

JOHN M. HARLAN HIGH SCHOOL

CAMPUS POLICY

2018-2019

ADMINISTRATION OF JOHN M. HARLAN HIGH SCHOOL

Robert Harris.....Principal
Rick Yzaguirre.....Vice Principal
Cynthia Tapia.....Academic Dean
Erika Almendarez.....Assistant Principal
Aurelio Hernandez.....Assistant Principal
Ron Dailey.....Assistant Principal
Travis Weissler.....Assistant Principal

GUIDANCE COUNSELORS

Priscilla Williams – Harlan Head Counselor

Cristina Martinez Leticia Arzola Nathesha Jarrett Madison Harris

LIBRARIAN

Virginia Bigler

DEPARTMENT COORDINATORS

Eddie Salas.....Athletics
Michael Byrnes.....Career and Technology
Brenda Cornell.....English
David LaBoy.....Family Consumer Science
Martha Ramos.....International Languages
Andrew Tucker.....Fine Arts
Kiley Fuller.....Mathematics
Richard Demouy.....JROTC
Carly Martinez.....Science
Amanda Banda.....Social Studies
Cheryl Para.....Special Education
Jarvin Hall.....Health
Pete Padilla.....Physical Education

This handbook has been compiled through the combined efforts of the John M. Harlan High School faculty and administration, and in cooperation with the Superintendent of Schools and the Board of Trustees of the Northside Independent School District.

Section A
Campus Policy

To Students	A-1	Graduation.....	A-6
To Parents.....	A-1	Hall Passes	A-6
To Parents and Students.....	A-1	Identification Badges	A-6
John M. Harlan High School	A-1	Lockers	A-6
Harlan Alma Mater	A-1	Lost and Found	A-7
Colors	A-1	Lunch Pass	A-7
Mascot	A-1	Parking Cars On Campus	A-7
Code for the Good Citizen of the American		Parking and Traffic Regulations	A-7
High School	A-1	Passing Periods	A-7
Bell Schedules	A-2	Posters	A-7
Late Start Bell Schedule	A-2	Students Selected for Popularity Courts... A-7	
School Staff	A-2	Telephones	A-8
Principal.....	A-2	Transportation	A-8
Vice Principal	A-2	Visitors.....	A-8
Academic Dean.....	A-2	STUDENT ACTIVITY AREAS	A-8
Assistant Principal	A-2	SCHOOL SERVICES	A-8
Counselors	A-2	Career Center	A-8
Teachers	A-2	Guidance and Counseling	A-8
Secretaries	A-2	Health Services.....	A-8
Instructional Assistants (Al's).....	A-2	Emergency Health Cards	A-9
Custodians	A-2	Library.....	A-9
Child Nutrition (Cafeteria) Personnel	A-3	ACADEMIC INFORMATION	A-9
Campus Police.....	A-3	Avid.....	A-9
ATTENDANCE	A-3	Awards Assembly	A-9
Absences.....	A-3	Schedule Changes	A-9
Tardies.....	A-4	Tutoring	A-9
Senior Skip Day	A-4	FLEX Program	A-9
Off Campus Lunch.....	A-4	STUDENT ACTIVITIES	A-9
TEA Forms	A-5	Air Force JROTC	A-9
Withdrawal.....	A-5	Athletics.....	A-10
Change in Name, Number or Address	A-5	Choral Department	A-10
STUDENT CONDUCT	A-5	Clubs/Organizations	A-10
Discipline/Detention Hall	A-6	Harlan Band	A-10
Discipline/In-School Suspension (ISS)	A-6	Publications.....	A-10
GENERAL INFORMATION	A-6	Spirit Organizations	A-10
Dances	A-6	Stage Band	A-10
Evacuation Drills	A-6		
Financial Obligations	A-6		

To Students:

This handbook outlines the policies and procedures pertaining to student activities and responsibilities as set forth by the Board of Trustees of the Northside Independent School District. It is the responsibility of each student to read, understand, and abide by the rules and regulations stated in this handbook.

To Parents:

The home is the greatest influence upon the child during the formative years; from these influences, the child develops his first habits and obtains most of his 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. Failure is 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 John M. Harlan High School. Frequent reference to this handbook will acquaint you with the functions of your school. Please feel free to confer with the teachers, counselors, and the administration as necessary.

The cooperation of all stakeholders will result in a more efficient and successful school program.

To Parents and Students:

Questions regarding interpretations of rules and regulations in this handbook should be directed to the John M. Harlan administration.

John M. Harlan High School

John M. Harlan High School, Northside ISD's 11th comprehensive high school and opening the fall of 2017, was built with the funds from the voter-approved School Bond 2014.

John M. Harlan served as an Associate Justice of the United States Supreme Court from 1877 to 1911. Harlan, a Kentuckian, had the nickname "The Great Dissenter" because he was the only Justice to vote against the outcome of *Plessy v Ferguson* in 1896 and other cases that solidified the legal standing of segregation until the high court and Congress began to dissolve those laws in the 1950's and 1960's.

Harlan High School, which will eventually serve about 3,000 students, was built to relieve overcrowding at Taft, Brennan, and O'Connor high schools

Harlan ALMA MATER

Oh Harlan High, We love you,
We'll hold your memory dear.

We pledge our hearts to thee,
Through defeat and victory.

Friendship true and spirit too,
Which Will Never Die.

We pledge to be loyal, faithful and true
to our Harlan High.

MASCOT

Hawks

SCHOOL COLORS

Colombia Blue, Black, and Silver

"CODE FOR THE GOOD CITIZEN OF THE AMERICAN HIGH SCHOOL"

I realize that, as a student in an American high school, I owe an obligation to parents or relatives, whose sacrifices have given me the foundation upon which I am building, to the school which offers me an opportunity to develop my natural powers, and to the community which makes my educational advantages possible, to my country which gives me liberty under law, to my own future as an individual and as a citizen.

As a token of my determination to honorably discharge this obligation I promise:

That I will use the facilities offered by the classroom to enlarge and broaden my interests, to increase my knowledge, to bring me closer to truth, and to cultivate habits of industry and sound thinking.

That I will broaden my sympathies and practice the arts of sociability, true friendliness and helpfulness in my home, in the school and in all my association; avoiding snobbishness in my own conduct and condemning it in others.

That I will develop habits of reading and conversing which will broaden my culture and enable me better to understand the problems of community, state and union.

That I will carry on discussion in and out of classroom, not to overcome opponents and gratify my pride, but that I may grow in knowledge and wisdom.

That I will avoid every form of cheating or dishonesty and will undertake to discourage all dishonorable practices.

That I will obey every rule or law of school, city, state, and nation, reserving the right to criticize rules and laws constructively, but respecting them so long as they prevail.

That I will use my powers and influence for the common good. That I will pursue happiness myself and strive to establish conditions under which happiness and opportunity may be hopefully pursued by everyone in my home, my school my community, my country and the world.

Adopted by the National Association of Student Councils

BELL SCHEDULE

8:35	Students move to class
8:50-9:39	1st Period
9:45-10:34	2nd Period
10:40-11:29	3rd Period
11:35-12:24	4th Period (Lunch)
12:30-1:19	5th Period
1:25-2:14	6th Period (Lunch)
2:20-3:09	7th Period
3:15-4:05	8th Period

LATE START BELL SCHEDULE

8:55	Students move to class
9:05-9:52	1st Period
9:58-10:45	2nd Period
10:51-11:38	3rd Period
11:44-12:31	4th Period (Lunch)
12:37-1:24	5th Period
1:30-2:17	6th Period (Lunch)
2:23-3:10	7th Period
3:16-4:05	8th Period

FLEX BELL SCHEDULE

8:35	Students move to class
8:50-9:35	1st Period
9:41-10:26	2nd Period
10:30-11:00	FLEX
11:06-11:51	3rd Period
11:57-12:42	4th Period (Lunch)
12:48-1:33	5th Period
1:39-2:24	6th Period (Lunch)
2:30-3:15	7th Period
3:21-4:05	8th Period

SCHOOL STAFF

Principal

The Principal is responsible to the Superintendent of Schools for the proper administration of Harlan High School. It is his duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons. He will be glad to help you with any of your problems.

Vice Principal

The Vice Principal works directly with the principal in the administration and organization of the school. He assumes the responsibility of the Principal in his absence.

Academic Dean

The Academic Dean works with the principal in the administration/supervision of the academic and instructional programs of the school. She works closely with the counseling staff to ensure appropriate academic placement of students.

Assistant Principal

The Assistant Principals work to coordinate and supervise the everyday activities of the student body. They handle the student problems with regard to attendance and student discipline. They also work in the area of teacher services and assist the Principal in the development of the school curriculum and the evaluation of the school instructional program.

Counselors

The Counselors work with students in discussing school programs, scholarship applications, occupational planning, course choices, and social/emotional concerns.

The function of the Counselor is advisory, not disciplinary, and all information is confidential. A record of a student's scholastic achievement, interests, standardized tests and personal information is maintained in the counselor's office. This information enables the Counselors to better assist students while in high school and to help them plan for college or vocational careers.

Teachers

Teachers are specialists in the field in which they teach and are eager to facilitate student learning. They are the classroom leaders and are charged with the responsibility of supervising and directing all students in the pursuit of their education. Each teacher is assigned a conference 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, parents should e-mail or telephone the teacher.

Secretaries

The secretarial staff is available to help with the day-to-day operations of the school.

Instructional Assistants (IA's)

The primary responsibility of IA's is to collaborate with teachers to ensure student academic and behavioral success.

Custodians

The custodial staff is directed by a plant manager who assigns duties for custodians during both the day and night shifts. They are charged with the responsibility of maintaining a safe, clean, and inviting school. They also have the duty of keeping all systems and equipment operational.

Child Nutrition (Cafeteria) Personnel

Child Nutrition personnel provide well-balanced, nutritious meals for the students and staff at a reasonable cost. The cafeteria is managed by an experienced person who is trained in nutrition and management.

Campus Police

The NISD police officers work with the administration, staff, students, and community to ensure a safe and secure environment for learning.

ATTENDANCE

Absences

State Absence Policy

Semester course: an 18-week class that meets every day.

Full year course: 36-week course that meets every day.

By state law (Texas Education code 25.092) a student may not be given credit for a class unless the student is in attendance at least 90% of the days the class meets. Harlan operates on a traditional 8-period day. To fulfill the credit for class attendance requirement, a student must not miss more than 10% of the total number of times the class meets. A student may choose to attend Attendance Recovery to make up the time missed in regular class. Absences accrued as a result of truancy are not eligible for Attendance Recovery. A waiver (for extenuating circumstances) may be granted by the campus attendance committee.

Excused Absences

- a. Parent/guardian notes for less than four consecutive sick days
- b. Court appearances (not traffic court)
- c. Doctor, dentist, clinic, or hospital visit
- d. Funeral for immediate family members
- e. Administration approved absences

Unexcused Absences

- a. Car trouble
- b. Trips with parents
- c. Driving examinations
- d. Baby-sitting
- e. Missed bus
- f. Overslept
- g. Job interviews/health tests, etc.
- h. Any other category that does not meet state or district guidelines

Extended Absences

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

Readmission Procedures Following Absences

1. On the day following an all-day absence, the student will report to the Attendance Office and present a written excuse before school. The note will be kept in a file under the student's name, however, if a copy is requested, one will be made. The attendance secretary will be charged with the duty of updating the student's attendance. Parent notes will only be accepted up to 3 days after the absence. A note furnished by a doctor or court to excuse an absence must be provided within 3 days. Any note provided later than 3 days must be approved by an administrator.
2. If a student fails to bring a note, the absence will be left unexcused. This information will be given to the campus administration for processing.
3. A student attending only part of the school day due to appointments must sign in or out of school through the attendance office. Parents must come to the attendance office in person to sign a student out. If a student arrives after the school day starts, and provides a note from a parent, or other appropriate documentation, the student will be sent to class with a pass from the attendance office. When the student arrives to school late without any documentation, the student's absence will be considered unexcused. The unexcused absence will be coded as either AT (absent by tardy) or UA (for each class the student is absent the entire period). It is advised that students inform their teachers about any planned absences prior to the absence.
4. Students who arrive after 9:05 AM due to tardiness will be counted AT (absent by tardy), as mentioned above. This is an unexcused absence, and student will need a pass from the attendance office or VPO to be allowed into class. Likewise, any student who reports to school, after missing part of the school day, must check in at the attendance office. No student is allowed to miss one or more period(s) of instruction, and then arrive during the passing period and subsequently enter the next period on time. Students missing one or more class periods, prior to arriving to school, must report to the attendance office before going to any other classes.

Note: If there is a question concerning the validity of any note, the student will be referred to an administrator for verification.

Third Party Notes

Third party notes are signed and dated notes from a doctor, dentist, hospital, clinic, court, or funeral home. These must include the days the student was absent and a phone number.

Student Information for Excessive Absence Waivers

1. A student with any documented truancy can be denied a waiver in all courses.
2. A letter must be written to the Attendance Committee requesting an excessive absence waiver and explaining the extenuating circumstances regarding the absences. The letter along with any supporting documentation should be submitted to the Attendance Office by the appropriate deadline.
3. A waiver will only be applied if a student has exceeded their allowable absences and will lose credit in their course(s) because they have gone over the days allowed by law.

Attendance Recovery

(Does not change State Attendance Compulsory Law Requirements)

Any time during the school year that a student accumulates over the state allowed number of absences, he/she may make up the days by attending Attendance Recovery and completing assignments for the classes missed during regular school time. If a student earned a passing grade during the semester/year, the attendance at Attendance Recovery will give the student the opportunity to earn his/her passing grade, but it will not affect a failing grade. Absences accrued as a result of truancy are not eligible for Attendance Recovery.

Arrival at School/Check-Out Procedures

The school day will be from 8:50 a.m. until 4:05 p.m. Once a student arrives on school property, he/she must remain for the entire day unless they properly sign out through the attendance office. This procedure is done by one of the following methods:

1. Students must report to the attendance office and follow sign out procedures prior to leaving campus.
2. Students must bring a signed note from parent/guardian with a phone number for verification, or parent/guardian must come into the building to sign-out the student in the attendance office. Parent/guardian must be listed on the student's records and provide a valid photo ID.
3. Students who become ill during the day must be excused by the attendance office, by way of the nurse/health clinic.

Health Appointment During the School Day

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 sign the student in and out at the attendance office on the medical log sheet. Students will not be permitted to leave campus without parent consent.

Campus Attendance Committee

The Campus Attendance Committee has designated Attendance Recovery as a way to make up excessive absences for credit purposes, and allows students to gain credit for classes where they may have exceeded the number of absences allowed. Each session of Attendance Recovery (equivalent to a class period) recovers one absence in one designated class.

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 student's control. Contact campus administration concerning waivers and their requirements.

Tardies

Punctuality to all classes is essential in maintaining an effective school environment as well as developing good work habits.

Tardy Procedure

1. After the 1st thru 8th Period Tardy Bell rings, students not in their classes will be issued a tardy.
2. For every 5th tardy accumulated during a six-week period, the student will be issued consequences.
3. Consequences will be issued accordingly:
 - 1-2 Student Warning / Teacher Conference
 - 3-4 Parent Contact by Teacher
 - 5 + Consequences determined by Administration, up to and including Over-Night Suspension

****All consequences are subject to administrative discretion

4. Tardy accumulation will start over every six weeks.

Senior Skip Day

Teachers, students, and parents should be aware that there is no such thing as the mythical "Senior Skip Day" or any other student skip day. These absences are unexcused and will be dealt with accordingly. School holidays are published in this handbook.

Off Campus Lunch

Juniors/Seniors

Off Campus Lunch provides seniors the opportunity to leave campus for lunch. Seniors must submit a consent form signed by their parent/guardian to the Vice Principal's Office. After validation, the student will receive an Off Campus Lunch sticker that will be affixed to the student's ID card. Questions regarding Off Campus Lunch should be directed to an Administrator in the Vice Principal's office.

The following rules apply to avoid forfeiture of this privilege.

- Eligibility is based on good standing for the following: academics, attendance, and behavior.
- Students are not allowed to visit other campuses.
- Students are required to have a valid student ID with a valid lunch sticker when leaving campus for lunch. If a student is picked up for off campus lunch, the individual must be an approved adult/student.
- Being tardy from lunch may result in suspension of Off Campus Lunch privileges.

- Students are not allowed to loiter in the parking lots.
- Students may only transport other students with valid Off Campus Lunch stickers. Failure to comply may result in suspension of driving privileges and/or Off Campus Lunch privileges for driver and all passengers.
- Students who lose their ID must purchase a new ID card and obtain a new lunch sticker from the Vice Principal's Office.
- Students who become ill while off campus must return to campus and sign-out or have a parent come to campus and sign them out. NO PHONE CALLS WILL BE ACCEPTED.
- Off Campus Lunch privileges may be revoked at the discretion of school Administration.

TEA Forms (In Attendance Office)

Students must have this form if taking Driver's Education or if renewing a driver's license (under age 18). See the attendance office for details and allow a minimum of 24 hours processing.

Withdrawal

When it becomes necessary for a student to withdraw from school, the student's parent or guardian should report to the Attendance Office to initiate the withdrawal process. All pertinent information that relates to the new educational setting will be recorded on a Withdrawal Documentation form, which then must be signed by the student's parent or guardian. The student will remove all articles from his/her assigned locker and return all textbooks, library books, and other items belonging to Harlan High School. The student may then attend his/her remaining scheduled classes that day or return home. Failure to return textbooks, library books, turn in uniforms, or turn in money owed will delay the student's transcript being sent to other schools, jobs, or military service.

Change in Name, Home Phone Number, or Address

The attendance office should be informed of any change in the student's name, phone number or address. This information and notification of such change(s) should be given to the secretary in the attendance office. Proof of Address such as a utility bill must be submitted to the attendance office in order to change the student's address.

STUDENT CONDUCT

Harlan High School prides itself in providing a safe and secure learning environment. All students, parents, faculty and staff are responsible for reporting any unsafe behaviors or events that may compromise the school's safety. Students, while on the school bus, school campus or at school-sponsored activities, will abide by the student code of conduct.

The following are policies and rules of Harlan High School:

- Abusive or vulgar language or actions towards students or staff are never appropriate and are subject to disciplinary action.
- Disruptions of the school process will not be tolerated. Any student who engages in a boycott, sit-in, stand-in, walk-out, or other related forms of disturbances will be subject to disciplinary action. Use of social media or other electronic devices which disrupts the school environment is also subject to disciplinary action.
- Dress – Students will not be allowed to attend class if their dress is inappropriate for the school day. At John M. Harlan High School, all students are expected to Dress for Success everyday. The following items are NOT ALLOWED:
 - Wallets with chains
 - Steel-toed or hard plated footwear
 - Shorts (including athletic shorts) or skorts
 - Pants worn below the waist
 - Spandex pants (or similar) or spandex skirts
 - Extremely short dresses or skirts (administration or teacher discretion)
 - See-through clothing
 - Tank tops
 - Halter top blouses
 - Midriff outfits, off the shoulder blouses, or revealing clothing of any kind
 - Clothing or jewelry with profane language, vulgar drawing, promotion of tobacco, alcoholic beverages, drugs, suicidal or inappropriate messages, or any clothing or paraphernalia deemed inappropriate by school officials
 - Bandanas in any form
 - Headgear
 - Piercings other than earrings
 - House shoes
 - Pajamas
 - Any attire or grooming that disrupts the instructional environment (at the discretion of administration)

See Section D for NISD Dress Code.

- Drugs or Alcohol – Any student who comes to school or to any school sponsored activity after having consumed alcohol, marijuana, hallucinogenic drugs or narcotics of any kind is subject to disciplinary action. (See Section C)
- Gambling is prohibited anywhere on campus and is subject to disciplinary action.
- Hats or Headwear – Students are not permitted to wear headwear. Headwear confiscated shall/shall not be returned at discretion of school authority.
- Profanity, in the halls, classrooms, or anywhere on campus, is not permitted.
- Prohibited Items – The following items are not allowed on campus:
 - Balloons, flowers, etc. are not to be brought or delivered to campus
 - Skateboards
 - Playing cards, dice and other gambling devices
 - Lighters and matches
 - Chains
 - Any item that is considered disruptive to the educational environment (at the discretion of administration)
- Public display of affection is not an accepted practice on the school campus. Lack of cooperation can result in disciplinary action.

- J. Weapons or items that may be considered dangerous to students or staff, are not allowed on campus. Students in possession will be subject to disciplinary action. (Section C)
- K. Vandalizing, Scribing and Graffiti Paraphernalia – Students are not to have any materials in their possession which could be used to vandalize, scribe, graffiti, mark or deface any surfaces of the building or its contents. Examples of such items are permanent markers of any type, scribing tools such as rocks, nails, etc. or any other tagging paraphernalia. Students who have any such materials in their possession will be subject to disciplinary action.

Discipline/Detention

Students may be assigned to detention hall. Detention hall is used for academic and/or disciplinary purposes. Failure to attend a required detention will result in notification of student's parents and further disciplinary action.

Detention hall attendance is the student's responsibility. If a student is absent on detention day, the student must report to the Vice Principal's office to reschedule it.

Discipline/In-School Suspension (ISS)

In-School Suspension will be used as a disciplinary measure by the Vice Principal's office to help students assume more responsibility for their actions. Students will be expected to successfully complete assigned classwork and demonstrate their ability to follow rules.

GENERAL INFORMATION

Dances

The dress for school dances will be announced prior to the affair and in no case will a student be permitted to attend a dance in improper dress. Students who are under suspension from school, or those students who have been expelled from school, will not be allowed to attend any school function.

School dances are for John M. Harlan High School students only and a Harlan I.D. is required. Guests who do not attend Harlan must be pre-approved by administration.

Evacuation and Lockdown Drills

In order to ensure the safety of the students, it will be necessary from time to time to have fire or evacuation drills.

Instructions will be found in each classroom and will be reviewed by the teacher. Students are to follow these instructions as carefully and as quickly as possible in the event of a drill or an emergency.

Fire Alarm or Intercom Announcement – Move out of the building quickly, orderly, and quietly.

Two Bells – Move back into building when directed by administration.

One Bell – Stop whatever you are doing and wait for instructions. Then follow those instructions immediately.

Lockdown – Follow directions given over school intercom system. Also, follow procedures that are posted in each classroom.

Financial Obligations

In order for a senior to participate in senior-related activities including but not limited to prom, invitation distribution, cap and gown distribution, graduation rehearsal, and project graduation, the student must be in financially good standing with the campus and the school district. Seniors must clear all debts and obligations prior to these events. Debts and obligations could occur from clubs, classes, or organizations; spirit, fine arts, and athletic organization supplies and activities; uniforms; textbooks; fundraising events; and any other financial debt or obligation from school owned items checked out to the student. Restitution will also be considered an obligation. Furthermore, all other students must be in good standing.

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 solemn and dignified ceremony. Students should dress as if they are preparing to interview for an important job. Facial piercing (other than earrings) 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 who raise their hands above their waists for any reasons other than receiving the diplomas or shaking hands may be removed from the graduation ceremony. Students demonstrating any other behaviors that serve to lessen the dignity of the event may be removed from the graduation ceremony. All students are expected to demonstrate a high degree of maturity and behave appropriately. Don't cause embarrassment to yourselves, your parents, and your fellow classmates by being removed from this very special event.

Hall Passes

If a student must leave an assigned class, an official hall pass must be filled out and signed by a member of the faculty or staff. Students in the halls without a pass are subject to disciplinary action.

Identification Badges

All students are required to have a Harlan I.D. badge whenever they are on the campus. At the request of any school employee, the student is required to produce the badge for identification purposes. If a student loses the ID, the student must purchase a new ID for \$5.00.

Lockers

Lockers will be issued upon request and should be used for storing books and personal items. Responsibility for lost or stolen items is not assumed by the school or the administration. Every locker left unlocked will be considered out of use and its contents removed. John M. Harlan High School has sufficient lockers (one for every student); therefore, lockers should not be shared. Report locker problems to the Vice Principal's Office. The student is responsible for keeping a record of his/her locker number and combination for future reference. Each student is responsible for removing all belongings from his/her locker prior to the end of the school year. Any items left in the locker will be considered abandoned property and will be donated to charity. DO NOT store valuable items in your locker.

LOCKERS SHOULD ALWAYS BE LOCKED WHEN NOT IN USE. DO NOT GIVE YOUR COMBINATION TO ANYONE ELSE. DO NOT LEAVE MONEY OR VALUABLES IN YOUR LOCKER. DO NOT SHARE LOCKERS!

Lost and Found

If you find anything of value on the grounds or in the building, turn it into the Vice Principal's Office. An attempt will be made to find the rightful owner. If you lose anything, check with lost and found in the Vice Principal's Office.

Parking Vehicles On Campus

Students may drive their vehicle to school provided they have a current driver's license, have completed the parking permit form, have proof of insurance to include being listed as a driver, and has purchased a parking permit from the Vice Principal's office. After approval, a parking permit will be issued and affixed to the windshield. Parking is on a first come basis. This permit grants parking privileges for the student lot only. Students must park in designated student parking areas. If you change vehicles, please report the change to the Vice Principal's office in order to maintain accurate records and to purchase a parking permit. Any vehicle in the parking lot without a parking permit or improperly parked will be towed at the owner's expense. The policy on parking is subject to change if increased security measures become necessary. Parking stickers change each year. Previous stickers are invalid. No student is to be in the parking lot or adjacent areas during school hours, including the lunch periods, without permission from the office. When arriving at school, secure your vehicle and proceed into the building. Vehicle violations (moving/parked) may result in the removal of parking privileges. Once a parking permit/privilege has been revoked, administrative discretion will determine if or when the privilege will be reinstated. Parking information and parking permits may be obtained in the Vice Principal's office.

Parking and Traffic Regulations

1. RESPONSIBILITIES

- A. BY ENTERING CAMPUS, THE PERSON IN CHARGE OF ANY VEHICLE CONSENTS TO A SEARCH OF THE ENTIRE VEHICLE AND ITS CONTENTS BY SCHOOL OFFICIALS OR POLICE OFFICERS.
- B. All students, faculty and staff members who park their vehicles on the campus must secure and display a parking permit. THE PURCHASE OF A PARKING PERMIT DOES NOT GUARANTEE A PARKING SPACE. However, it does authorize parking if the space is available.
- C. Strict adherence to rules pertaining to speed and parking will be required to protect pedestrians and vehicles and to provide access for firefighting equipment and ambulances.
- D. Texas laws governing motor vehicle operation are effective on all campus locations.
- E. All accidents on campus should be reported to the campus police officer.

2. PARKING REGULATIONS

- A. Vehicles must be properly parked in designated areas.
- B. Two wheel vehicles are to be parked in the designated area.
- C. Drivers will refrain from parking in places that may obstruct traffic. It is a violation of these regulations to park in the following manner and may result in the vehicle being towed away:
 - on any curb, sidewalk or island
 - by a red curb
 - in front of a fire hydrant
 - in any place designated as a loading zone or marked "no parking"
 - in front of a movable barrier
 - in any driveway, entrance, or exit
 - double parking
 - parking without a permit fixed to the windshield
 - parking in two spaces
 - parking in reserved areas (visitor, faculty, handicapped, etc.)
 - parking on lawn areas
- D. Space may be limited – come early for a place to park.

3. REGISTRATION

- Parking Permits are \$20.00. Permits are valid for the current academic year only.
- ONE PERMIT will be issued per student per vehicle. A permit must be attached to the vehicle's windshield.
- Registration information includes operator's name and address, a valid driver's license, school identification card, vehicle license number and description, and copy of vehicle insurance and policy number.. The insurance policy must have the student listed as one of the insured drivers or as an assigned driver of the vehicle. (Vehicle must be insured before a permit will be issued.)
- All vehicles driven on campus must be registered in the Vice Principal's office.

Passing Periods

There will be no loitering in the hallways. Students will have sufficient time to go directly from one class to the next.

Posters

All posters and signs must be placed in designated areas ONLY after they have been approved by the sponsor of the club/organization/class AND the administration. Posters on painted surfaces are PROHIBITED. All posters/signs should be removed in a timely manner.

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. Students' participation on any popularity court will ultimately be at the discretion of the campus principal.

Telephones

Office telephones are for business use only and students are not to use them without permission. Telephone messages for students will only be accepted in case of emergency from parents. Class will not be interrupted for telephone calls.

Transportation (School Provided/Private)

Students who ride NISD buses will be dropped off and picked up in the bus loop. For security and safety reasons, students must remain behind the rails while boarding.

Students departing the campus before the final dismissal bell may not return to ride NISD transportation. Students who arrive in private vehicles are to be dropped off and picked up in front of the school or in the student parking lot ONLY. Any student seeking a temporary ride on another bus must bring a letter from their parents and must seek administrative permission no later than the morning of the request.

Visitors

All Parents and Visitors are required to register in the Administrative Office with the secretary and indicate the reason for visiting the campus. All parents and visitors must present a valid driver's license or Texas ID. They are also required to sign-out prior to leaving the campus. Upon sign-in, all Parents and Visitors should receive a Visitor's Pass.

STUDENT ACTIVITY AREAS

All students are expected to keep the campus clean.

Ground Rules

Students are required to remain on the school grounds during school hours, including lunch period, subject to the regulations listed below:

1. The building will be open each day at 8:00 a.m.
2. Students who need to go home before the end of the day must report to the Attendance Office to check-out. (See Arrival at School/Check-Out Procedures)
3. The following areas are considered "off limits" to students unless involved in class or official school business. Failure to observe these areas will result in disciplinary action.
 - Parking lots.
 - Front of the building.
 - Athletic playing fields.
 - Auditorium.
 - Unsupervised areas.

SCHOOL SERVICES

Career Center

The Career Center offers opportunities for Career Investigation, Post-Secondary Education, and Scholarship Research. The Career Center provides many different types of occupational information designed to help the student research career interests. The following services are available upon request: career interest inventories and computer access to careers, military, colleges, universities and financial assistance, and practice/preparation for college entrance exams. The Career Center is open to students, staff, parents and the community members. Visit the Career Center as often as possible.

Guidance and Counseling

The Northside ISD Guidance Program delivers services to students, parents, and staff through four program components that Texas law (TEC 33.0005+) prescribes for guidance services in Texas Schools: Individual Planning, Guidance Curriculum, Responsive Services, 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, vocational or personal problems. All students will be scheduled to meet with their counselor in order to review his/her school career and to discuss his/her future educational and vocational plans. Efforts will be made to contact every student during the year to encourage early educational and career planning.

For additional information please visit the Northside web page under Guidance and Counseling.

Health Services

The school nurse administers first aid only. She does not diagnose illnesses, but takes note of symptoms and notifies the parent/guardian of her observations. Students should be kept home when ill, and should have a normal temperature for at least 24 hours without medication after any illness before returning to school. This is important for the health of the students and staff.

Medication

Parents are encouraged to schedule the administration of medication at home when possible. If medication administration is required at school; the following strict rules must be followed.

1. Antibiotics and short-term prescription medication may be administered at school upon written request from the parent/guardian for a maximum of two weeks. Long term prescription medication may be given only if a special medication form is completed by the student's health care provider. All medication must be brought to school in the original prescription labeled bottle.
2. The administration of non-prescription medication is not permitted except when it is ordered in writing by the student's health care provider for a specific condition. Medication should be brought to school in the unopened, original manufacturer's package.
3. No medication, prescription or non-prescription, can be dispensed to or carried by a student at school - this includes cold and cough medications, throat lozenges, cough drops, vitamins or herbal remedies.
4. All medication should be delivered to the clinic/office by an adult. If this is not possible, and the medication is sent to school via a student, the parent is responsible for the medication until the medication is delivered to the clinic/office staff.
5. Only students with diabetes, asthma and food allergy can self-administer medication with the proper authorization from their health care provider.

Medical Release and Emergency Information Cards (Emergency Health Cards)

These cards will be distributed at the beginning of each school year to be completed by the parent/guardian. The cards are invaluable when an emergency or illness occurs. Please keep the information on the cards updated, as only the person(s) listed on the card will be allowed to sign-out a student from school. Every student should have a card on file.

Library

Harlan Library Mission Statement: In support of the mission of Northside ISD and the Department of Library Services, the Harlan library provides support and leadership for all Harlan teachers and students. In the Harlan library, the student comes first, and all programs and activities encourage and support the growth, development, and enrichment of our students through their direct involvement in research, reading, and the effective use of technology.

Home access to the online card catalog is available at northsideisd.follettdestiny.com

Library Rules

1. Library hours are from 8:00 a.m. until 5:00 p.m. Monday through Friday.
2. Students may check out up to three items.
3. Books are loaned for a three -week period and may be renewed unless a hold has been placed on the books.
4. The student is responsible for all books checked out in his/her name until the name has been cleared.
5. If a book has been lost or damaged, the student will be required to pay for the book. If a book which has been lost and paid for is found in good condition, the student may request a reimbursement of the amount paid by submitting the receipt and a completed request for reimbursement form.
6. Students using the library are required to sign in and out on the log-in computer.

ACADEMIC INFORMATION (SEE SECTION B)

AVID

AVID is a 4 year elective college preparatory class that recruits students from the feeder middle schools and enrolls them in advanced level college preparatory classes that fulfill entrance requirements. This preparation is done through providing support to prepare students for college, increasing coping skills, motivating students to seek a college education, and increasing students' career awareness. It is not required that students have any prior honors or college preparatory classes. Students are recruited on their desire to prepare for and attend college after high school.

Hawk Awards

Each year John M. Harlan HS recognizes the performance of outstanding students in the areas of academic programs, leadership, and perfect attendance. Selection is based on student performance and teacher nominations.

Schedule Changes

Schedule changes should meet the district criteria as stated in Section B of this handbook. Requests for schedule changes should be made through the student's counselor. Appeal of a denied request may be made to the Head Counselor and then to the Academic Dean.

Tutoring

Teachers will provide a tutoring schedule at the beginning of the school year.

FLEX PROGRAM

Harlan High School incorporates a Flex program on campus. On designated Flex days, a 30 minute Flex time is built into the school schedule in between 2nd and 3rd periods. Teachers can "flag" students to attend their classes for enrichment and/or intervention. Students also have the ability to "flag" themselves to a teacher or class. Student attendance is mandatory if a student is "flagged". If a student is not "flagged", they have the option to report to a designated enrichment area on campus.

STUDENT ORGANIZATIONS AND ACTIVITIES

John M. Harlan High School has a large number of organizations which round out the school program, develop school spirit, and offer a diversity of opportunity for self-expression and development. School organizations and clubs must present a charter for approval and official sanction by the school principal. All clubs and organizations will have a faculty sponsor present at all on or off-campus activities. School organizations and clubs will follow all NISD policies and administrative regulations. Membership in clubs/organizations may consider good standing in academics, behavior, and attendance.

Air Force JROTC

Air Force Junior ROTC educates and trains high school students in citizenship; promotes community service; instills responsibility, character and self-discipline; and provides instruction in air and space fundamentals. Air Force Junior ROTC is an elective course available to students in all grades. Students are required to wear the Air Force Junior ROTC uniform at least once a week. Uniforms and books are provided at no cost, and there is no military obligation. Students are also given the opportunity to compete for promotions and leadership positions within the corps of cadets.

Athletics

John M. Harlan High School participates in competition under the direction of the University Interscholastic League in football, basketball, baseball, track, tennis, golf, volleyball, soccer, softball, and swimming. It is the aim of John M. Harlan High School to develop well-rounded athletic programs that will be a source of pride to every student at Harlan as well as to everyone in the Harlan community.

Choral Department

The choral classes include a men's choir, women's choir, a freshman choir, and a mixed choir. This department presents several concerts each year. Students who are eligible may participate in individual competition leading towards placement in the Texas All-State Choir. Eligible students are also able to participate in UIL Solo/Ensemble Contest and Concert/Sight-reading Contest.

Clubs/Organizations

Clubs and organizations will be developed based on student interest.

Harlan Band

The "Hawk" Band plays for pep rallies, parades, concerts, and many other events during the year. They perform at football games during half-time activities. The band competes in the following Interscholastic League events: U.I.L. Marching Contest, Solo and Ensemble Contest, and Concert Sight-Reading Contest.

Publications

A yearbook, newspaper, and a literary magazine are planned for publication.

Spirit Organizations

John M. Harlan will have a varsity and junior varsity cheerleading squad, dance team, and pep squad. An administrative procedure has been developed for the selection of these teams.

Stage Band

The stage band is a performing musical group designed to enrich band students in the jazz medium. This organization performs at concerts and stage band festivals. Membership is available through audition.