooperative, at times disrupts class, and does not observe school rules and regulations.

U- Unsatisfactory (+20 marks) - The student displays a poor attitude and is consistently uncooperative.

The student disrupts class and shows little respect for school and classroom rules and regulations.

## INCENTIVES

- Star student tickets are given to students by any NS employee to encourage good behavior/character ed. The student's name is announced each morning on the intercom and then their ticket is placed in a jar for a drawing.
- Northside Champions will be selected for recognition by NS staff. Students are selected and their pictures are displayed on the front bulletin board.
- Perfect attendance is rewarded with a uniform free day each six weeks. Students with perfect attendance are recognized and rewarded at the end of the year awards ceremony.
- Weekly classroom reward for students with no marks and no missing work. Examples: Eat with teacher, sticker, treasure box, helper for the day, homework pass.
- Six weeks incentive if offered for those students who have 5 or fewer marks, no ISS placement, Reading Counts goal met, and no missing work. Examples: Inflatables on playground, game day in cafeteria, popcorn, movie, snow cones and free play.
- Roaring reader recognition for those who earn their reading points and maintain 85% comprehension. Their pictures are placed in the hallway on the roaring reader bulletin board each six weeks. Reading teachers display students' names in the hallway.
- Positive office referrals.
- Behavior contracts with rewards.
- Social skill of the week.
- Eagle mentor program.
- Office treasure chest.
- Shout outs during morning announcements.

## CONSEQUENCES

Ideally, students should behave and adhere to rules so academics can take precedence. Realistically, we know some students, at times, will misbehave. Discipline should be fair and consistent, yet firm. Discipline is regarded as a process and not an event. The overall goal of the Northside classroom management system is to develop an instructional structure in which students are respectful, responsible, motivated, and highly engaged in the specific task at hand. We strive to be proactive and positive in our approach to classroom management.

Possible consequences include but are not limited to the following: loss of privilege, lunch detention, ISS, corporal punishment, DAEP

## HISD RULES MATRIX

	Safe	Respectful	Responsible
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<b>Arrival</b>	Go to assigned area	Follow adult directions Enter the building with appropriate noise level	Be on time
<b>Hallway</b>	Walk on the right side Walk in an orderly manner Keep hands, feet, and objects to self	Maintain appropriate noise level Use appropriate language and conversations Follow adult directions Respect the property of self, others, and school	Walk with a purpose, Use the shortest route possible
<b>Classrooms</b>	Follow teacher directives Keep hands, feet, and objects to self	Be prepared Display a positive attitude Be respectful of others possessions Share materials, Show tolerance and acceptance of others	Be on time, Be engaged Accept consequences of your behavior and actions Complete assignments on time
<b>Cafeteria</b>	Follow teacher directives Keep hands, feet, and objects to self Walk in an orderly manner	Maintain appropriate noise level Use appropriate language and conversations	Clean up after yourself
<b>Playground and Commons</b>	Follow teacher directives Keep hands, feet, and objects to self	Use equipment appropriately Stay within the boundary	Keep playground clean Stay visible to adults Inform teachers of any unsafe behavior
<b>Dismissal</b>	Walk quietly and orderly to appropriate areas, Leave only with approved ride Pay attention to surroundings	Follow teacher directives Keep hands, feet, and objects to self Walk in an orderly manner	Leave with a purpose Take all your belongings with you

<b>Restrooms</b>	Walk in/out with a purpose No horseplay No loitering	Use quiet voice, Use restroom for its intended purpose Wash your hands Wipe and flush	Use toilets and sinks appropriately Clean up after yourself
<b>Assembly</b>	Keep hands, feet, and objects to self Enter and exit in an orderly fashion	Show appreciation and affirmation appropriately Use active listening Act appropriately (based on purpose of event)	Follow adult instructions Clean up after yourself Take all belongings with you
<b>Bus</b>	Stay seated Keep hands, feet, and objects to self Enter and exit in an orderly fashion	Appropriate noise level Use appropriate language and conversations Follow adult directions Respect the property of self, others, and school	<ul style="list-style-type: none"> <li>• Clean up after yourself</li> <li>• Take all belongings with you</li> </ul>

## **DRESS AND GROOMING**

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

### **Shirts and Blouses**

Style: Polo style knit shirt, dress-style buttoned shirts/blouses (long or short sleeved), and/or turtlenecks.

Colors: Any solid color

- Girls and boys shirt hems should be no longer than the base of the hip and long enough to cover the torso when arms are raised.
- No sleeveless shirts/blouses allowed.
- Undershirts (crew neck or turtle neck) must be a solid color.
- Logos on shirts must be less than 2 inches by 2 inches. HISD school approved logos are acceptable.
- Only the top two buttons of the shirt may be unfastened.
- No exposed midriffs, cleavage, or rear ends.

## **Slacks, Pants, Shorts, and Capris**

Style: Full length slacks and/or pants, walking style shorts, or capri pants

Color: Solid khaki, navy or royal blue, black, scarlet red, gray, or school plaid (red, white, and blue plaid).

- Slacks, pants, and shorts must be worn at the waist and be properly hemmed or cuffed.
- Pants must have six or fewer pockets and may not be cut, ripped, frayed, or have holes of any kind. (This includes belt loops, pant legs, pockets, etc.)
- Short length may be no shorter than 3 inches above the knee.
- Athletic style shorts are not allowed.
- No capri-style shorts for boys.
- Leggings may not be worn as pants.
- Skinny-jean-styled pants or excessively tight pants are not allowed.
- Baggy style legged slacks or pants are not allowed. (No more than one size larger than measured waist).
- Sweatpants, wind pants, pants with drawstrings, warm-ups, coveralls, overalls, yoga pants, or pajama pants are not allowed.
- Belts and buckles that are distracting, racially related, gang related, offensive or provocative are not allowed. (Example: skull and crossbones, confederate flag, gang symbols, or weapons)
- Logos or labels on pants must be no larger than 1 inch by 1 inch.
- Jean material is not allowed except on designated days.

## **Skirts and Skorts**

Color: Solid khaki, navy or royal blue, black, scarlet red, gray, or school plaid (red, white, and blue plaid).

- Skirts and skorts length must be no shorter than 3 inches above the knee.
- Skirts may have kick-pleats but slits may not be longer than 2 inches in length.
- Logos or labels on skirts/skorts must be no larger than 1 inch by 1 inch.
- Jean or denim material is not allowed except on designated days.

## **Jumpers**

Style: V-neck, square neck, or round neck

Color: Solid khaki, navy or royal blue, black, scarlet red, or school plaid (red, white, and blue plaid).

- Jumpers must be no shorter than 3 inches above the knee. HISD approved shirt, blouse, etc. must be worn under the jumper at all times.
- Jumper may have kick-pleats but slits may not be longer than 2 inches in length

## **Dresses**

Solid color polo-style dresses with a collar are permitted in the appropriate length.

## **Footwear**

- PK-3<sup>rd</sup> grade- Shoes must be closed toed. Shoes, boots, tennis shoes, loafers, and dress shoes are allowed.
- 4<sup>th</sup>-8<sup>th</sup> grade-Shoes, boots, tennis shoes, loafers, sandals, and dress shoes are allowed.
- Rubber rain boots may be worn during inclement weather days only.
- Tennis shoes are necessary for PE class. No heeies.
- If shoes have laces or buckles, they must be tied or buckled. Both laces must match in color.
- No flip flops, rubber footwear, sliders, shower shoes, or house shoes.
- No “Skeletoe” shoes (toe shoes)

## **Outer- wear: Sweatshirts, Vests, and Sweaters\***

\*This is the only outer-wear that may be worn in the classroom.

- Colors: Any solid color
- Sweatshirts, vests, sweaters, and zip-up jackets must be appropriately sized in the shoulders, and worn over HISD approved blouses, shirts, etc.
- Logos on outer-wear must be less than 2 inches by 2 inches. HISD school approved logos are acceptable.

## **Coats and Jackets**

- Coats and Jackets are for outdoor wear only and must be removed upon entering the classrooms.
- No trench coats.

## **Socks**

- Visible socks must match each other.
- If tights or leggings are worn, they must be solid in color.

## **Designated Days**

- PK-5: Spirit day will be Friday unless otherwise announced.
- HMS: All Thursdays during HMS football season and all Fridays after football season
- Denim may be worn and must meet the criteria for pants, shorts, capris, skorts, skirts, or jumpers and must be worn with an approved shirt (see shirts/ blouses criteria) or an approved school spirit T-shirt.
- Additional spirit days are designated by the campus administration.

## **Additional Guidelines**

- All clothing and shoes must be worn as they were intended to be worn.
- PK-5<sup>th</sup> grade: No hats, caps, or head coverings of any kind may be worn in the buildings.
- HMS: No head coverings of any type are to be worn on the campus by students (male or female) before or during school. No headbands on forehead.
- Hair must be neat, clean, and well groomed.

- Hair should not cover the eyes or be styled in any manner which attracts undue attention.
- Hair must be a NATURAL color. Unnatural coloring or dying of hair such as purple, pink, bright red, green, blue, orange, etc. is NOT permissible.
- No facial, mouth, or body jewelry of any type is allowed, except in ears.
- Boys may not wear earrings.
- Jewelry that is distracting, racially related, gang or drug related, offensive or provocative is not allowed.
- No chains of any type, dog collars, or “spike type” bracelets may be worn. Anything that could be considered a weapon is in violation of the dress code.
- Bandanas of any color may not be worn.
- Sunglasses should not be worn inside any school buildings and should not be visible unless a student has a note from a physician stating the need to do so.
- Only eye contacts of natural eye color (brown, blue, green, and hazel) may be worn.
- No grills or other objects covering teeth.
- No exposed tattoos.

**Administrators will have complete and final judgment on all matters concerning the interpretation of the student Standardized Dress Code. Matters concerning appearance and dress code not specifically covered in the Standardized Dress Code policy shall be within the discretion of the administration.**

**Consequences:** If the principal determines that a student’s grooming or clothing violates the school’s dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

### **EARLY RELEASE POLICY:**

Students shall not be released from school at times other than regular dismissal hours except with principal’s permission. Leaving school early, except in the case of an emergency is discouraged because it causes students to miss part of daily instruction. If a child leaves for any reason other than a doctor’s appointment, it will be recorded as an absence for that class period (part of a day). This will count toward a student’s total number of absences.

If a student fails to attend school without an excuse on ten or more days or parts of days within a six-month period in the same school year, the District shall within ten school days of the students’ tenth absence:

File a complaint against the student or the student’s parent or both in a county, justice, or municipal court for an offense under Education Code 25.093 or 25.094.

Refer the student to a juvenile court for conduct indicating a need for supervision under Family Code 51.03(b) (2).

Please make appointments after school hours when possible. If a student must leave early, please send a note to the homeroom teacher. The regular school day ends at 3:15. Please notify the school before 2:30 if you are coming to pick up your child for an appointment or to leave earlier than 3:15. If after 2:30, you will need to wait in the regular car pick-up line with the other parents in order to get your child. Student will not be released between 2:30 and dismissal time.

PARENTS MUST NOTIFY the school prior to 2:30 in person or with a written note if you must change how your child is to get home. No telephone messages will be taken or delivered to students regarding transportation changes.

Parents may not park and walk to the school in order to pick up students. This creates a safety hazard. All parents MUST remain in their vehicles and go through the pick-up line.

### **GRADING SYSTEM:**

Course assignments and unit evaluations shall be given to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade. Promotion shall be determined as follows:

In grade 4, promotion to grade 5 shall be based on an overall average of 70 on a scale of 100 based on course-level, grade level standards (essential knowledge and skills) in four of the five core subject areas; that is, reading, mathematics, writing, science, and social studies. In addition, promotion shall be based on a Lexile reading level of 400 or higher.

In grade 5, all SSI requirements will apply. Additionally, promotion to grade 6 shall be based on an overall average of 70 on a scale of 100 based on course-level, grade level standards (essential knowledge and skills) in four of the five core subject areas; that is, reading, mathematics, writing, science, and social studies. In addition, promotion shall be based on a Lexile reading level of 500 or higher.

The following grading guidelines will apply:

Academic grades will reflect learning as described in the Texas Essential Knowledge and Skills and district documents, not student behavior.

If final exams are given, the teacher will keep the final examination papers on file for one year after the exam is administered.

Student mastery of subject matter is assessed in a variety of ways. It is not necessary for all grades to have as their source written paper work. Teachers will monitor and provide feedback to students for any activity which is assigned. Feedback may not always be in the form of a grade.

### **GRADEBOOKS:**

Each teacher must maintain accurate, up-to-date gradebooks. Grade records are an important record-keeping tool and should be accurately maintained. Teachers should be aware that many

times grades will need to be verified; therefore, accurate record keeping is essential. All teachers will maintain the District-provided electronic gradebook.

1. Grades recorded in a gradebook are documentation of a student's progress and of mastery of the TEKS and curriculum objectives.
2. Grades recorded in a gradebook represent a confidential record for assessment of student performance.
3. The set of grades indicated in the gradebook shall be the complete set from which the student's average is determined.
4. All grades recorded must be identified with a notation in the column heading as to the type of assignment, (ex. Daily grade, homework, test, project, major assignment, etc.)
5. The electronic gradebook must adhere to the calculations outlined in the Calculating Averages section of this regulation.
6. Only the teacher of record (or principal designee) will enter grades in the gradebook.
7. Teachers will update electronic gradebooks on a weekly basis.
8. A record of grade reductions as a result of late assignments or academic dishonesty [see EIA(LOCAL)] must be recorded in the gradebook.

### **ASSIGNMENT TYPES:**

The following are the types of assignments teachers may assign for grades:

1. Major assignments/assessments including tests, examinations, projects and presentations, and compositions.
2. Daily work, which is designed to be completed during a class period.
3. Homework, which is assigned to be completed at home as an extension of the assignment or concepts covered in class.

In grades 4-12, a minimum of 10 daily grades must be taken each six weeks in each core academic area (ELA, Mathematics, Science, and Social Studies). Grades taken on homework assignments are calculated as daily grades. Of the 10 daily grades taken, no more than three may come from homework assignments. No one grade in any category may count for more than 20% of a student's six weeks grade in any subject.

### **CALCULATING AVERAGES:**

All numeric averages reported on Progress Reports and Report Cards will be determined using a percentage grading system. In grades 1-5 all assignments are recorded as daily grades.

In grades 4-5, the student's grades in each subject from both semesters will be averaged to determine the final grade in the subject.

## **PROGRESS REPORTS TO PARENTS:**

The purpose of the Progress Report is to inform students, parents/guardians, and campus administrators regarding progress in a subject, in conduct, or in both. The Progress Report reflects both satisfactory and unsatisfactory student progress. Teachers must issue interim reports at three (3) weeks of each grading period to the parents of all students with a grade average of 75 or below..

## **REPORT CARDS:**

Report cards are usually issued to students on the Friday following the close of each six-week period during the school year. At the close of each school year, the final report card is issued at a time and in a manner designated by each school principal.

Campuses will report six-week averages to parents/guardians as numerical scores in all core content areas in grades 1-12 and electives in grades 6-12. The following relates the numerical scores:

90-100 Excellent Progress

80-89 Good Progress

70-79 Fair Progress

Below 70 Failing

Elementary campuses will report grades in elective/related activity classes (music, P.E., computer, etc.) in the following manner:

E = Excellent

S = Satisfactory

N = Needs improvement

U = Unsatisfactory

A student must be in attendance each day so that the teacher may establish a grade for participation. When a student is not in attendance each day (for example, assignment to ISS) the participation grade will be lowered. Absences for illness, doctor's appointments, etc. (those that are excused) will not affect the participation grade, and grades will be affected by absences of a discipline nature (i.e. ISS assignment):

A progress report will be sent home when a student is failing or in danger of failing at the middle of each six weeks period or when the teacher decides that a progress report is necessary.

## **FAILED ASSIGNMENTS AND TESTS:**

A student shall be permitted three days to redo an assignment or retake a test for which the student received a failing grade. A grade of 70 is the maximum that can be earned on the second assignment or test. If a student fails to earn a 70 on the second assignment or test, the higher of the two grades is recorded. Work assigned to be redone due to academic failure by a student, including tests, may be of an altered version.

## **TRANSFER GRADES:**

Students new to the District or who enroll in a school after the start of a grading period shall be treated fairly in awarding grades. Grades shall be computed using a combination of grades from the former school and grades earned for the time the student has been enrolled in the new school. Transfer letter grades will be converted to numerical grades using the following scale:

A+=98	A = 95	A- = 90
B+=88	B = 85	B- = 85
C+= 78	C = 75	C- = 70
D+=68	D = 65	F = 60

## **CREDIT BY EXAMINATION:**

Credit by Examination provides an alternative process for grade placement and for granting of course credit for students. The results of the examinations will be recorded in the permanent school record or academic achievement record.

## **INCOMPLETES:**

A student receiving an Incomplete for a grading period has five (5) school days to convert the incomplete grade to an earned grade. The teacher must communicate to the student the nature of the outstanding work and the time limitation for completing the work. Additional time may be granted by the campus principal for extenuating circumstances.

## **HOMEWORK:**

Homework will be used to enrich or reinforce topics covered in class and should satisfy as least one of the following objectives:

1. To provide a drill that helps the student practice the basic skills of a subject.
2. To give the student practice and extension of concepts learned in class.
3. To extend learning beyond the material that can be covered in class.
4. To develop effective study methods.

5. To help the student prepare for classroom work.
6. To allow the student to make up work after an absence.
7. To provide a means of reteaching essential knowledge and skills.

Homework will not be assigned as punishment. The teacher is responsible for assigning effective, well-planned homework assignments that aid the student in the mastery of the essential knowledge and skills. Homework is an extension of the classroom and is not assigned unless that skill has previously been taught during the class that day. Please provide a place and time at home so that good study habits may be formed. If students do not turn in homework when assigned, they will be assigned to Lunch Detention per the guidelines below to complete their homework assignments.

Step 1-The first time the student does not bring homework, he or she will receive a verbal warning.

Step 2 - The second time the student does not bring homework, the teacher should contact the parent by phone and log it on the parent contact sheet. This teacher is the one who gives lunch detention.

Step 3 - The third time (and any additional times) the student does not bring homework, the student is to receive lunch detention.

### **MAKEUP WORK:**

Any student missing classroom instruction shall be given the opportunity to make up the missing assigned work based upon the following guidelines:

1. Students are responsible for asking teachers for the makeup work upon returning to class.
2. The number of classes allowed for makeup work to be completed for full credit will be equal to the number of times a class was missed.
3. A student shall not, on the day of returning to school, be required to take a quiz or test that was announced during his/her absence.
4. Makeup work, including tests, may be of an altered version. Teachers may assign alternate work to assure that students who have been absent have sufficient opportunity to master the TEKS or to meet subject or course requirements. The assignments shall be based on the instructional objectives for the subject or course and may provide greater depth of subject matter than routine makeup work.
5. Any makeup assignment not turned in within the allotted time falls within the late work guidelines.

## **LATE WORK:**

Students are given adequate time to complete and turn in their assignments. Students who submit an assignment after the due date are subject to the following penalties:

- 1 day late 80% of earned grade
- 2 days late 70% of earned grade
- 3 days late 50% of earned grade
- 4 or more days late 0% of earned grade

## **ACADEMIC DISHONESTY AND INTEGRITY:**

Students found to have engaged in academic dishonesty shall receive a zero on the work involved and the zero shall be averaged with other grades. Students will also be subject to disciplinary penalties in accordance with the Student Code of Conduct and/or the Student Handbook. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students or other adults.

Behaviors defined as cheating are:

1. Giving or receiving information, looking on someone else's work, or allowing someone else to see one's work during an exam, test or quiz.
2. Unauthorized receipt or distribution of exam, test or quiz contents, materials, or answer key.
3. Use of unauthorized resources such as notes during an exam.
4. Taking an exam, producing a project, paper or assignment for another student or asking someone to take an exam or produce a project, paper or assignment for an individual.
5. Copying work assigned to be done independently or letting others copy one's work.

Plagiarism is defined as any misrepresentation of another's work as one's own, including the copying of sentences, phrases, images, entire essays, passages from an undocumented source, musical scores, and other similar works.

## **RETEACHING AND REASSESSING FOR MASTERY:**

Ongoing mastery assessment will be utilized to determine which students are in need of remediation (reteaching and/or intervention). The use of benchmark tests, teacher-made tests, performance assessment, formative assessment and teacher observations will help determine which students are not mastering instructional objectives.

## **REQUIRED RETEACH TEKS:**

If 25% (50% for PAP/AP courses) or more of the students in a single preparation per teacher do not demonstrate mastery of the on a classroom test, the teacher will provide the opportunity for reteaching and retesting. These opportunities will be provided during class time using different methods of instruction. Students with three or more zeroes on assignments over the assessed material may be excluded from the calculation of the 25% (50% for PAP/AP). Extenuating circumstances may be taken into consideration. If less than 25% (50% for PAP/AP courses) of all the students in a single preparation per teacher do not demonstrate mastery, the teacher is not obligated to reteach and retest during class time. Tutorial time may be used for reteaching.

#### **REQUIRED RETEST OR REASSESS FOR MASTERY:**

The 25% (50% for PAP/AP) or more of the students who do not demonstrate mastery are re-evaluated after they are retaught or after activities are provided. Re-evaluation may include, but is not limited to, oral examination, special assignment sheets, special homework assignments, test corrections or a formal test. A student must score at least 70% on the re-evaluation to demonstrate mastery of the Texas Essential Knowledge and Skills (TEKS). A grade of 70 is the maximum that can be earned on the re-evaluation and is recorded to designate that mastery. If a student fails to demonstrate mastery on the re-evaluation of the TEKS, the higher of the two grades is recorded.

#### **INTERVENTION:**

Intervention is an integral part of the instructional program and is an ongoing process. Frequent evaluation, both formal and informal, will determine the need for intervention. Intervention will:

1. Provide frequent reinforcement and review to limit or prevent academic failure.
2. Occur at the time the need is identified.
3. Allow the student to progress systematically through content without experiencing extended, frustrating periods of non-achievement.
4. Offer a variation in instructional approach – uses other techniques, strategies, materials, opportunities for review and practice.
5. Include, but is not limited to, targeted small-group instruction and tutorials.

#### **LOST AND FOUND:**

An item that is found should be turned in to the office so that all students may check there first.

## **MONEY, VALUABLES, TOYS, ETC.:**

Large amounts of money, valuables, toys, tape players, radios, CD's and players, various video games, etc. are not to be brought to school without teacher approval. If school is disrupted the item will be confiscated.

Any disciplinary action will be in accordance with the Student Code of Conduct. For certain items, such as cell phones and pagers, in which a third party retains a legal right of ownership, an administrative fee may be charged.

## **PARTIES:**

Approved classroom parties will be Christmas, Valentine's Day, and end of school year (NO BIRTHDAY PARTIES).

## **STUDENT OFFICES AND ELECTIONS:**

The Student Council is made up of one representative from each homeroom and elected at the beginning of the school year. Officers are chosen from this group in a school-wide election. An election code that is signed by the parent and student is given to each candidate with pertinent information regarding the campaign. Those that fail to follow the guidelines shall be expelled from the campaign. All concerns shall be addressed to the Student Council sponsors. This is a leadership position. In order to be elected and maintain eligibility for the activity the requirements are: (1) a 75 numerical average in each course for the semester preceding the election and each six weeks (2) a satisfactory conduct grade each six weeks in all subjects.

## **STUDENT TRANSPORTATION:**

### **CAR RIDERS**

Students should be dropped off between 7:05 – 7:45 each morning. Students should be picked up between 3:15 – 3:45 each afternoon. Students should not remain at school past 3:45 unless attending the Boys and Girls Club. Students not picked up by 3:45 will need to fill out paper work to attend the Boys and Girls Club so they will be supervised. The Northside Staff is not available to provide supervision for students after 3:45.

Left turns into the Northside drop-off and pick-up lines are NOT ALLOWED. If you are coming from Hwy. 64 you need to go down Van Buren Street, turn around, get in line and make a right hand turn into the school parking lot.

In the afternoon all parents (4<sup>th</sup> and 5<sup>th</sup>) need to stay in line on Van Buren Street to the right until you are able to move forward. 4<sup>th</sup> grade parents will form a lane on the right and 5<sup>th</sup> grade parents will form a lane on the left. Do not leave your vehicles unattended while in the pick-up lines. Parents may not park and walk over to get a child.

Morning drop off for ALL car riders (4<sup>th</sup> and 5<sup>th</sup>) is at the rear of the school only. Pull into the new driveway that runs behind the gym to the rear entrance to unload students. BE CAUTIOUS of the other children and staff members crossing the two lanes of traffic. The front of the school (during morning drop off) is designated for unloading buses and our students with special needs.

These guidelines must be followed to ensure safety for all. The Northside staff is on duty and will assist you during morning drop-off and afternoon pick-up.

### **BUS RIDERS**

Students will ride assigned shuttle bus and home bus each day.

### **WALKING HOME**

Any parent that wants his/her child to walk home from Northside must personally see the Principal to make arrangements and bring/send a signed note with an explanation from the parents.

### **TRANSPORTATION CHANGES**

Students having appointments or any other need to leave before 3:15 MUST be checked out of school before 2:30 p.m. NO changes will be made after 2:30. A note to make alternative arrangements must be approved by the office before 2:30 each day. If a student rides home on a different bus than usual the child MUST have a note to give to the bus driver and receive prior approval in the office. The bus driver can refuse to allow a student to ride their bus if the student does not have a note from the parent. For safety reasons, no transportation change messages will be taken via telephone. Transportation changes may only be made in person in the school office or by sending a written note to school with the student. Students must be picked up before 2:30 if leaving early. The office delivers messages to the classrooms each afternoon and will not make any changes after 2:30 p.m.

For safety reasons, transportation changes may not be made via telephone. NO telephone messages regarding transportation changes will be taken or delivered to students.

### **SUMMER SCHOOL:**

Summer school will be required for students who fail the second administration of 5<sup>th</sup> Grade Reading and/or Math STAAR Test.

### **TARDIES:**

Classes begin at 7:45. Your child is tardy at 7:46. Students with a doctor's note will not be counted as tardy.

1<sup>st</sup> tardy = Warning

2<sup>nd</sup> tardy = Warning

3<sup>rd</sup> tardy and all subsequent tardies = Lunch Detention

Excessive tardiness could result in a referral to the court system.

**TELEPHONE:**

Unless an emergency arises, teachers prefer to be telephoned during a time when they are not in class. All teachers have a conference period. Please call and leave a message for a teacher to return a call to you. It will be helpful for you to know when your child's teachers have a conference.

Children are not allowed to call home for homework, lunch money, etc. If a student becomes ill they may use the telephone to contact their family. An understanding of how the child is going home in the afternoon before coming to school avoids confusion at the end of the day.

**TUESDAY FOLDERS:**

Tuesday folders go home every Tuesday and they are to be returned the following day. If your child doesn't return his folder he will receive a mark on his/ her chart.

**WITHDRAWING OR MOVING:**

When withdrawing a student from school, please give the office advance notice so that the paper work may be completed during the teacher's conference time. Class time may not be used for this task.

