

Tab 1



Naaman Forest High School

Student Handbook 2026-2027



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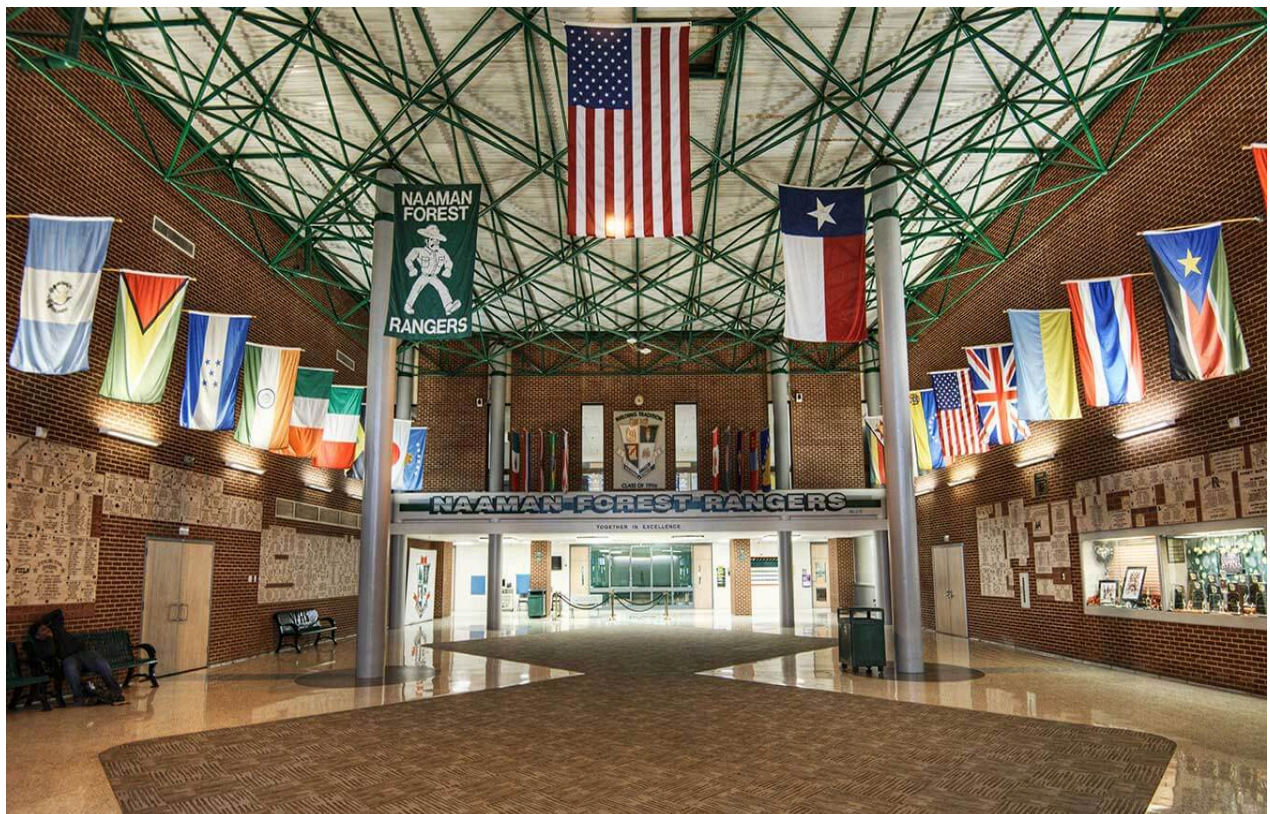
Introduction

The purpose of the Naaman Forest Student Handbook is to provide information that will help with questions and pave the way for a successful year. Not all campus policies, procedures, and systems are included. Those that are have been summarized.

This handbook is neither a contract nor a substitute for the official district policy manual. It is a guide to and a brief explanation of campus policies and procedures related to maintaining a positive school environment, promoting professionalism, and supporting effective communication and operations within the school community.

These policies and procedures may change at any time; such changes shall supersede any handbook provisions that are incompatible with them. For more information, students and parents may refer to the policy codes that are associated with handbook topics or confer with their supervising administrator.

- 9th Grade: Dawn Warnsley
- 10th Grade: Leigh Barajas
- 11th Grade: Ashley Duncan
- 12th Grade: Andrew Herrod



NFHS Mission Statement

To graduate confident and competent individuals prepared to reach their full potential in society.

NFHS Vision Statement

All students meeting or exceeding the proficiency standards via engagement, experiences, efficiency, and evolution

NFHS Motto

Together in Excellence

Naaman Forest High School Beliefs

1. Our students will learn.
2. Our students will problem solve and produce quality work.
3. Our students will be provided with a variety of instructional approaches.
4. Our students will be actively engaged.
5. Our students will be valued individually.
6. Our students will rise to the level of their training.

Garland ISD Goal Statement

Garland ISD will ensure ALL students graduate prepared for college, careers, and life by increasing student performance measures, postsecondary readiness, and graduation rates and decreasing student management incidences. Ten objectives have been identified to achieve this goal.

Board of Trustees

[Policies BA, BB Series, BD series, and BE series](#)

Texas law grants the Board of Trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, facilities, and employment of the superintendent and other professional staff. The board has complete and final control over school matters within limits established by state and federal law and regulations.

The Board of Trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected at large and serve three-year terms. Trustees serve without compensation, must be qualified voters, and must reside in the district.

Current [Board Members](#) include:

President	Vice President	Secretary	Assistant Secretary	Trustee	Trustee	Trustee
						
Wes Johnson	Larry H. Glick	Daphne Stanley	Jamie Miller	Johnny Beach	Linda Griffin	Robert Selders Jr.

The board usually meets at the Harris Hill Administration Building Annex at 6:00 p.m. on the 2nd Tuesday (Committee meeting) and the 4th Tuesday (Regular meeting). Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the Harris Hill Administration Building three business days before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with one hour's notice. Link where notices can be found online: [Notices of Scheduled Meetings](https://garlandisd.net/about/board-trustees/board-meetings) (https://garlandisd.net/about/board-trustees/board-meetings)

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed session may occur for matters such as discussing prospective gifts or donations, real property acquisition, certain personnel matters, including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

Organizational Chart



Dr. Ansil Howard
Principal



Leigh Barajas
Assistant
Principal



Ashley Duncan
Assistant
Principal



Andrew Herrod
Assistant
Principal



Patricia Reyna
Assistant
Principal



Trey Scott
Assistant
Principal



Dawn Warnsley
Assistant
Principal



Jacob Puckett
School Resource
Officer



Randy Huffman
School Resource
Officer



Amanda Gearin
Behavior
Intervention
Specialist



Nicki Deal
Athletic
Coordinator
(Girls)



Jesse Perales
Athletic
Coordinator
(Boys)



Adriana Thompson
Multi-Tiered System of
Supports (MTSS) Facilitator



Liz LaClair
Magnet Advisor



Kim Stewart
Instructional Coach



Chandra McElroy
504/Testing Coordinator



Claire McGrath
Lead Counselor



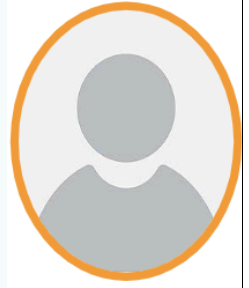
Mewesette Baker
Counselor
Comprehensive



Angela McGill
Counselor
Comprehensive



Katrina Woods
Counselor
Comprehensive



Counselor
Comprehensive



Servando Quintanilla
Counselor
Collegiate



Esther Wanton
Counselor
Collegiate



Priya Roshan
Counselor
Responsive



Justine Hicks
Counselor
Secretary



Counselor
Aide



Cynthia Arrezola
Principal Secretary



Patricia Chambers
AP Secretary



Nohemi Marquez
AP Secretary



Rafif Kyali
Registrar



Data Clerk



Accounting Clerk



Attendance Clerk



Alex Barrios
Attendance Aide



Office Aide



Office Aide

2026-27 Garland ISD Academic Calendar

S M T W TH F S

JULY

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 1-3: GISD administrative facilities closed

July 4: Independence Day

July 30-31: Staff development

S M T W TH F S

AUGUST

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Aug. 3-7: Staff development

Aug. 10: First day of class
First grading period begins

S M T W TH F S

SEPTEMBER

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Sept. 7: Labor Day

S M T W TH F S

OCTOBER

					1	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

Oct. 9: First grading period ends

Oct. 12-16: Fall Break

Oct. 19: Staff development/ Student holiday

Oct. 20: Second grading period begins

NOVEMBER

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Nov. 3: Staff development/ Student holiday

Nov. 23-27: Thanksgiving Break

DECEMBER

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Dec. 18: Early dismissal
Second grading period ends

Dec. 21-31: Winter Break

JANUARY

						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

JAN. 1: Winter Break

Jan. 4: Staff development/ Student holiday

Jan. 5: Third grading period begins

Jan. 18: Martin Luther King Jr. Day

FEBRUARY

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Feb. 15: Staff/Student holiday

Feb. 16: Staff development/ Student holiday

MARCH

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March 12: Third grading period ends

March 15-19: Spring Break

March 22: Fourth grading period begins

March 26: Staff/Student holiday

APRIL

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April 16: Staff/Student holiday

MAY

							1
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

May 27: Last day of class
Early dismissal
Fourth grading period ends

May 28: Staff development/ Student holiday

May 31: Memorial Day

JUNE

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June 17: Juneteenth Observed

June 19: Juneteenth

School hours

Full-day prekindergarten	8:10 a.m.-3:30 p.m.
Elementary school	8:10 a.m.-3:30 p.m.
Middle school	8:50 a.m.-4:10 p.m.
High school	7:30 a.m.-2:52 p.m.

Early dismissal times

Full-day prekindergarten	8:10 a.m.-1:25 p.m.
Elementary school	8:10 a.m.-1:25 p.m.
Middle school	8:50 a.m.-2:05 p.m.
High school	7:30 a.m.-12:40 p.m.

First semester: 82 days

- [] Grading periods
 - Aug. 10-Oct. 9 (44 days)
 - Oct. 20-Dec. 18 (38 days)

Second semester: 93 days

- [] Grading periods
 - Jan. 5-Mar. 12 (46 days)
 - Mar. 22-May. 27 (47 days)

Stay informed

www.garlandisd.net

Facebook: @ChooseGarlandISD

Instagram: @ChooseGarlandISD

X: @gisdnews

YouTube: garlandisdnews

Updated: 12/03/25; subject to change

Administration & Leadership

PRINCIPAL - ANSIL HOWARD

SUPERVISING PERSONNEL:

- Assistant Principals
- Athletic Coordinators
- Accounting Clerk
- Lead Counselor
- Leadership Team
- MTSS Facilitator
- Nurses
- SROs

OTHER DUTIES:

- Attendance
- Campus Budget
- Campus Improvement Plan (CIP)
- Campus Improvement Team (CIT)
- Discipline Appeals
- Parent Teacher Association (PTA)
- SMORE/WAIP
- Student Council
- Title I

ASSISTANT PRINCIPAL - LEIGH BARAJAS

STUDENT DISCIPLINE

- 10th Grade, Class of 2029

DEPARTMENT SUPPORT:

- Social Studies
- PE/Health

SUPERVISING PERSONNEL:

- CTAs

OTHER DUTIES:

- PEIMS/Attendance
- College Board Administrator
 - AP Testing
 - SAT/ PSAT Testing
- Loss of Credit
- Edgenuity
- Technology

ASSISTANT PRINCIPAL - ASHLEY DUNCAN

STUDENT DISCIPLINE

- 11th Grade, Class of 2028

DEPARTMENT SUPPORT:

- CTE
- Early College High School (ECHS)
- P-TECH

SUPERVISING PERSONNEL:

- Counselors
- Counselors Aide
- Magnet Coordinator
 -

OTHER DUTIES:

- CCMR
- College Board Administrator
 - AP Testing
 - SAT/ PSAT Testing
- Dual Credit
- Gifted & Talented
- IBCs/TSI-A
- Library

ASSISTANT PRINCIPAL - ANDREW HERROD

STUDENT DISCIPLINE

- 12th Grade, Class of 2027

DEPARTMENT SUPPORT:

- Math
- Special Education

SUPERVISING PERSONNEL:

- SPED Paras
- Testing Coordinator

OTHER DUTIES:

- EOC/STAAR Testing Administrator
- Safety & Security
- Teacher Enrichment Program (TEP)
- Transportation
- UIL Academics/ACDEC

ASSISTANT PRINCIPAL - TREY SCOTT

STUDENT DISCIPLINE

- 9th Grade, Class of 2030

DEPARTMENT SUPPORT:

- ELAR/ESL
- In-School Suspension (ISS)
- Languages Other Than English (LOTE)
-

SUPERVISING PERSONNEL:

- AP Secretaries
- Behavior Intervention Specialists
- Building Engineer
- ELAR Instructional Coach

OTHER DUTIES:

- Gifted & Talented
- Duty Schedules
- Facilities
- Master Schedule
- Positive Behavioral Interventions and Supports (PBIS)
- Reassignment Room
- Skyward/ Gradebook

ASSISTANT PRINCIPAL - PATRICIA REYNA

STUDENT DISCIPLINE

- Discipline Support

DEPARTMENT SUPPORT:

- EOC Tested Subjects

OTHER DUTIES:

- 504 Support
- LPAC/TELPAS
- Ready Hall
- Student Culture

ASSISTANT PRINCIPAL - DAWN WARNSLEY

STUDENT DISCIPLINE

- Discipline Support

DEPARTMENT SUPPORT:

- Fine Arts
- Science

SUPERVISING PERSONNEL:

- 504 Coordinator
- Activities Director
- Class Sponsors
- ESL Aide
- Librarian
- LPAC Lead

OTHER DUTIES:

- Awards/Celebrations/GEF
- Campus Communication
- Garland Education Foundation
- LPAC/TELPAS
- Marketing/Bulletin Boards/Website
- Staff Handbook
- Title IX

BEHAVIOR INTERVENTION SPECIALIST - AMANDA GEARIN

STUDENT DISCIPLINE

- Tier 1 and 2

OTHER DUTIES:

- At-Risk Students
- Classroom Management Coaching
- Discipline Intake Coordinator
- PBIS Coordinator
- SEL Professional Development
- WEBSITE: <http://www.bit.ly/nfhsbis>

INSTRUCTIONAL COACH - KIMBERLY STEWART

DEPARTMENT SUPPORT:

- ELAR/ESL

OTHER DUTIES:

- EOC Intervention
- Graduation
- Professional Development
- EOC Testing

PRINCIPAL SECRETARY & OFFICE MANAGER - CYNTHIA ARREZOLA

SUPERVISING PERSONNEL

- Paraprofessionals

OTHER DUTIES:

- Badges/Keys/Radios
- Budget
- Facilities
- Graduation
- School Communication
- Academic Recognition/ Award Ceremonies
- Letterman Jackets
- New Staff Members
- Oracle
- Substitutes

Bell Schedules

The NFHS school day starts at 7:30 AM and runs until 2:52 PM. Students may report to the gymnasium or cafeteria before 7:22 AM. Students can report to the library and/or teacher's classroom with a pass from the teacher or librarian. All students who are not with a staff member are expected to leave campus by 3:00 PM.

Morning Arrival

Time	Description	Mins
6:50 am - 7:22 am	Students enter the building and go to the auditorium, cafeteria, or the library with the pass.	32
7:22 am - 7:28 am	Students are released from the auditorium, cafeteria, and library to class.	6
7:28 am - 7:30 am	The warning bell for students to get to A1/B5.	2

Regular Bell Schedule

(The first bell to dismiss students to their academic areas is at 7:22 am with a warning bell at 7:28 am.)

Period	Class Time	Minute s
A1 and B5	7:30 am – 9:24 am	114
A2 and B6	9:29 am – 11:01 am	92
A3 and B7	11:06 am – 1:10 pm	129
Staggered lunches		
A4 and B8	1:15 pm – 2:52 pm	92
Max Duty	2:47 pm - 3:05 pm	18
Max Duty on the Friday before Fall, Spring, and Summer break.		

Early Release Bell Schedule

Period	Class Time	Minute s
A1 and B5	7:30 am – 8:35 am	65
A2 and B6	8:40 am – 9:45 am	65
A3 and B7	9:50 am – 12:40 pm	110
A lunch	10:25 am – 10:55 am	30
B lunch	11:00 am – 11:30 am	30
C lunch	11:35 am – 12:05 pm	30
D lunch	12:10 pm – 12:40 pm	30

Activity Bell Schedule

Period	Class Time	Minute s
A1 and B5	7:30 am – 8:50 am	80
A2 and B6	8:55 am – 10:15 am	80
A3 and B7	10:20 am – 12:30 pm	130
A lunch	10:15 am - 10:45 am	30
B lunch	10:50 am - 11:20 am	30
C lunch	11:25 am - 11:55 am	30
D lunch	12:00 pm - 12:30 pm	30
Teachers with 5th/10th period conference, please report to duty station at 1:35 PM		
A4 and B8	12:35 pm – 1:45 pm	80
Activity	1:50 pm - 2:52 pm	62

Attendance

Attendance is imperative to ensure students' academic success. Attendance is required to obtain and keep a parking permit, earn exemptions, qualify for senior release, and/or obtain a driver's license. Students who maintain perfect attendance are recognized each year.

- a. **Tardies**- Students are expected to be on time to school and class. Students have 5 minutes of transition time between classes and 5 minutes during lunch. Failure to make it to class will result in teachers recording tardies in Skyward. Consequences issued will be consistent with the campus discipline plan. All tardies are considered unexcused unless the student has a pass from the office or clinic. Any student who has excessive tardies may have their car sticker revoked.
- b. **Excused Absences**- When a student is absent for a class or for a day, one of the following is required: A note written and signed by the parents, verification provided by the doctor/dentist office, and/or a note from the agency visited or from the organization represented (court, religious holidays, university, etc.) Notes must be received by the Attendance Office within 3 days of the student returning to school. If it is not received within

three days, the absence becomes an unexcused absence.

**FINAL DISCRETION ON EXCUSED AND UNEXCUSED ABSENCES LIES WITH
THE ATTENDANCE ADMINISTRATOR AND/OR PRINCIPAL.
ALL OTHER ABSENCES ARE UNEXCUSED**

- c. **Unexcused Absences-** Because of unexcused absences, students may be placed on the Loss of Credit and/or Loss of Privilege list.
- d. **Loss of Credit-** The Loss of Credit (LOC) list shows any student who has accumulated 4 or more absences in a course and has fallen below the 90% compulsory attendance law. Loss of credit means a student will not receive $\frac{1}{2}$ credit for the course due to excessive absences. This could require the student to retake the course, even if they have a passing grade. Unfortunately, all absences (Excused, Unexcused) count toward loss of credit, so yes, 4 excused absences will cause a student to lose credit in a class.
- e. **Missing Assignments due to Absences:** Students are responsible for obtaining and completing any missed assignments. Assignments may be requested by the parent on the third consecutive day of absence and picked up at the kiosk on the following school day, depending on the time of the request, or you may contact teachers through the NFHS web page.
- f. **Single Period Absences-** If it has been determined that the student had an unexcused absence from that single period, the teacher will document the absence as “skipping” in an office referral.
- g. **Leaving Campus -** Naaman Forest High School is a closed campus. Students may only leave campus with an appropriate office pass. Teacher passes are not acceptable. Students who return to campus after leaving without permission are subject to disciplinary consequences, including loss of a parking permit, a personal search, and a vehicle search by a principal and SRO.

If students become ill at school, notification of parents and release from school must come from the clinic for the absence to be excused. If a student must leave school during the school day, other than through the clinic, they must sign out at the Front Kiosk. The only excused reasons are court, doctor, or dentist appointments. Proper documentation must follow.

Campus Procedures

- a. **Morning Arrival and Afternoon Dismissal-** Students should be dropped off in the front of the school. Students are expected to enter the building as soon as they arrive on campus. Students who plan to purchase breakfast should report to the cafeteria. All other students should report to the auditorium. Students must remain in these designated locations until the bell rings. Students must clear the cafeteria by 7:24 AM.

Students will not be allowed in hallways or classrooms before 7:24 AM without a note from a parent or teacher. Students may not loiter on the front patio, around the portables, in the parking lot, or near the tennis courts before or after school. Students found in undesignated places may receive a disciplinary consequence. Students with parking passes are responsible for actions and activities near their vehicle. Consequences for inappropriate behavior could include removal of a parking space.

All students must exit the building after school by 3:00 unless supervised by a faculty member in a tutoring session, practice, meeting, detention, etc. Students found unsupervised in the building after 3:00 will face consequences. Students must be picked up by 3:20 p.m. each day.

- b. **Passing periods-** Students are to remain in the building during passing periods to travel from one class to another. Students may exit the building if they are scheduled in a portable classroom or are leaving campus for work or an appointment. Teacher presence is required in the hallways during passing periods to assist students. There should not be any loitering in the cafeteria, stairwells, hallways, etc.
- c. **Lunch/Cafeteria-** Students must wear an ID and may only use their own account. Students are to remain seated and in the cafeteria during their designated lunch period. Students must remain on campus per district policy; NFHS is a closed campus.

Lunch may not be delivered to students by a Third-party Vendor (e.g., Uber Eats, DoorDash). Non-students are not allowed on campus without prior approval.

Staff in the cafeteria as a duty assignment are required to continuously move throughout the cafeteria, monitor student activity, and are encouraged to engage with students.

- d. **Clinic-** Students who are ill and need to go home must follow school procedures for the absence to be considered excused. They must be sent to the clinic and sent home through the clinic.

- e. **Loss of Privilege-** Students will be placed on the LOP list for unpaid fines and exclusionary offenses for the duration of the grading cycle. Students on the LOP list will not be permitted to participate in a variety of campus and off-campus activities.

Electronic Devices

Cell Phone- Students are welcome to use individual cell phones in class at the teacher's discretion, in compliance with GISD's electronic policy.

Students are responsible for their own cell phones and electronic devices. The school is not responsible for investigating stolen or misplaced items. Teachers will establish classroom cell phone policies, report infractions in Review 360, and assign consequences when necessary.

Confiscated devices will be stored in the main office, and parents must pick up the item(s).

Students are welcome to use the office phone when needed. This should not be during class time. If a student needs to make an important phone call on their cell phone, they may do so in the office after receiving permission from an office staff member.

District Chromebook- Students are responsible for the school-issued Chromebook, including charging block and cord. Students must follow all acceptable use policies. Students are responsible for any fees associated with the Chromebook. Technology devices are like any other school supply; being prepared for class means bringing the Chromebook to school each day and fully charged.

Dress Code

The NFHS Dress Code is intended to reflect our school's culture of academic excellence.

Students must comply with the dress and grooming code upon entering the building. Sweatshirts, hoodies, jackets, coats, or any other outer garment cannot be used to cover inappropriate attire. In other words, if a student is asked to remove outer wear, the student **MUST STILL BE** compliant with the Dress Code Policy.

All high school students must have their student ID visible at all times. Students will be issued two **free** ID's for the 2023-24 school year. If a student needs an additional ID, they will be assessed a charge of \$5 to their Skyward account.

Wednesday - College/Career Day

Friday - NFHS Spirit Day

Tops	1. Tops must be at least below the belt loops and have no visible torso/midriff. 2. Low cut tops; no cleavage displayed. 3. Off-the-shoulder tops are NOT allowed. 4. Spaghetti straps, halter tops, or racer-back shirts. 5. Tank tops must have a 2-inch-wide strap. 6. See-through tops are NOT allowed.
Bottoms	1. All bottoms MUST be no more than 4 inches above the knee all the way around. 2. No rips or tears above the knee. 3. Undergarments should NOT be visible. 4. See-through pants, including but not limited to mesh/sheer/lace above the knee.
Hats	Sunglasses are not allowed in the building.
General	7. Nighttime/bedtime attire or items, such as pajama tops or bottoms, robes, pillows, blankets, and no house shoes. 8. Apparel that advertises or depicts alcohol, drugs, nudity, tobacco products, any other substance prohibited under FNCF (Legal), violent or criminal themes, gang membership, obscene language and/or graphics (ie., Playboy symbol) will not be permitted. Any distracting or disruptive clothing or appearance that adversely affects the educational process is unacceptable. 9. Large objects worn as jewelry, including ropes, cords, spiked bracelets, chains, or any accessories that could be used

	as weapons are NOT allowed.
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The final decision regarding appropriate dress and appearance shall rest with administration. Students can be referred at any time during the day if observed violating the dress and grooming code policy. Failure to adhere to dress and grooming code will result in disciplinary consequences.

NFHS Campus Discipline Plan

Tier 1 Incident Intervention Steps

- **STEP 1:** Verbal Warning, review and reinforce classroom procedures, expectations, and/or code of conduct.
- **STEP 2:** Conference with Student.
- **STEP 3:** Document behavior of concern as a Classroom Incident in Review 360. Steps 1 & 2 must have been completed. Parent Contact.
- **STEP 4:** Teacher assigns 20-minute detention. Detention is to be documented as a Classroom Incident in Review 360, in addition to making parental contact. Students have one opportunity to reschedule detention. If a student does not attend, proceed to Step 5.
- **Detention:** Reteaching/Assisting in class-related assignments
- **STEP 5:** Teacher refers the student to a behavioral intervention specialist if it's a behavior that needs to be corrected.
- **STEP 6:** Teacher writes an office referral in Review 360

If a student receives an out-of-school suspension, the student and their guardian will be **required** to attend an intake meeting with a behavioral specialist upon the student's return to school. Parents can choose to meet on the last day of their suspension from 3:00 p.m. - 3:30 p.m. OR the following morning from 8:00 a.m. - 8:30 a.m.

Counseling Office

- Schedule Changes** - Schedule changes are made only after students have received permission from parents and the principal. Moves from "AP/Pre-AP" classes to Regular classes will not be made. This policy was communicated early on as students and parents made 'next year' subject choices. Exceptions will only be made with Principal approval. Schedule changes will NOT be made the first two weeks of school, unless a student is missing a credit for graduation.
- Counselors** - Students may request to meet with their counselor during lunch and passing periods. Counselors will request students when available. Students must have an ID to check in to the counselor's office.

Safety & Security

- Student IDs:** All high school students must keep their student ID visible at all times. Students will be issued two **free** ID's for the 2023-24 school year. If a student needs an additional ID, they will be assessed a charge of \$5 to their skyward account.
- Searches** - Random searches will be conducted periodically. The drug dog visits our campus randomly at least once a week. GISD and NFHS officials will

conduct random screenings, including using our portable metal detector. Lockers, backpacks, and cars parked within 300 feet of the campus are subject to search. **Students are responsible for any item found in the vehicle driven to school and will receive consequences regardless of whether the vehicle belongs to him/her.**

- c. **20/20 Rule** - Students may not leave class or be in the halls during the first 20 or last 20 minutes of class.
- d. **Illegal Substances and/or Tobacco Products** - Smoking, electronic cigarettes and/or possession of tobacco products or illegal substances are prohibited on campus at any time, including during extra-curricular activities. **It is a felony to be in possession of a THC vape pen.** Prohibited tobacco products include cigarettes, cigars, pipes, snuff, chewing tobacco including matches and/or lighters. It is against the law for minors to be in possession of tobacco products or smoking in a public place. Students in violation will have school disciplinary consequences.
- e. **Chaperones & Visitors** - Persons interested in the opportunity to chaperone a field trip or school event, must complete a criminal background check per district policy. This must be completed and checked before parents can chaperone and file in the office by the deadline set by the district. **ALL** visitors must enter through the front of the building and receive a visitor badge.
- f. **Building Security** - Doors must NOT be propped open at any time. Students must NOT open the door to allow visitors into the building.
- g. **Deliveries** - Flowers, balloons, and/or food deliveries for students will NOT be accepted on campus.
 - Parents can drop off food for their children.
 - No third party deliveries. (Ex: Uber Eats)
 - Students shouldn't leave campus to purchase meals - We are still a closed campus.
- h. **Assemblies/Presentations/Pep Rallies** - Pep rallies are “school-spirit” days. Students are encouraged to wear an NFHS spirit shirt or a solid/nearly solid green shirt. **Students must wear their current school ID.** Seniors may wear the senior shirt. Students will be unable to attend if the student is currently on the Loss of Credit (LOC)/Loss of Privileges (LOP) list.

Tab 2

1. Counseling Office
2. Safety & Security
 - a.** Student IDs/Dress Code
 - b.** Searches
 - c.** Illegal Substances and/or Tobacco Products
 - d.** Chaperones & Visitors
 - e.** Building Security
 - f.** Deliveries
 - g.** Tardy/ID
 - h.** School Wide Activities