

Navo Student Handbook Addendums and Clarifications

Navo Dress Code Addendums

If a student wears leggings, their shirt or dress should be as long as or longer than their middle finger in the front, back and sides.

Flip Flops and Slides are not allowed for dress code. Tank tops, spaghetti strap shirts/dresses should not be worn. The principal has the final authority to determine the appropriateness of all dress code issues (pg. 34 DISD Student & Parent Handbook)

Campus Wide Tardy Policy (beginning September)

We believe a school wide tardy policy allows us to:

- Be more consistent with consequences and parent notifications
- Minimize tardiness to class
- Minimize missed instructional time

Tardy Policy

- All teachers are expected to be at their doors during passing period. Teachers are expected to monitor the halls/classroom and also greet students at the door. Please encourage your students to enter the room quickly and not wander around the halls.
- Students are expected to be in the appropriate classroom before the tardy bell rings.
- Tardies count for every class period. e.g. if a student is late to first period and second period in the same day, then they have accumulated two tardies for the 9 weeks.
- Any students arriving after the bell are expected to be marked tardy in the system by the teacher. It is important that teachers take attendance every period within the first 10 minutes.
- Students are expected to be marked late or absent in the system at the beginning of the day after the 8:20 am tardy bell.
- Students arriving between 8:20 and 8:30 will be sent directly to class. Teachers are expected to mark students tardy in the system when they arrive.
- Students arriving after 8:30 **should not** enter the class without a tardy pass from the attendance office. The attendance office will mark them tardy in the system.
- Lunch detention lists will be emailed out to teachers daily, so they can notify students prior to the lunch period.
- A general call out notification will be sent to parents regarding their students' tardiness and consequences.
- For school wide tardy consequence purposes, tardy counts will start over every 9 weeks.

Grade levels (i.e. 6th, 7th, 8th) can earn **daily** TECH Time at lunch based on daily tardy counts **and** daily attendance higher than 97%. (No more than 10 students per grade level tardy in a given day). We may increase the requirements at any time to encourage better participation. During **Tech Time** students will be allowed to use their electronic devices to play games, check messages etc. During **Tech Time**, students can use/display their phones inside the cafeteria. All phones and devices must be put away after lunch. If students act inappropriately with technology, the reward **may** be taken from one student or the entire group.

At various times during the school year the Navo Administrative Team will conduct unannounced *Tardy Sweeps*. During *Tardy Sweeps* students will receive immediate disciplinary consequences.

1st & 2nd Tardy – Warning

3rd - 7th tardy – lunch detention on stage in the cafeteria

8th & 9th tardy - 1 day of ISS

10th Tardy or More – Parent/Student Conference/additional days of ISS

Discipline Steps Prior to a Referral for Minor Infractions

1 - Warning,

2 - Parent Contact,

3 - Detention, Parent Contact, Team Feedback and Counselor Referral

4 - Office Referral

This process starts over the second semester to give students to opportunity to learn from their mistakes and get a fresh start.

Campus wide cell phone policy

Students will be allowed to possess their cell phones but shall not be **used or heard** unless given permission by a teacher for instructional purposes or an administrator. Phones are expected to be off during the instructional day. Students should put their cell phones away once they have entered the building. Phones should not be used at the end of the day until the teacher has dismissed the student from class. **If a student uses phone without permission or it rings, it will be taken up and brought to Mr. Holcomb in the office.** The confiscated telecommunications/electronic device may be picked up from the principal's office for a fee of \$15.00.

Campus wide backpack and Locker policies

Students who chose to get a locker

Students with lockers can bring backpacks to school. Students must put their backpacks in their lockers. Students with lockers may also carry string back packs from class to class. Students may also be able to keep some of their binders in their classrooms.

Students who chose to NOT get a locker

If a student **chooses** to not get a locker, they can bring a string backpack to school **or** carry their binder to school. Students may also be able to keep some of their binders in their classrooms. Students should communicate with their teachers about possibly storing binders in their classes.

Students can visit their lockers after the 8:14AM bell, during passing periods and at the end of the day. Students are encouraged to plan effectively so as to minimize visits to their locker and also minimize opportunities for tardiness. Students **can** use their string backpacks to help them carry items for several class periods.