

HISD

# Scarborough High School

Student Handbook

2012-2013

4141 COSTA RICA\*HOUSTON, TEXAS 77092\*713-613-2200

## **Organization and People**

### **Houston ISD Board of Education**

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Ms. Paula Harris	
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<i>Mr.Orlando Riddick</i>	<i>Chief High Schools Officer</i>
<i>Dr. Charles Hopson</i>	<i>School Improvement Officer</i>

### **Scarborough HS Administration**

*Mr. Jason Catchings, Principal*  
*Ms. Glenda Calloway, Assistant Principal- Juniors*  
*Mr. Rick Fernandez, Assistant Principal- Seniors*  
*Ms. Carla Jackson, Assistant Principal- Sophomores*  
*Mr. Desmond Jones, Assistant Principal- Freshmen*

## **PTO Executive Board**

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*Secretary*

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*Treasurer*

## **Office Staff**

### **Main Office**

*Jason Catchings*

*Principal*

*Ms. Esther McMillan*

*Principal's Secretary*

*Ms. Carla Jackson*

*Assistant Principal*

*Mr. Desmond Jones*

*Assistant Principal*

*Ms. Josephine Cavazos*

*Assistant Principal's Secretary*

*Ms. Christina De La Rosa*

*Registrar*

*Ms. Denise Romero*

*Finance Clerk*

*Ms. Dennis Luna*

*Receptionist*

*Ms. Gricelda Gonzalez*

*Receptionist*

### **Houston Innovative Learning Zone (HiLZ) Office**

*Ms. Glenda Calloway*

*Assistant Principal*

*Mr. Steve Guerrero*

*Assistant Principal*

*Ms. Mary Thurman*

*Assistant Principal's Secretary*

### **Special Education Office**

*Ms. Sarah Corley*

*Special Ed Chair*

*Ms. Margarita Aguirre*

*Special Ed Secretary*

### **Attendance Office**

*Ms. Silvia Rivera*

*Attendance Clerk*

### **Library**

*Ms. Patty Gabler*

*Clerk*

### **Clinic**

*Ms. Takeisha Turner*

*Nurse*

## **Office Phone Numbers**

Main Office .....(713) 613-2200

School Fax .....(713) 613-2205

Registrar Fax .....(713) 613-2208

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## Administrative Assignments

<i>Advanced Placement.....</i>	<i>Mr. Jones</i>
<i>Athletics.....</i>	<i>Mr. Jones</i>
<i>Attendance.....</i>	<i>Mr. Guerrero</i>
<i>Buildings &amp; Grounds .....</i>	<i>Ms. Calloway</i>
<i>Bus Transportation .....</i>	<i>Mr. Jones</i>
<i>Campus Referral Committee.....</i>	<i>Mr. Catchings</i>
<i>Career and Technology Education .....</i>	<i>Ms. Calloway</i>
<i>Clubs &amp; Organizations .....</i>	<i>Ms. Jackson</i>
<i>Credit Appeal Committee .....</i>	<i>Ms. Calloway</i>
<i>English.....</i>	<i>Ms. Jackson</i>
<i>ESL/LEP/504.....</i>	<i>Mr. Guerrero</i>
<i>Fine Arts/Performance Hall.....</i>	<i>Mr. Jones</i>
<i>Freshman Bridge Camp .....</i>	<i>Mr. Jones</i>
<i>Fundraisers .....</i>	<i>Ms. Calloway</i>
<i>HiLZ.....</i>	<i>Ms. Calloway</i>
<i>Lost and Found .....</i>	<i>Attendance Office</i>
<i>Math.....</i>	<i>Mr. Jones</i>
<i>Parking.....</i>	<i>Ms. McMillan</i>
<i>Payroll .....</i>	<i>Ms. McMillan</i>
<i>Professional Development .....</i>	<i>Ms. Jackson</i>
<i>Social Studies.....</i>	<i>Ms. Calloway</i>
<i>Science.....</i>	<i>Mr. Guerrero</i>
<i>Special Education .....</i>	<i>Mr. Guerrero</i>
<i>Student Transfer Coordinator.....</i>	<i>Ms. Calloway</i>
<i>Textbooks .....</i>	<i>Mr. Guerrero</i>
<i>Travel .....</i>	<i>Ms. McMillan</i>
<i>Free/Reduced Lunch .....</i>	<i>Ms. Calloway</i>

# SCARBOROUGH HIGH SCHOOL

## BELL SCHEDULE

(EMBEDDED TUTORIALS)

**2012-2013**

A Block	B Block	BEGIN	END
Period 1	Period 5	7:45	9:15
Period 2	Period 6	9:20	10:50
Lunch A	Lunch A	10:50	11:20
Period 3	Period 7	11:25	12:55
Period 3	Period 7	10:55	12:25
Lunch B	Lunch B	12:25	12:55
Tutorials	Tutorials	1:00	1:40
Period 4	Period 8	1:45	3:15

\* 7:40 a.m. First Bell

A Lunch = 100's, 200's & Band Hall

B Lunch = 400's, Gym, ROTC

## Student Attendance

### **Texas State Law**

#### **Texas and Compulsory Attendance**

Texas law requires students who have not yet completed the academic year in which their 17th

birthday falls to be enrolled in and attend school each school day. Students with excessive absences will be referred to the district attendance officer for further action. The Houston Independent School District expects all students to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

#### **Daily Attendance Reporting**

State law requires Scarborough High School to accurately record the number of students in attendance daily and report that figure to the state. That official state attendance, known as ADA or Average Daily Attendance, is taken every school day at Scarborough during 2nd period on A day and 6th period on B day **at 9:30 a.m.** **Failure to post these ADA absences will require administration intervention.** The teacher will take attendance on the computer in the classroom. The state rightly takes student attendance rates seriously. Not only does our attendance affect HISD's state funding, but it also bears on the perceived quality of the education provided at Scarborough. Therefore, the state publishes for statewide distribution our student attendance rate and compares it with those of other schools statewide. Teacher diligence and accuracy are required in ensuring that Scarborough High School satisfies this responsibility to the benefit of all involved.

## Attendance Procedures

#### **Average Daily Attendance (ADA)**

As mentioned above, attendance accounting for the purposes of establishing official ADA for state

funding will be taken daily at 9:30 a.m. on Grade Speed. Ten minutes have been added to those periods daily to allow for the airing of the morning announcements.

#### **Taking Attendance & Reporting Absences**

Each teacher must take attendance for every class period on Grade Speed. It is vital that teachers

make every effort to ensure that their records are accurate. Teachers must check role each class period daily. If a teacher suspects that a student has been absent from a class inappropriately, the teacher will need to make a referral to an assistant principal.

If teachers discover they have made an error in their computer reporting, a correction must be made for that day only. Errors from previous days can be corrected by submitting the correction on an attendance correction form. Forms are available in the attendance office. **This should be done as soon as the error is discovered, but no later than 2 weeks after the end of the grading cycle in which the error occurred, since credit appeal may be affected.**

Teachers should check student absences against the bi-weekly attendance office print-out. If discrepancies are noted, a correction form must be submitted to the attendance office in a timely manner.

### **Notes for Absences**

Students returning from absence(s) **must present, within three school days**, a signed note from a parent or guardian, that indicates the reason for the absence. Students **present their notes to the Attendance office and receive a receipt for the note. This receipt does not make the absence “excused”**. Students who return without a note will report to class. Teachers should not accept absence notes directly from students, but should direct those students to their Attendance Office.

## **Excused Absences**

### **Acceptable Reasons for Excused Student Absences**

- Personal Illness
- Death of a Family Member
- Student’s Health Services and/or Family or Student’s Counseling Therapy
- Appointments
- Authorized School-Sponsored Activities
- Suspensions
- Required (Subpoenaed) Court Appearance

**NOTICE:** Religious Holy Days and Major Activities (The student is counted as **PRESENT** in school according to state statute and is not considered absent.)

Any other request for an excused absence must be submitted to the principal in writing. These must be provided in advance so the request can be given proper consideration in light of state law and HISD board policy.

### **What Absences Are Not Excused?**

An absence for any reason other than those listed above shall be classified as unexcused. Absences will be considered unexcused if the parent does not send a note within three school days of the absence. The assistant principal may, on a case-by-case basis, review reasons for absences, other than those listed above, and determine them to be excused.

A student may be denied credit for a class if the student accumulates three or more unexcused absences in a class during the Fall semester. Four or more in the Spring will deny credit for the class. Students are allowed to make up work missed due to any absence. Teachers may legitimately offer reduced credit for make-up work necessitated by an unexcused absence.



## Unexcused Absences

### Truancy

Any unauthorized absence from school is considered truancy and will be unexcused. Disciplinary action will be taken and/or a police citation may be issued. This includes any class that is –skipped during the course of the school day or leaving campus during lunch.

### Closed Campus Policy

Once a student arrives on campus for the school day, he or she will not be permitted to leave the campus without approval from the attendance office. Students may not leave school for any reason (other than for an approved school-sponsored activity) unless **checked out by a parent/guardian through their Attendance Office and then through the attendance office.** Students who leave campus without following these procedures will be disciplined and the absence will be marked unexcused.

## Absences & Course Credit

### Absences and Denial of Course Credit

The Texas Education Code requires that a student be in attendance for 90% of the days a class is offered during a semester in order to be awarded credit for that class (TEC 25.092). **Additionally, HISD states that students with three or more unexcused absences in the Fall, in any credit course, will have their credit withheld and an asterisk (\*) will appear on the student's report card.**

The issue here is credit, not pass or fail. A student may be passing the course, but four or more unexcused absences in the Spring resulting in an asterisk (\*) indicates the withholding of credit. **A teacher should contact the parent and continue grading the student's performance without regard to absences. The asterisk will deny credit.**

## Credit Appeals

A student who had credit denied for a class may appeal for the credit if:

1. the student earned a passing semester grade in the class; **and**
2. acceptable excuses for the absences are provided in a timely manner by the student's parents  
or legal guardian, and are determined to be valid by the credit appeal committee;  
**and**
3. **the student completes the assigned hours within the allotted time.**

Students who desire to appeal for credit should secure appeal forms from their assigned **Attendance Office.** Completed appeal forms must be submitted to Family III in North 300 along with proper documentation to support each absence. The credit appeal

committee will consider the appeal. To avoid appeals, all students are strongly encouraged to clear any unexcused absence before final exams begin.

## Extracurricular Absences

### Number of Absences

A student is allowed five absences during each semester for participation in school extra-curricular and co-curricular activities. These are excused absences and will be documented in each teacher's attendance records as well as on the school's master attendance database (Chancery). Sponsors of extracurricular activities must ensure that lists of participating students reach the attendance office prior to departure for those activities, so the correct absence code is entered for each student's absence. Extracurricular absences will not appear on the student's report card.

### Field Trip Absences

Students participating in a field trip are not to be counted as absent from the class taking the field trip. Other classes missed are to be counted as part of the five-day semester allowance for excused extracurricular absences. Work missed for such activities is eligible for make-up, as are days missed for UIL competitions. Prior approval must be secured for all students participating in a field trip. Teachers should accommodate students requesting advance work prior to missing a class for an extracurricular activity, if such work is available.

Before a scheduled field trip, the sponsor(s) must check eligibility with the Registrar's office. Sponsors should request administrative approval of a field trip at least two weeks prior to the scheduled trip. After all eligibility is confirmed and administrative signature approval is obtained, the sponsor(s) will provide a list of students to all faculty and staff **at least two full class days prior to the field trip.**

Students who are failing any class or who have poor or unsatisfactory conduct may not participate in a field trip that will result in their missing that particular class. It is the responsibility of the sponsor to respond to notices of student failure or difficulty from any colleague reviewing the field trip list.

## College Visits

The Scarborough SDMC has agreed to allow seniors to take two college-visit days prior to May 1st and count them as extracurricular absences. All **first semester** college visits **must be approved by the Principal prior to the date of the absence.** All **second semester** college visits **must be approved in writing by the Assistant Principal prior to the date of the absence.** Permits may be obtained from the AP's secretary. If entered as extracurricular absences, the absences will be excused on the student's report card and will not count against any senior final exam exemptions that may be offered. However, students should remember they are limited to a total

of five (5) extracurricular absences during any one semester. Of course, seniors may take more than two college visit days, but only two may be counted as extracurricular, and must be requested and approved in advance in writing by the Assistant Principal. Additional college-visit days, with proper documentation, will be counted as regular excused absences.

Juniors, who take a college visit during their spring semester, may have that visit count as a regular excused absence if approved by the Assistant Principal and proper documentation of the visit is presented. Other absences to visit colleges may be authorized as excused absences if the student is passing all classes.

### When is a Student Tardy?

Tardiness is defined as arriving to class after the tardy bell rings without an approved permit. For 2<sup>nd</sup> or 6<sup>th</sup> periods, students arriving after the first 30 minutes of the class will be counted absent, not tardy. In all other class periods, students arriving later than 10 minutes will be counted absent.

The following rules apply:

- ☐ Students who arrive late to class because they are taking care of individual responsibilities such as getting a drink of water, going to their lockers, getting lunch money from a friend, obtaining permits, etc. will be considered tardy.
- ☐ Students riding HISD school buses are excused if the late arrival of their bus makes them late for class. Passes for those students will be provided upon arrival via attendance office. This does not apply to Metro buses.
- ☐ Students arriving more than 30 minutes late to school during 1st or 5th periods must report to the attendance office.

### Penalties for Tardiness – See Addendum

Assistant principals are responsible for assigning detention, Saturday school and suspensions from school, and they will notify parents of disciplinary action taken.

### Students Leaving School Early

#### ***Please Note —***

***A student leaving school early, for any reason other than on a regular off-campus permit, must be signed-out in their Attendance Office by a parent/guardian and then proceed to the Attendance Office with the approval of an administrator (or designee). Failure to follow this procedure will result in disciplinary action.***

### Off-Campus Permits

Seniors who have met their credit requirements for graduation may have one-off campus period, provided their parents have signed an approval. Off campus is a senior privilege. The only other students who have permission to leave campus early

are those participating in a business internship or a Co-Op work program. Early release permits must be carried by off-campus students at all times and must be available for review by assistant principals and police officers.

Off-campus permits for vocational students participating in a Cooperative Education program will be issued by the Cooperative Education teacher. Cooperative Education teachers will provide a list of approved students to the Administrators.

Students who have off-campus permits are expected to leave school grounds no later than 5 minutes after their last class ends. Students will receive one warning and a second offense will result in the loss of off campus privileges.

### **Leaving School Early for an Appointment**

On the day of the appointment, the student must take a note from a parent/guardian to the Attendance Office before school begins. The note must contain:

1. a phone number where the parent or guardian can be reached
2. the name and phone number of the doctor, dentist, or other professional with whom the student has an appointment

Upon verification of the appointment, the attendance office will issue a permit for the student. Students will not be released from school without a parent/guardian present.

The student keeps this official permit to show to his or her teachers following a return to school.

### **Leaving School Early Due to Illness**

If a student becomes ill while at school, he or she should get a permit from the classroom teacher to go to the clinic. If the nurse is absent, the student is to report to his or her Attendance Office. **Under no circumstances are students to leave school without proper administrative authorization.**

## **Grading Policy**

\*the policy will be added as an addendum before the first day of school

## Final Examinations

### General Instructions

Teachers will administer a final examination in every class they teach. The final exam should reflect material covered during the semester. Final exams represent 25% of a student's semester grade. All final exam periods are two hours long, so teachers should plan accordingly. Students are not to be released from an exam early. All students must take their final exams on the days designated for final exams. As you test, be considerate of the teachers and students in rooms located near you. Noise levels need to be kept under control so that all students can do their best on examinations.

Attendance during final exam week will be taken and sent to the attendance office at 10:30 a.m., each morning.

### Final Exam Exemptions for Seniors

During the spring semester of their senior year, students may earn an exemption from the final exam of a course if they meet the following conditions:

- an 85 or better semester average in the course;
- at least an S conduct average in the course; and
- no more than 3 absences in the course.

Students who earn an exemption will receive the average of their three six-week grades as their semester average. The exemption does not excuse students from school attendance. Exempted seniors will be required to attend school activities on the day of their final examinations. Students with one absence already who are absent again are no longer exempt.

***Note: Seniors who are suspended for disciplinary reasons either to In School Suspension or Off Campus Suspension lose their exemption status.***

## Honor Code

### The Scarborough Academic Honor Code

Recognizing Scarborough's tradition of excellence, **all** students are expected to uphold a *Code of Honor*.

Truth and integrity are the basic precepts of Scarborough's Academic Honor Code.

The following examples will help students understand what kind of behaviors are dishonest: Cheating:

- Looking on someone else's paper during a test or quiz;
- Giving or getting information about a test or quiz before or while taking it;
- Looking in a book or at notes during a closed-book test or quiz;

- Collaborating with someone on an assignment or project unless such work has been specifically cleared with the teacher in advance;
- Getting information from someone under false pretenses.

#### Plagiarism:

Copying sentences or parts of sentences manually or electronically from someone else's writing without proper credit, and/or writing someone else's idea(s) without giving the source credit from the original idea(s).

Any student who is aware of another student's violation of the Honor Code is obligated to report the incident to the teacher. Actions or attempted actions that run counter to these principles are violations of the Scarborough Academic Honor Code. The teacher will handle violations in accordance with the following:

- ☐ The Assistant Principal will approve a zero for the assignment.
- ☐ Contact **must** be made with the parents.
- ☐ A P will be given for conduct on the progress report.

## Make-up Work

A student will be given the opportunity to make up work missed due to an absence. However, it is the responsibility of the student to request and complete any assignments or tests missed. Teachers will adhere to the prescribed make-up policy.

HISD board policy states that teachers will provide a reasonable amount of time for students to make-up work. A rough standard is one to two days of make-up time for every school day missed. The district generally allows the teacher to determine what is reasonable given the particular circumstances of a student's absence and the activities missed. For example, in determining when a student should make up a missed test, the teacher might legitimately consider such factors as the amount of time the student was absent, whether new material was covered during the absence, whether there was notice of the date and nature of the test available to the student prior to his or her absence, and so on. HISD board policy states that missed tests and quizzes must be made up outside of class time, usually before or after school.

Make-up work is the responsibility of the student. It is not the teacher's job to track down students to administer make-up tests and collect homework. Also, the teacher schedules make-up work, not the student.

If a student is going to be absent for four or more consecutive days, a parent or guardian may contact the counselor for assignments, who will contact the teacher for specific work.

Students who miss class for an approved school activity are to notify the teacher in advance concerning the possibility of completing any tests or assignments before the class is missed.

## Student Dress Code

There are two fundamental reasons for a school dress code: to ensure the health and safety of everyone on campus; and to avoid any unacceptable disruptions to the learning environment. A secondary reason for a dress code is to encourage students in appropriate dress habits. To some extent, any dress code involves a degree of subjectivity concerning what is and is not acceptable, and what may or may not be disruptive. Again, the primary reason for Scarborough's dress code is to foster an atmosphere conducive to learning for all our students. Items representing extreme or outrageous fads, provocative dress, or overly casual clothing, to cite some examples, will not be permitted.

Also, Scarborough will not tolerate gang-related behavior and/or the wearing of gang-identified articles of clothing and/or other gang symbols. Any articles of clothing, symbols, or emblems thought to signify gang membership will be banned.

The Scarborough faculty and administration will enforce the Scarborough dress code in a uniform manner. They will also determine the appropriateness of attire for school occasions and activities. All students have the responsibility to wear clothing that contributes both to their own health and safety as well as that of others. The student dress code applies to students on campus, whether during the school day or after hours, including those serving detention or Saturday School.

**Please note: Violations of the Scarborough dress code will result in disciplinary action.**

Students who disagree with particular requirements of the Scarborough dress code are encouraged to work within the system to request changes. Use your representatives on the SDMC and on Student Council to express your opinions. There are many interests for the school to consider in deciding policy, but please know that student concerns are given serious consideration whenever policy is developed. As a general rule the Scarborough dress code will not be revised more frequently than once a year. Also, courts at both the state and federal levels have recognized the rights of school officials to regulate standards of student dress and grooming.

### Dress Code Guidelines:

**Shirts** – The following types of shirts may be worn:

- **Solid black, grey or white polo-style.**
- **Solid black, grey, or orange t-shirts. (v-neck or crew allowed).**
- **Official Scarborough High School spirit shirts**

All shirts must have sleeves and be properly fitted. Any logo or writing present on polo shirts cannot make reference to violence, sex, drugs, guns/weapons, gangs, and /or profanity. Any undergarment T-shirt must be **solid white, grey, orange, or black** only. Scarborough spirit shirts may be worn any day provided that they are **official shirts** sold at Scarborough High School. Approved T-shirts created by clubs and organizations may be worn any day of the week.

**Sweaters, Sweatshirts, & Jackets** - All sweaters, sweatshirts, and jackets must be mainly black, grey, white, or khaki (**beige**) and can have minimal logos or writing on them. Approved Scarborough sweatshirts are allowed. Jackets must be shorter than knee length. Scarborough letterman jackets are permitted.

**Pants & Skirts** – Pants, shorts, skirts, and capris must be **plain khaki (beige) or black** pants (no Dickies brand). Rips, tears or holes are not permitted. All pants must be fitted at the waist. Stretch pants or form fitting pants containing spandex or other elastic material are not allowed. Belts must be black, white, or brown. All skirts must be worn at the waist and extend no more than 2 inches above the knee.

**Footwear** – Appropriate footwear must be worn at all times. Sandals should have a heel strap and heels should not be higher than 2 inches. House shoes, slippers, or flip-flops are not permitted.

**Jewelry & Eyewear** - Jewelry (including body jewelry) must not contain spikes. Jewelry should not be heavy, harmful or distracting. Sunglasses are not to be worn in the building. Only prescription contacts are permitted.

**Head Gear** - No head coverings of any kind are permitted in the building. This includes (but is not limited to) caps, hats, bandanas, wave caps, do rags, sweatbands, towels, etc. Combs, picks, etc. are not to be worn in the hair or on the head. \*Bandanas are not allowed on campus.\* (All items are subject to confiscation).

**ID Badges** - All students are required to wear their own Scarborough High School ID badges above their waist with their picture visible at all times. Note: ID badges are property of HISD. No red or blue Lanyards and must be school issued, college, or military logo designed on them.

**Backpacks and Bags** - Student backpacks, bags, and purses may be searched at any time. Scarborough athletes may not carry their athletic bags to class: (leave bags in the gym or field house).

Students not in compliance with the standardized dress code will be subject to disciplinary action (SRC or suspension) and will not be allowed to attend class. The administration of Scarborough High School will be the final authority of any rules subject to interpretation. When in doubt, do not wear items until it has been cleared by an administrator.

According to state law and/or HISD board policy, audio and electronic equipment such as lasers, radios, tape or CD players, TVs, games, cellular telephones, pagers, and similar electronic devices are prohibited on campus during school hours. Such items, if found in a student's possession, will be confiscated and turned in to the HISD Property Management Department. Some items may not necessarily be returned to students. HISD policy requires a \$15 fee for the return of some of these items.



## Scarborough High School Parking Regulations

The student parking lot is on the west side of the building. There will be a yearly parking fee of \$20.00 (cash or money order) for students wishing to use the student parking lot.

When purchasing a parking tag, a student must furnish:

- his or her valid driver's license;
- current proof of liability insurance for the vehicle (s) that the student will be driving, with the student listed as a covered driver
- current registration of the vehicle (s) that the student will be driving
- student must meet with the campus police officer to complete **parking and driving regulation form**

Parking permits must be hung from the rearview mirror with the permit number showing. Students must pull into their parking space with the front end in first. You may not back into the parking space.

Vehicles parked illegally will be towed. Students are reminded that faculty parking areas and the visitors' parking lot are off limits before school and at all times during the school day; any student automobiles found parked there will be towed at owner's expense.

While every reasonable attempt will be made to ensure parking lot security, the school cannot guarantee that no incidents will occur. Scarborough High School assumes no responsibility for accidents or the loss of property in the Scarborough parking lots. All parking on campus is at the vehicle operator's own risk.

Security demands that students leave their vehicles immediately upon arrival in the parking lot. Students must have a pass from an administrator to enter the student parking lot at any time during the school day. Students should not use their automobiles as lockers. Students found in the parking lot during the school day without authorization are subject to disciplinary action.

The speed limit in the parking lot is 10 mph. All drivers are expected to obey the rules of the road and to exercise good judgment while behind the wheel of any vehicle. Students who park their cars on the city streets surrounding the school should carefully observe the City of Houston "no parking" zones. Once school has begun, students may not leave campus to go to their cars until dismissed at the end of the school day.

### Parking Violations

Failure to comply with Scarborough's parking regulations can result in a number of actions including ticketing, the towing of one's vehicle, and disciplinary action. In addition, violations of Scarborough's parking regulations can result in the revocation of campus parking privileges with no refund of the parking fee.

## Registrar

The registrar is located in the main office area. The registrar maintains a permanent scholastic record for each SHS student and requests records from previous schools. Each scholastic record includes a student's number of credits and grade point average. The registrar computes class rank.

### **Transcript Request Procedures**

#### For currently enrolled students

The student must complete and sign a Transcript Request card. The student can pick the card in the College Access center in the Library or from the Registrar. When completed, the card needs to be given to College Access staff. They will forward it to the Registrar to be processed and recorded.

The card must be completed legibly with the name of the student, the Houston Independent School District identification number. The card must have the complete address of the recipient, and signed by the student. There is a sample completed card in the College Access center in the Library for the students to see. Parents of students under the age of eighteen can also request a transcript.

The completion time on most transcripts is two school days.

Please note that students are given three (3) free transcripts per year. After that there is a charge of \$1.00 for every transcript requested. Valid scholarship requests processed by the College Access center in the Library that require a transcript are usually free to the student.

#### For withdrawn or former students

Withdrawn students need to complete a Former Student Request with the Registrar. There is a \$1.00 charge for each transcript given to the student. Valid picture ID must be presented at the time of the request. Per state law, if student is over 18, the parent is denied any access to student transcript or information.

Please note that the Registrar only has transcripts for students that graduated within the last five years and for students that were enrolled and withdrew within the last seven years. After that time all transcripts are sent to Inactive Records at the Hattie Mae White Educational Support Center located at 4400 West 18<sup>th</sup> Street. If not certain where your records are located the student needs to call the Registrar first.

## VERIFICATION OF ENROLLMENT (VOE) FORM

A Verification of Enrollment (VOE) is needed when you apply for an instructional driver's permit and/or a license to operate a motor vehicle.

Specific enrollment conditions are required by the Department of Public Safety (DPS) to obtain or renew a license.

Conditions that are required to be issued a VOE

1. Student is currently enrolled in a public or private school.
2. In the previous semester, the student was present for 90 percent of his/her classes.
3. Student received credit for all classes in the previous semester.

Requests for a VOE will be done in the order received and take one day to process. To request, the student must put their name and HISD ID number on a VOE sign in sheet is located in attendance office.

If a request is done before 1st period, VOE will be ready by the end of the school day. You can pick it up in the Attendance Office. You must have a valid school ID to pick up the completed form.

A VOE form is good for one month, the student must sign it as soon as they get it.

For students turning sixteen (16) during the summer, a VOE can be issued before the end of the school year in May and will be good for the entire summer.

## Student Referral Center

SRC is an "in-house" suspension facility in which students may be assigned for a specified number of days as an alternative to suspension for major violations of rules outlined in the HISD Code of Student Conduct. A student assigned to SRC is to remain in isolation in the SRC room all day under the supervision of the SRC teacher.

The primary purpose of SRC is to enable a student to serve an assigned suspension while still receiving instruction from a teacher in a classroom setting; thus losing a minimal amount of academically engaged time from regular classes. SRC isolation also provides the student an opportunity to contemplate the actions that led to the suspension so those future problems may be avoided.

In order to be released from SRC and returned to regular classes, a student is expected to follow the rules listed below:

- Be on time and in dress code
- Electronic devices are strictly prohibited and must be surrendered to the SRC instructor upon arrival
- No talking or communication in any way unless given permission in the classroom
- No sleeping or laying your head on the desk
- Students must be academically engaged at all times
- Do not bring magazines, newspapers, or draw pictures unless they are indicated on the assignment sheet
- Bring all materials: paper, pen, pencils, books and assignments and
- Adhere to all of the guidelines of SRC.

## Security

SHS has a full-time HISD police officer and a camera security system. The officer patrols the school building, grounds, and parking lot. If a student should need assistance, the officer can be reached through the main office.

## Senior Information

According to Board Policy, a fee may be required for students desiring to participate in senior social activities; however, participation is not mandatory.

Seniors who have disciplinary infractions during the last six weeks of school may have one or all of their privileges revoked. This restriction includes participation in class night, trips and outings during senior week, and the graduation ceremony.

## Telephone Usage

Emergency telephone calls for students should be made through the assistant principal's office or the school nurse's office.

It is very important to recognize that the **school can not** deliver **personal messages** to students. In case of an emergency, students will be contacted as soon as possible. Please take extra care to list the appropriate emergency telephone number(s) on the enrollment card.

## Textbooks

1. All textbooks must be covered. Extra book covers are located in the bookroom or cafeteria.
2. Each student is responsible for each textbook that he/she has been issued. If the books are lost or stolen, the student is responsible for payment. Damage to school textbooks will result in a fine.
3. Textbooks returned without the computer bar code cannot be recorded; therefore, the student returning the book will not receive credit.
4. Students should write their name in each of their textbooks and record the bar code number from each book in a safe place for reference.
5. When a student needs to pay for a textbook, he/she must pay the financial clerk (located in the main office). Students must pay in **cash, cashier's check, or money order** before the end of the school year.
6. Students should return all textbooks by the end of the last day of school. Failure to return all textbooks will result in seniors not receiving their **diploma, report card, and final transcript**. All other grade levels will not receive their report card and will not be issued textbooks the following semester.

## Transportation

HISD bus transportation is provided for some SHS students. Transportation arrangements are made through the magnet office. Transportation will be provided for approved out-of-district students at the closest HISD approved route nearest to their home. All buses arrive at school before 7:45 am and depart after 3:25 pm. Appropriate behavior must be maintained while riding HISD buses. Failure to comply with this rule may result in suspension from the bus.

## Withdrawal Procedures

1. The student and parent initiate the procedure by presenting themselves to the attendance office.
2. The registrar verifies the validity of the check out (parent signature, notification, etc.). Students may only check out to their home school unless they are leaving HISD.
3. The registrar will have the student complete an official check out sheet and inform the student of items that need to be turned in. When the student completes the form, it should be turned in to the attendance office. The registrar's office will then notify the magnet office so that they may drop the student.

**Houston Independent School District  
Family Educational Rights and Privacy Act (FERPA)  
Access to Student Information  
Scarborough High School**

The Houston Independent School District receives funds from the federal government under the No Child Left Behind Act of 2001. These funds are used in a variety of ways to provide additional help to students in greatest academic need. The law also requires that districts receiving these funds must, upon request, provide to military recruiters, colleges and universities, access to the names, addresses and telephone listings of secondary students.

"Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want the HISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 30, 2010. HISD has designated the following information as directory information: Student's Name, address, telephone listing, electronic mail address, photograph, degrees, honors and awards received, date and place of birth, major field of study, dates of attendance, grade level, most recent educational institution attended, and participation in officially recognized activities and sports, and the weight and height of members of athletic teams."

It is important for you to know that a secondary school student or his/her parent or guardian may request that the student's name, address, and telephone number not be released by HISD *without prior written parental consent*. If you would like to make such a request, please complete the following and return it to your child's school.

***Parent or Guardian: Please complete this section and return the entire form to your child's school. Use a separate form for each child.***

**Military Recruiters** (please check one):

- ☐ Do not release my secondary student's information to military recruiters at any time.
- ☐ Do not release my secondary student's information to military recruiters until you have first obtained my prior written parental consent before doing so.

**Colleges, Universities, or Institutions of Higher Learning** (please check one):

- ☐ Do not release my secondary student's information to Colleges, Universities, or Institutions of Higher Learning at any time.
- ☐ Do not release my secondary student's information to Colleges, Universities, or Institutions of Higher Learning until you have first obtained my prior written parental consent before doing so.

Name of Student: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Parent/or Adult Student Signature \_\_\_\_\_

**Distrito Escolar Independiente de Houston**  
**Acta de Derecho a la Educación y la Privacidad de la Familia**  
**(Educational Rights and Privacy Act - FERPA)**  
**Acceso a la Información de los Alumnos**  
**Scarborough High School**

El Distrito Escolar Independiente de Houston recibe fondos del gobierno federal gracias a la Ley de Igualdad de Oportunidades Educativas del 2001 (*No Child Left Behind Act*). Estos fondos se usan de muchas maneras para proporcionar ayuda adicional a los estudiantes con mayores necesidades académicas. La ley también exige que los distritos escolares que reciben estos fondos permitan acceso a las listas de nombres, teléfonos y direcciones de los alumnos de secundaria, cuando sean solicitados por los reclutadores militares y los de las universidades o colegios universitarios.

“Hay cierta información acerca de los estudiantes del Distrito que se considera accesible para publicarla en el directorio escolar. Estos datos pueden ser compartidos con cualquier persona que cumpla con los procedimientos exigidos para obtenerlos, a menos que los padres o tutores legales expresen objeciones a la divulgación de la información de sus hijos. Si usted no desea que HISD publique en el directorio la información obtenida de los expedientes educativos de su hijo sin su previo consentimiento por escrito, deberá notificar al Distrito antes del 30 de septiembre de 2010. HISD ha decidido que pueden publicarse en el directorio los siguientes tipos de información de los estudiantes: nombre, dirección del domicilio, teléfono, dirección de correo electrónico, fotografía, títulos de estudios, honores y premios recibidos, fecha y lugar de nacimiento, materias en que se está especializando, fechas de asistencia a la escuela, grado que cursa, nombre de la última escuela donde estudió, su participación en actividades oficialmente reconocidas y deportes, el peso y la estatura de los participantes de los equipos atléticos.”

Es importante que sepan que los alumnos de secundaria y sus padres o tutores legales pueden solicitar que HISD no revele el nombre, dirección y número de teléfono *sin tener previamente una autorización por escrito de los padres*. Si desea hacer esta solicitud, le agradecemos que complete el formulario que aparece a continuación y lo envíen a la escuela de su hijo.

***Estimados padres o tutores legales: Les agradecemos que llenen la siguiente sección y devuelvan la página completa a la escuela de su hijo. Completen un formulario por cada estudiante.***

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**Reclutadores Militares** (por favor marque una):

- ☐ No revelen a los reclutadores militares, en ningún momento, la información de mi hijo que estudia en la secundaria.
- ☐ No revelen la información de mi hijo que estudia en la secundaria a los reclutadores militares, hasta que obtengan un consentimiento escrito de mi parte, como padre del alumno.

**Universidades, colegios universitarios u otras instituciones de estudios superiores** (por favor marque una):

- ☐ No revelen a los reclutadores de universidades, colegios universitarios u otras instituciones de estudios superiores, en ningún momento, la información de mi hijo que estudia en la secundaria.
- ☐ No revelen la información de mi hijo que estudia en la secundaria a los reclutadores universidades, colegios universitarios u otras instituciones de estudios superiores, hasta que obtengan un consentimiento escrito de mi parte, como padre del alumno.

Nombre del Alumno: \_\_\_\_\_ Nombre del Padre: \_\_\_\_\_

Firma del padre o estudiante adulto \_\_\_\_\_

# **G.C. Scarborough High School**

## **Student Handbook**

**2012-2013**



**I have received a copy of G.C. Scarborough High School's Student Handbook and understand that I am responsible for all of the information that it contains.**

**Please print the following information:**

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Grade Level** \_\_\_\_\_

**Signature** \_\_\_\_\_

**\*Please complete and return to your Advocacy Teacher.**