



"Get It Done, Again"

**Student Handbook
2016-2017**

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Acknowledgement of Receipt 2016-2017 Student Handbook

August 31, 2016

My signature below acknowledges that I have received the latest edition of the Scarborough High School 2016-2017 Student Handbook on August 31, 2016.

My signature also indicates my understanding that the information contained in the handbook is considered to be official school policy.

It is my responsibility to read the handbook and familiarize myself with the information contained therein. I understand that I am expected to comply with the rules and procedures contained in this handbook.

Signature

Date

Printed Name

***** Return this signed signature page to your Assistant
Principal by August 31, 2016*****

2. Statement of No Discrimination 2016-2017 Student Handbook

August 31, 2016

It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, political affiliation, sexual orientation, gender identity and/or gender expression in its educational or employment programs and activities.

3. SCARBOROUGH HIGH SCHOOL INFORMATION

3.1 CAMPUS ADDRESS, NUMBER AND WEB ADDRESS

**4141 Costa Rica Rd
Houston, Texas 77092
Phone: 713-613-2200
Futures Office: 713-613-2229
Fax: 713-613-2205
Website: <http://www.houstonisd.org/ScarboroughHS>
School Campus Number: 024
District: I**

3.2 MISSION STATEMENT

Scarborough High School encourages ALL students to be inquiring and knowledgeable individuals who can achieve their highest potential within an atmosphere of shared responsibility, academic challenge, intercultural understanding, and mutual respect.

3.3 VISION STATEMENT

The vision of Scarborough High School is to partner with parents and community members to engage each student in a variety of rigorous and relevant academic experiences. We will cultivate and produce academically, emotionally, socially, productive, and globally competitive citizens. Scarborough High School will transform into the college and career readiness school of choice for students in this community and the surrounding communities. Furthermore, we will provide a safe environment for both students and staff, so a strong academic education happens in conjunction with excellent extracurricular activities.

3.4 ALMA MATER AND SPARTAN FIGHT SONG

Spartan Alma Mater

Hail Alma mater,
Stalwart brave and true.
Hail Scarborough High School,
We sing praise to you.
True to your colors we shall be,
Strong and united pledging loyalty.

Mighty Spartan Fight Song

Spartans Fight, Spartans Fight,
Spartans fight for the orange and white.
Spartans fight, Spartans fight,
Spartans fight for the orange and white,
Spartans fight, Spartans fight,
Orange and white,
For the team that we love best.
Hail, Hail the gangs all here,
So it's goodbye to all the rest.

3.5 ADMINISTRATION TEAM

Scarborough High School Administration	
Dr. Diego Linares	Principal
Mr. Lee Mashburn	Assistant Principal
Mr. Omari Issa	Assistant Principal
Ms. Jacqueline McWilliams	Assistant Principal
Ms. Victoria Cano	Linked Learning Counselor
Ms. Maria Gonzales	Teacher Specialist
Ms. Maria Khwaja	Teacher Specialist

3.6 FRONT OFFICE AND ADMINISTRATIVE SUPPORT STAFF

Scarborough High School Administrative Support Staff	
Main Office	
Ms. Esther McMillan	School Secretary
Ms. Mary Martinez	LEP Clerk
Ms. Alyssa Blanchette	Registrar
Ms. Josephine Cavazos	Finance Clerk
Ms. Denise Romero	Student Information Representative
Ms. Laura Ruiz	Receptionist
Ms. Silvia Rivera	Attendance Clerk
Mr. Syed Taqvi	IT Customer Service Representative
Futures Office	
Ms. Katina Riser	Assistant Principal's Secretary
Special Education Office	
Mr. Terrell Lockett	Special Education Chair
Library	
Ms. Patti Gabler	Library Clerk
Clinic	
Ms. Constance Thomas	Nurse
Ms. Amelia Cano	Nurse
Maintenance and Custodial Services	
Mr. Jose Torres	Plant Operator
Security and Safety	
Mr. Alberto Baray	Police Officer
Cafeteria Services	
Ms. Virginia Bateman	Cafeteria Manager

3.7 ADMINISTRATORS' MAJOR DUTIES AND ASSIGNMENTS

The following list may serve as a guide of who is the administrator responsible of a determined area, and it should be used when contacting the administration team for support.

Dr. Diego Linares, Principal

Appraisal of Assistant Principals, staff support and office personnel	STAAR / EOC Control and Supervision
Advanced Placement Analysis	Approval of Fundraisers
Required Improvement Process	Final Exams
Front Office Staff	School Opening/Closing Procedures
Campus Improvement Plan	Grants
District Specialists (TDS Support)	UIL Monitoring
SDMC	Staffing
Oversee of Activity Funds	PLC Data/ Accountability
Campus Initiatives	Parent Center
Personnel Transfers	Parent Communication
Approval of Booster Clubs	Parent Nights/Open House
Budget Management	Professional Development Approval
Extra Duty Pay for personnel	Campus Referral Committee
Teacher failure rates - Tracking	College Readiness
Attendance Meetings	Title One
Discipline Support	Master Schedule Support
Campus security	Administrators duty schedule

Mr. Lee Mashburn, Assistant Principal

Attendance meetings 11 th Grade	TADS Point of Contact
Discipline Support 10 th /11 th Grades	New Teachers/Mentor/Buddy Program
Coordination of Fundraisers 11 th Grade	Onboard of new teachers
Teacher Appraisal Science Department	Business/Parent/Volunteer Liaison
PLC/Data Accountability Science	Title 1
Special Education Department	Benefits Coordinator
Futures Academy	GT / 504
Human Resources Screening	Genesys Works
Teach Forward Program	College Forward
PGP 11 th Graders	HVAC Program investment

Mr. Omari Issa, Assistant Principal

Attendance meetings 12 th Grade	HB-5 Contact
Discipline Support 9 th and 12 th Grade	Fastpass Contact
Teacher Appraisal Social Studies Department	Transportation
Coordination of Fundraisers 12 th Grade	Multi Hazard Systems
LPAC Coordinator	Fire Drills
PLC/Data Accountability Social Studies	Security/Emergency Plans
Risk Management Coordinator	Student parking
Fixed Assets	Teacher Morning/ Afternoon Duty
Athletics Department	Facilities/Maintenance
Graduation	Grad Lab
Senior Activities	Senior Awards Night
Textbooks	PGP 12 th Graders
UIL Coordinator	Woods Project
VIPS	Teacher of the Year
H.E.R.O Program	Homecoming

Ms. Jacqueline McWilliams, Assistant Principal

Attendance meetings 10 th Grade	Teacher Appraisal Math Department
AP / SAT Testing Coordinator	Teacher Appraisal English Department
Course Selection / Sequences	Coordination of Fundraisers 10 th Grade
PLC/Data Accountability Math	PLC/Data Accountability English
PGP 10 th Graders	Campus Testing Coordinator
Master Scheduler	Summer School Administrator
Campus Literacy Committee	E- Assessments
Dual Credit Coordinator	Calendar of Events
Tutorials	Formative Assessment Coordinator
Yearbook	

Ms. Victoria Cano, Linked Learning Counselor

Attendance meetings 9th Graders		Marketing of L.L. program
PLC/Data Accountability CTE		PGP 9 th Graders
Cohort mapping Linked Learning		Student Council
Freshman Bridge Camp		MBK Initiative
Mindset Program		Nigh High School
Campus Instructional Technology		Retail Program
Advance		PowerUp

Ms. Maria Gonzales, Teacher Specialist

Academic Support for Math and Science Teachers		Assessment Calendar (CFA's, Snapshots, DLA, Final Exams, TSI, Mock STAAR, SAT, AP)
Professional Development for Teachers		PLC/Data Accountability for Math and Science

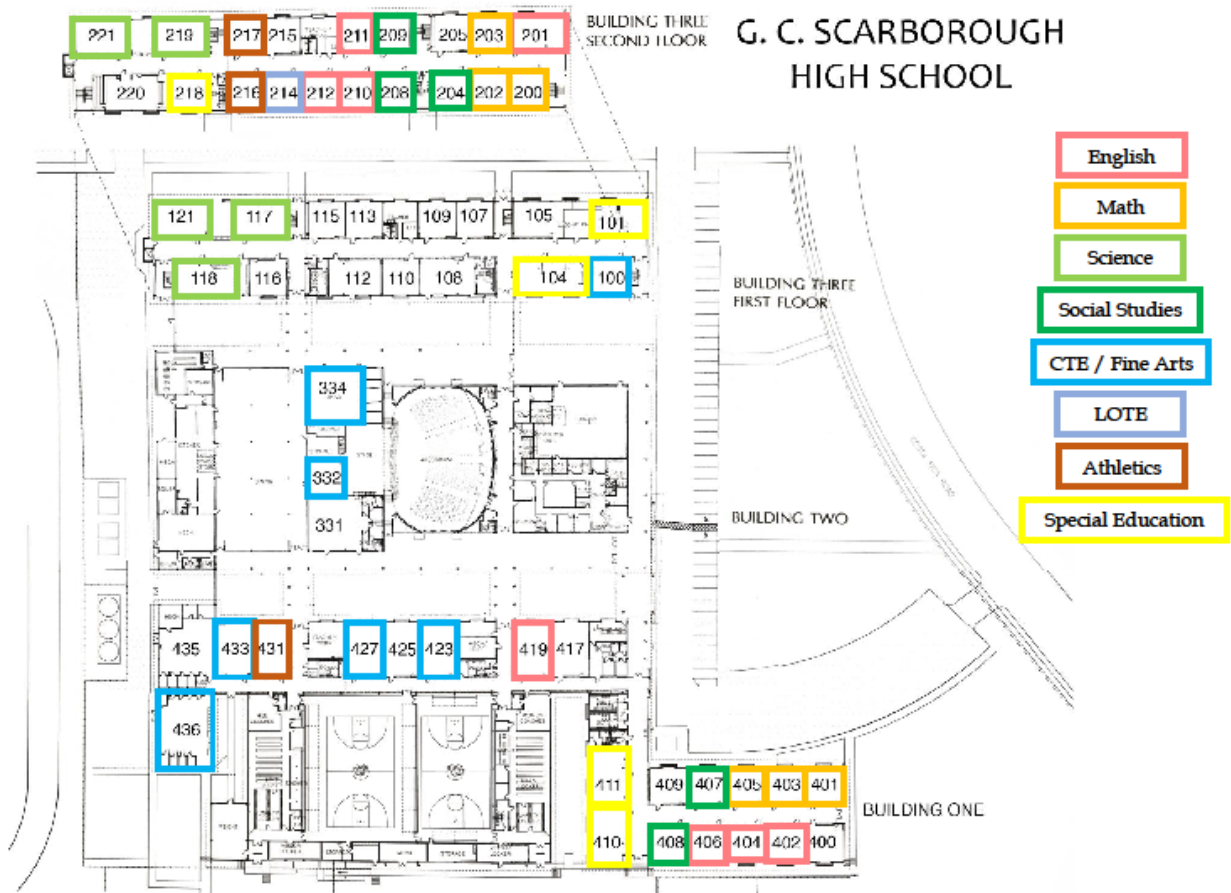
Ms. Maria Khwaja, Teacher Specialist

Academic Support for English and Social Studies		Assessment Calendar (CFA's, Snapshots, DLA, Final Exams, TSI, Mock STAAR, SAT, AP)
Professional Development for Teachers		PLC/Data Accountability for English and Social Studies

3.8 TEACHERS LISTED BY DEPARTMENT AND ROOM ASSIGNMENTS

Department	Name	Room Number
ENGLISH	Acevedo	419
	Bykowicz	201
	Ethredge	406
	Hinds	210
	Lannon	402
	Lawless	404
	Whatley	212
	Wilson	211
MATH	Amaya	401
	Muñoz	405
	Safovich	200
	Williams, E	202
	Williams, J	203
	Zarosky	403
SCIENCE	Bartusiak	221
	Gardiner	121
	Hoy	118
	Sarkar	219
	Treviño	117
SOCIAL STUDIES	Busch	208
	Cavazos	204
	Slusher	407
	Strohl	408
	Villalta	209
CTE and FINE ARTS	Allen	334
	Arriens	433
	Bright	332
	Cunningham	423
	Klovensky	100
	Ray	427
	Svoronos	436
LOTE	Rodriguez	214
ATHLETICS	Alex	217
	Jackson	431
	Robertson	424/216
SPECIAL EDUCATION	Asuquo	101
	Howard	218
	Keaton	410
	Killings	217
	Leonard	218
	Okoli	411
	Seely	104
JROTC	Vacancy	153 B
	Williamson	153 B

3.9 SCARBOROUGH HIGH SCHOOL MAP



3.10 CALENDAR OF EVENTS - TESTING

Scarborough High School

2016-2017 Calendar of Events

DATE:	EVENT:
Aug. 8	Monday
Aug. 8-19	Teachers report to work Professional Development
Aug. 19	Friday
Aug. 22	Monday
Sept. 5	Monday
Sept. 15	Friday
Sept. 21	Tuesday
Oct. 7	Friday
Oct. 11	Tuesday
Oct. 12	Wednesday
Oct. 15	Saturday
Oct. 17	Monday
Oct. 18	Tuesday
Oct. 19	Wednesday
Oct. 19	Wednesday
Oct. 20	Thursday
Nov. 11	Friday
Nov. 16	Wednesday
Nov. 23-25	W-F
Dec. 5	Monday
Dec. 6	Tuesday
Dec. 6	Tuesday
Dec. 7	Wednesday
Dec. 8	Thursday
Dec. 9	Friday
Dec. 16	Friday
Dec. 19 - Jan. 2	Winter Break
Jan. 3	Tuesday
Jan. 4	Wednesday
Jan. 6	Friday
Jan. 9	Monday
Jan. 10	Tuesday
Jan. 11	Wednesday
Jan. 12	Thursday
Jan. 13	Friday
Jan. 16	Monday
Jan. 25	Wednesday
Feb. 17	Friday
Feb. 22	Wednesday
Mar. 6	Monday
Mar. 7	Tuesday
Mar. 8	Wednesday
Mar. 9	Thursday
Mar. 7	Tuesday
Mar. 8	Wednesday
Mar. 13-17	M-F
Mar. 28	Tuesday
Mar. 30	Thursday
Mar. 31	Friday
Apr. 7	Friday
Apr. 14	Friday
May. 2	Tuesday
May. 3	Wednesday
May. 4	Thursday
May. 5	Friday
May. 25	Thursday
1-Jun	Thursday

3.11 BELL SCHEDULES AND EARLY DISMISSAL DAYS



Group:	START:	END:
1A/B	7:35AM	9:05AM
2A/B	9:10AM	10:40AM
3	10:45AM	11:30AM
4A/B: 1st Lunch	11:35AM	12:05PM
4A/B: Class	12:10PM	1:40PM
4A/B: 2nd Lunch	1:10PM	1:40PM
4A/B: Class	11:35AM	1:05PM
5A/B	1:45PM	3:15PM

1st Lunch	2nd Lunch
400's and ROTC	100's, 200's, Band, 300's and Dance



Group:	START:	END:
1 A/B	7:35AM	8:25AM
2 A/B	8:30AM	9:20AM
3 (EVERYDAY)	9:25AM	10:10AM
4 A/B	10:15AM	11:05AM
5 A/B	11:10AM	12:00PM
LUNCH	12:00PM	12:30PM






Sept. 21	Wednesday
Oct. 11	Wednesday
Nov. 16	Wednesday
Jan. 25	Wednesday
Feb. 22	Wednesday

3.12 HISD 2016 – 2017 ACADEMIC CALENDAR

HISD 2016-2017 Academic Calendar

Houston Independent School District

JULY 2016	AUGUST 2016	SEPTEMBER 2016
S M T W T F S	S M T W T F S	S M T W T F S
1 2	1 2 3 4 5 6	1 2 3
3 4 5 6 7 8 9	7 8 9 10 11 12 13	4 5 6 7 8 9 10
10 11 12 13 14 15 16	14 15 16 17 18 19 20	11 12 13 14 15 16 17
17 18 19 20 21 22 23	21 22 23 24 25 26 27	18 19 20 21 22 23 24
24 25 26 27 28 29 30	28 29 30 31	25 26 27 28 29 30
31		
OCTOBER 2016	NOVEMBER 2016	DECEMBER 2016
S M T W T F S	S M T W T F S	S M T W T F S
1	1 2 3 4 5	1 2 3
2 3 4 5 6 7 8	6 7 8 9 10 11 12	4 5 6 7 8 9 10
9 10 11 12 13 14 15	13 14 15 16 17 18 19	11 12 13 14 15 16 17
16 17 18 19 20 21 22	20 21 22 23 24 25 26	18 19 20 21 22 23 24
23 24 25 26 27 28 29	27 28 29 30	25 26 27 28 29 30 31
30 31		
JANUARY 2017	FEBRUARY 2017	MARCH 2017
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7	1 2 3 4	1 2 3 4
8 9 10 11 12 13 14	5 6 7 8 9 10 11	5 6 7 8 9 10 11
15 16 17 18 19 20 21	12 13 14 15 16 17 18	12 13 14 15 16 17 18
22 23 24 25 26 27 28	19 20 21 22 23 24 25	19 20 21 22 23 24 25
29 30 31	26 27 28	26 27 28 29 30 31
APRIL 2017	MAY 2017	JUNE 2017
S M T W T F S	S M T W T F S	S M T W T F S
1	1 2 3 4 5 6	1 2 3
2 3 4 5 6 7 8	7 8 9 10 11 12 13	4 5 6 7 8 9 10
9 10 11 12 13 14 15	14 15 16 17 18 19 20	11 12 13 14 15 16 17
16 17 18 19 20 21 22	21 22 23 24 25 26 27	18 19 20 21 22 23 24
23 24 25 26 27 28 29	28 29 30 31	25 26 27 28 29 30
30		

Key		Holidays		
	Holidays	September 5, 2016	Labor Day	
	Early Dismissal Days (240 minutes)	October 12, 2016	Fall Holiday	
	Teacher Service Days	November 23-25, 2016	Thanksgiving	
	Teacher Preparation Days	December 19, 2016 - January 2, 2017	Winter Break	
	Make-up Day (if needed)	January 16, 2017	Martin Luther King, Jr. Day	
Teacher Prep day moves to May 30		March 13-17, 2017	Spring Break	
		April 14, 2017	Spring Holiday	
Significant Dates		Grading Periods		
August 8, 2016	Teachers report to work	6 Cycles	Report Card Dates	
August 22, 2016	First day of school	Aug 22 - Sept 30	29 days	October 7, 2016
December 16, 2016	Last day of first semester	Oct 3 - Nov 4	24 days	November 11, 2016
January 4, 2017	First day of second semester	Nov 7 - Dec 16	27 days	January 6, 2017
May 25, 2017	Last day of school	Jan 4 - Feb 10	27 days	February 17, 2017
May 26, 2017	Last day for teachers	Feb 13 - Mar 31	30 days	April 7, 2017
		Apr 3 - May 25	38 days	May 25, 2017 ES/MS
		June 1, 2017 HS		
Prekindergarten Grading Periods		4 Cycles		
3 Cycles	Report Card Dates	Aug 22 - Oct 21	43 days	October 28, 2017
Aug 22 - Nov 4	53 days	Oct 24 - Dec 16	37 days	January 6, 2017
Nov 7 - Feb 10	54 days	Jan 4 - Mar 10	47 days	March 24, 2017
Feb 13 - May 25	68 days	Mar 20 - May 25	48 days	May 25, 2017 ES/MS
		June 1, 2017 HS		

4. GRADES

4.1 REPORT CARD DATES

Scarborough High School works on a six week grading cycle. Please note that the final report card is mailed home.

Cycle	Cycle Dates	Teacher Reports	Due In Office	Cycle Length	Report Card Dates
I	Aug 22 - Sept 30	Oct 3 - 4	Oct 6	29 days	October 7 (Friday)
II	Oct 3- Nov 4	Nov 7 - 8	Nov 9	24 days	November 11 (Friday)
III	Nov 7 - Dec 16	Jan 3 - 4	Jan 5 at 4 PM	27 days	January 6 (Friday)
IV	Jan 4 - Feb 10	Feb 13 - 14	Feb 15	27 days	February 17 (Friday)
V	Feb 13 - Mar 31	Apr 3 - 4	April 5	30 days	April 7 (Friday)
VI	Apr 3 - May 25	Campus - Based Decision	Campus - Based Decision	38 days	June 1 (Thursday)
				175 Days Total	

4.2 RETAKE POLICY

The purpose and intent of the policy is to provide each student with an additional opportunity to show mastery of the content. The opportunity for a student to retake a major grade applies to a score less than 70 out of 100. If a student is absent, he or she will still have the opportunity to have a retake for a makeup exam.

Alternative for Major Grades:

Projects, labs, essays, other long term assignments, etc. are subject to teacher discretion for retake approval. For this type of assignment the eligibility for retake should be communicated in writing before the assignment is given.

The following will apply: (student initiated process)

1. All students in AP, Pre-AP, College Prep, and Academic classes in all content areas will have the opportunity to retake one major grade per grading cycle in each class. Retake opportunities may not be available in Dual Credit classes.
2. The student must submit the completed retake request form to his or her teacher within one week of the grade being posted on GradeSpeed. In turn, the teacher will inform the student whether or not he or she is eligible for the retake. The teacher will notify the student of the time and location of the retake.
3. The retake must be of similar length and subject matter as the original test.
4. A department may decide to schedule all retakes at a specific time (before or after school or at lunch) and in a single location.
5. The student is expected to complete one or more of the following prior to the retake: (1) attend at least one tutorial, (2) have submitted any missing work for that grading cycle, (3) and/or completed test corrections.
6. If a student is caught cheating on a major grade, then he or she may not request a retake for that major grade. Per the HISD Code of Conduct, plagiarism is considered cheating.
7. The maximum grade received for a retake will be the grade earned. For example, if a student fails a major grade with a 55 and earns a 62 on the retake, then his or her final grade on the assignment/test will be a 62. If the student retakes and makes an 82, then their final grade on the assignment/test will be an 82. If a student scores lower on the retake, then the original grade will stand.
8. All semester final exams are ineligible for a retake.

Students who abuse the current retake policy will be subject to administrative review. This review will be initiated by the teacher and referred to an assistant principal.

4.3 COMPOSITE COURSE CREDIT

Composite course credit applies to all two-semester sequential courses (designated “A” and “B”) and applies to any one-semester course. Students whose failed any first semester or second semester class and whose total points for both semesters is 140 or

above, are eligible to receive one credit upon successful completion of the second semester with a grade average above 70.

4.4 NOTICE TO PARENTS / UNSATISFACTORY GRADES

Scarborough High School issues a school wide Progress Report for every student. The Progress Report is handled like a Report Card which is generated through Chancery and is issued to second period classes the third week of every six week grading cycle. TEC §28.022 requires that the parent or a legal guardian must be notified if the student is failing. The Progress Report must be posted in Chancery and be issued if a student's progress in any one of the subject areas is unsatisfactory. **Simply posting grades in GradeSpeed and Chancery is not proper notification.** The parent or a legal guardian must be notified if a student's grade is below 70 in any course. If a student's average falls below 70 or the absence limit is exceeded after the school wide Progress Report is issued in the third week of the grading cycle, the teacher must send a report home immediately. It is imperative that extra efforts be made to give parents/guardians advance notice of pending failing grades or of excessive absences in a class before the reporting period is over. Documentation must be kept on all parent phone calls and emails. A spreadsheet or Word Document stating the name of the student, the name of the parent or guardian, the date of the communication, the time of the conference, the parent phone number, or the location of a face to face meeting, the reason for contacting the parent, and the outcome of the communication, must be kept by the teacher and available to administrative review at any time. **Notification the last day of the 6 week period is not proper notification for a failure grade.**

4.5 COMMUNICATION TO PARENTS

Parent contact is extremely important. Communication through GradeSpeed, notes, phone calls, emails or face to face conferences help parents in their supporting role. As a rule it is expected that calls and emails will be **returned within 48 hours.** If you suspect a potential problem be sure to notify the department chair and/or Assistant Principal and Counselor. Many times the parent will contact the Assistant Principal office when their child has been ill and must make up work. It is expected that teachers will get the missing work to the parent, AP or counselor the day of the request.

Scarborough HS has many ways to keep students, teachers, parents and community members informed. On the Scarborough HS website, <http://www.houstonisd.org/ScarboroughHS> you will find parent and student links. The current Scarborough HS events, testing schedules, upcoming deadlines, and school information such as administrator and faculty email addresses. There are links to calendars, applications, club sites, and more.

Verbal announcements are made each day over the intercom during the first period. Forms to request an announcement are found in the front office.

Posters and flyers are allowed to be displayed on designated bulletin boards throughout the school and in the cafeteria when approved by an assistant principal.

The marquee located on Antoine is kept up to date with important activities. Help students stay informed of important dates and upcoming school activities.

4.6 UIL

Teachers must complete and return computer generated UIL check sheets according to posted timelines every three weeks of every grading period. If the UIL check is not returned to Ms. Gabler and Mr. Lockett by the posted time, the students listed on the UIL check sheet will be rendered ineligible to participate in all UIL sanctioned activities. Remember that students are not allowed to participate in any UIL activities if they have any six week grade of a designated course fall below 70 or an "I" Incomplete in designated courses.

These are the eligibility rules for all extracurricular participants after the first six weeks of the school year:

- A student who has a grade average lower than 70 in any designated courses or has an incomplete grade shall be suspended from participation in any UIL/extracurricular activity.
- A no pass/no play suspension period is three school weeks. 19 TAC §76.1001 (b) defines a school week as beginning at 12:01 a.m. or the first instructional day of the calendar week and ending at the close of instruction on the last instructional day of the calendar week, excluding holidays.
- A 3-week period is defined as 15 class days. In the event 2 or 3 of the 3 weeks in a 3-week period are shortened, one of the shortened weeks may be counted as five days with ten other actual days to make the fifteen total class days.
- The student must be passing all courses other than the identified honors/advanced classes at the end of the three-week evaluation period in order to regain eligibility. Suspended students must wait seven (7) calendar days after they meet eligibility requirements to regain eligibility.
- Students who were eligible shall not lose eligibility until seven (7) calendar days after the end of grading period. Example: Grading period ends of Friday at 3:30 p.m. Students shall not regain or lose their eligibility until the following Friday at 3:31 p.m.

- The semester average has no bearing on eligibility. Grades for the last grading period of the semester determine eligibility.
- A student's attendance record has no bearing on eligibility. If a student has a grade average of 70 or above in all courses, he is eligible to participate in all UIL/extracurricular activities even though he may have exceeded the district's absence limit.
- Students with an "Incomplete" grade are ineligible until the "I" is replaced with a passing grade. Blank grades or those other than numeric grades also result in student ineligibility.
- Students who pass all courses for the grading period remain eligible throughout the next grading period.
- Students who are ineligible due to no pass/no play may practice or rehearse with other students.

5. DAILY OPERATIONS / PROCEDURES

5.1 VIPS

Volunteers in Public Schools is an HISD sanctioned program that encourages parents and community members to volunteer their time to help their school. Scarborough High School is encouraging the community to get involved in our school by volunteering during extracurricular activities, the college center, the main office, field trips, tutoring and many other areas that may benefit our students. Any adult who volunteers their time and is directly involved with students and student activities must sign up with the VIPS program by contacting Mr. Issa (Assistant Principal).

Volunteers may not spend time with any student other than their own child if they have not been approved by the VIPS Department.

Direct all volunteers to check in at the main office. Do not plan a field trip or after school activity with adult volunteers unless they have been approved by the VIPS department.

5.2 PATRIOTISM

Schools are required to fly the Texas state flag and the United States flag on all regular school days. The flag will be raised/lowered by members of the Scarborough HS JROTC Battalion.

Texas Government Code 662.102 establishes March as Texas History Month, in honor of historic Texans and events in Texas history.

TEC 25.082 directs school boards to require students to recite the pledges to the United States and Texas flags once each school day. A district shall excuse a student from reciting a pledge on request of the student's parent or guardian. The law also directs school boards to provide for a minute of silence following the pledges during which student may reflect, pray, meditate, or engage in another silent activity that is not distracting to other student's. There are no provisions to excuse a student from the moment of silence.

5.3 MESSAGES AND GIFTS FOR STUDENTS

Emergency telephone messages to students should be forwarded through the student's Assistant Principal's office. Important messages from parents will be taken and an attempt will be made to deliver them to students as soon as possible with the least interruption to instruction. Calls from other persons other than a parent/guardian are not accepted.

All deliveries of balloon bouquets, floral arrangements, and/or tributes for students will be held in the Assistant Principal's office until the end of the school day. Students will be notified of their delivery by message during the day.

5.4 APPROVAL FOR POSTERS, FLIERS AND ADVERTISEMENTS

All posted material must be approved by an Assistant Principal before being displayed. Flyers may be posted in classrooms, on approved bulletin/information boards on the outside walls, and in the cafeteria. It is the responsibility of the individual student or the club sponsor to remove all material immediately after the event has concluded. All materials posted in unapproved areas or without official signatures will be promptly removed.

5.5 TEXTBOOKS

- Textbooks issued to students are not to be left in any teachers' classroom for any reason. Each textbook has a unique barcode number that is registered to the student. Textbooks are issued directly to the students and are the financial responsibility of the student. Any textbook left in a teachers' classroom must be returned to the bookroom as soon as possible. Every effort should be made to prevent other students from having access to the misplaced book.
- Classroom sets of textbooks are to be maintained in the classroom and are not to be issued to students or taken off campus for any reason. All classroom sets must be clearly marked as department copies.
- State law requires that textbooks be covered at all times. Book covers will be available at the bookroom. Please promote the use of covers to protect the textbooks. With the rising cost of textbooks, it is imperative that we use covers to prolong the life of our texts.
- When available, class rosters with student textbook information will be made available to each teacher.
- If you have a one semester course, please emphasize to the students that the textbooks must be returned to the bookroom by the end of the semester.
- Any questions related to textbooks must be addressed to Mr. Omari Issa (Assistant Principal)

5.6 POWERUP DISTRIBUTION

Students have the opportunity to receive their PowerUp laptop for the school year. This educational tool will assist students in their coursework and encourage them to produce quality work that demonstrates Critical Thinking and Creativity, while encouraging Communication and Collaboration between both students and teachers.

Requirements:

- \$25.00 (cash only) non-refundable insurance deposit fee.
- Required parent and student signatures on PowerUp Agreement Form.
- Students log into the laptop using their GradeSpeed username/password.
- Students(s) must return the laptop at the end of each school year.
- Report lost/stolen/damaged laptop to Scarborough HS IT (Room 103) immediately.
- Laptops are secured with a LoJack® to locate or disable remotely.

Responsible Use of Laptops and Proper Online Behavior

- Students are expected to follow the same code of conduct on the Internet as they do in the classroom.
- Follow copyright laws.
- Like a textbook or a locker, HISD owns the laptop. Students are permitted to use it for educational purposes only.
- Use appropriate language.
- Students will make available all messages or files upon parent, administrator or teacher request.
- Administrators have the capability to remotely view student computers.
- Students must keep their laptops in the case at all times. Insurance will not cover damages if the laptop has not been kept in the case at all times.

What is prohibited?

Improper use of the laptop will result in consequences such as discipline referrals, detention, and/or limited use of the device. The following actions are prohibited:

- Bypassing the HISD filters.
- Tampering with hardware.
- Using another student's username or password.
- Using chat rooms, IM; hosting non-school approved web pages.
- Sharing passwords (other than with parents).
- Accessing inappropriate material that is that is unacceptable in a school setting.
- Downloading or installing software that has not been approved.

6. LAWS, EXPECTATIONS AND REGULATIONS

6.1 STUDENT SUPERVISION

Students cannot be left in classrooms, or other instructional areas including assemblies unattended at any time. Supervision can extend beyond the regular instructional day. Coaches and teachers in charge of programs must stay with students after their events until they are picked up by a parent or guardian. This policy pertains to all of our programs.

6.2 STUDENT ATTENDANCE POLICIES

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. 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 HS. Therefore, the state publishes for statewide distribution our student attendance rate and compares it with those of other schools statewide. Teachers will check role each class period daily. If a teacher suspects that a student has been absent from a class inappropriately, the teacher will make a referral to the assistant principal.

Daily attendance in ALL classes is imperative for academic success. It is important that students conduct non-school business after school hours. More than four unexcused absences per semester will result in loss of credit in the course affected. Students must avoid loss of credits by turning in excused notes within 3 days of returning from the absence. Loss of credit may be appealed through the credit restoration process. When a student, is absent from school, the parent/guardian may call the Attendance Office (713-613-2200) to report the absence.

When a student is absent from school, including suspensions, all days missed whether excused or unexcused will be allowed the opportunity to make up all missed work. When the student makes up the work, the grades from the make-up work will be averaged with other grades for the grading period to determine the cycle-end grade. There will be no other impact on the student's academic grade because of absences. All work must be made up within five school days of the student's return to school. If the student does not make up the work within the five-day period, he/she will receive a "0" for whatever work was assigned unless there are extraordinary circumstances.

Teachers must check attendance each class period each day. The absences are either excused or unexcused and must be recorded accordingly. Attending extracurricular activities do not count as absences as they apply to the HISD attendance policy unless a

student accumulates more than five for one semester. A student must be in attendance at least 60 minutes during a 90 minutes class period, in order to be counted present. Students that are extremely tardy to class will not be sent away. They will be kept in class for the remainder of the period and a discipline referral will be sent to the Assistant Principal.

Attendance is a behavioral issue and will be addressed by teachers as soon as a pattern or concern surfaces following procedures outlined under **Level I violations**.

Procedures for students leaving school early

- All students must check out through the Attendance Office before leaving school during the course of the school day. Failure to abide by the following procedures will result in an unexcused absence and will be referred to their Assistant Principal.
- On the day the student is requesting to leave early the student must present a note from home to the Attendance Office. This note must indicate time, date, and reason student will leave school, telephone number (s) where the parent/ guardian can be reached for verification of the note, and parent/ guardian signature.
- Approval will not be granted until the signature is verified. At the pre-approved time of leaving the student's teacher will sign the permit, and the student will report to the Attendance Office to sign out. No student may leave campus before the official end of his/her day without a permit.

Early Arrival/Timely Departure for students

- No students are allowed to go into the building with the exception of the cafeteria or the library before 7:15 a.m. unless approved by an administrator for an activity such as tutoring.
- Students are required to exit the campus within 5 minutes after their last scheduled class of the day.

7. TECHNOLOGY / MEDIA USE

7.1 SOCIAL NETWORKING AND ACADEMICS AT SHS

Scarborough HS encourages students to use all of the academically legitimate resources available to them in the pursuit of better grades. These resources include Facebook and/or other social networking tools.

One such tool, creating a Facebook study group or similar group, will be considered an academically legitimate resource if these guidelines are followed:

- The teacher(s) associated with the course which is the focus of a Facebook student group **MUST** be invited to join the group.
- The students(s) who either moderate the group and/or initiate the Facebook study group must advise the teacher(s) in advance of creating the group. If the Facebook study group is private, that is, not open to all students in the course(s), the teacher(s) must still be invited to join. Regardless of the Facebook study group status as private/public, the students moderating/creating the group must provide their names, e-mail addresses, and any other methods of contact associated with the Facebook study group to the teacher(s) associated with the subject matter being studied.
- Regardless of the Facebook study group status (private/public), any discussion of or revelations related to a quiz or test contemporaneous to the period of time during which the test/quiz is active, will be considered cheating. “Active” means the time window (the period of, the day of, the week of) during which the teacher is making the test available to students.
- No Facebook study group may allow derogatory personal comments about the course, the teacher(s) or other students whether or not the students are members of the Facebook study group. The Facebook study group focus should be the curriculum.
- Failure to comply with these rules creates a presumption that the Facebook study group is not a legitimate venue for addressing, discussing, and/or commenting on the course material. All suspicions of cheating will be handled under the HISD Student Code of Conduct.
- Teachers must behave in a professional manner when communicating with students, and parents using all forms of social media during and after school hours.

7.2 COPYRIGHT POLICY

Scarborough HS abides by all copyright laws and prohibits copying not specifically allowed by those laws, fair use guidelines, license agreements or proprietors’ permission. The Scarborough HS Librarian has complete guidelines for following school district copyright procedures. Any questions should be addressed to that individual.

8. SAFETY AND SECURITY

8.1 SCARBOROUGH HIGH SCHOOL SECURITY PLAN

Before School

1. Teachers, Coaches, Assistant Principals and the Campus Police officer are assigned to various morning duty stations for the purpose of building security.
2. **Students are not allowed in the major portion of the building without a permit from a teacher or administrator.** Students attending club meetings, rehearsals, detention, and/or tutorials must secure a permit prior to the event.
3. Students arriving before the first bell are allowed in the courtyard and cafeteria areas.
4. Administrators, campus police, designated teachers and the main office are to communicate and monitor the status of the campus using two-way radios.

During School

1. Assistant Principals and the Campus Police officer are assigned to each floor and the perimeter of the building. This team must be highly visible and proactive in maintaining safe and orderly environment. The Campus Security officer will be circulating the campus.
2. During the change of classes, **students must move to their next class as quick as possible. Please do not just stand at the hallway.**
3. **Students are not allowed in the halls without an I.D. and a hall pass during class time.** Teachers are responsible for having students sign the student Hall Pass Log before they leave the classroom with the pass. **Teachers will not issue permits to go to the car and/or parking lot for any reason.**
4. Students will not be admitted to the clinic or library without the designated permit. (See the nurse and librarian for these permits)
5. Administrators, teachers and campus police officer will monitor boys and girls restrooms at all times. Teachers will be assigned fly by duty for visibility. Students found in the restroom without the proper permit will be subject to disciplinary action.

Lunch

1. Administrators, teachers, and the campus police officer have been assigned duty during the lunch periods in various areas.

2. Students are not allowed in the halls, classrooms that are not occupied by a teacher, or other areas of the building without the proper permit from a teacher or administrator. Students on lunch should be in the cafeteria, or the designated patio.
3. Students are not allowed to bring food, drinks, etc. from the cafeteria areas to other parts of the building. **A permit from a teacher will not allow this procedure to change.**
4. All teachers must be present at their doors after lunch. **Students are not allowed to open doors to visitors.**

After School

1. All students must leave the building by 3:15 PM. Students remaining in the building for practice, rehearsals, tutorials, detention, make-ups, and conferences must report directly to the designated area of their event no later than 3:15 PM. Any students remaining in the hallways will be escorted out of the building outside the gate and will not be allowed to return. All club meetings, rehearsals, tutorials and any other after school event must have a teacher sponsor present. **When the event is over the teacher is responsible for making sure their students have exited the campus.**

8.2 VISITORS

Only students of the school and school/district employees doing school business are permitted on campus. Others having business on the campus must check in with the receptionist in the main office and obtain a visitors' badge.

School age visitors, toddlers or infants are not permitted on campus unless accompanying a parent who has checked in with the main office receptionist and received a visitor's badge.

If you see any person on campus without an HISD employee ID, or a visitors' pass, it is your responsibility to kindly ask that person their reason for their business and to walk them or having another Scarborough HS employee walk that person to the front office so they can check in. If the person refuses to cooperate, you are responsible for calling the front office and/or the police officer to report them as an intruder.

All visitors are to check into the main office and receive an identification badge. The Badge should include where and whom the visitors are visiting. All visitors must return to the main office in order to check out. **Everyone is responsible for questioning people without identification for the safety of the campus. If there is an unauthorized**

individual in the building please escort them to the main office. If you are not able to personally escort the individual to the main office, please contact the main office.

9. TESTING

9.1 STAAR TESTING

End of Course STAAR exam will be given in the second semester and after the completion of the B portion of a STAAR tested subject of the school year. Encore STAAR on published dates TEA calendar.

STAAR End-of-Course Assessments for High School Students are:

- English I
- English II
- Algebra I
- Biology
- U.S. History

How will student performance be reported?

After taking a STAAR exam, a student will receive one of three scores:

- Advanced Academic Performance
- Satisfactory Academic Performance
- Unsatisfactory Academic Performance

10. SUPPORT SERVICES AND RESOURCES

10.1 LIBRARY MEDIA CENTER

Library Media Center (LMC)-The LMC contains various types of genres, periodicals, magazines, & CD's that are available to students & teachers to check out.

For details about the library use please contact Mrs. Gabler via e-mail @

pgabler@houstonisd.org

Is the library ever closed?

Yes, Sometimes due to circumstances beyond the librarian's control, the library will be closed to students. This is especially true during the administration of standardized tests such as TAKS & Advanced Placement testing.

Please check with Mrs. Gabler prior to planning a library based activity as a closure or a class already assigned may affect your access to the library.

Here are some of the frequently asked questions when it comes to the library.

What Ms. Gabler does?

Mrs. Gabler promotes literacy at all grade & ability levels. She is not a regular clerk, as she has administrative duties managing/cataloging a collection of books & materials worth many thousands of dollars. Keep in mind that she relies on collaboration with teachers as they seek to use the library's vast resources to enhance literacy & learning throughout the Scarborough High School.

May a teacher send a class to the library with a substitute teacher?

No.

May a teacher send (not a substitute teacher) groups of students to the library?

Yes, under these conditions:

- No more than 3 at a time.
- Each student has a yellow library pass indicating: name, purpose, & showing your signature (not initials),

Students will be sent back to class:

- If his/her pass is NOT completely filled out.
- After he/she has completed his/her assignment.
- Students will not have access to a printer, copier, or scanner in the library.
- If the students are disruptive
- If the library is extremely busy.

Mrs. Gabler will e-mail the teacher if the students stay the entire period. She will keep their passes.

If I check items out and lose them or break them, am I responsible for the loss?

Yes. You need to have a good accountability system for the items that you check out. If something is missing or damaged, please immediately contact Ms. Gabler.

What are the library hours of operation?

The library is open before school right at 7:15 am. It is open during the instructional day, including both lunches, and it closes at 3:30 pm.

Can students visit the library during lunch time?

Yes. At lunch students can read books, magazines, play games & work on puzzles, or socialize with friends.

10.2 COUNSELING AND GUIDANCE SERVICES

The counseling and guidance services provided by the Assistant Principals at Scarborough High School aim to support the achievement of all students and prepare students for post-secondary college and career opportunities. The mission of the counseling and guidance program is to assess and address the needs of the student body and to heighten communication between the administrators and the Scarborough High School Community. Counseling is a joint effort of teachers, parents, administrators, and students.

The counseling and guidance program at Scarborough High School is designed to help ALL students in the following:

- Making decisions about course selections.
- Choosing a vocation.
- Selecting a college, technical school or other career pathway.
- Coping with personal/social/academic issues.

Student counseling and guidance is held in confidence in a friendly, permissive and frank manner which permits each individual to express herself/himself fully with a view of making her/his own decisions about any course of action. The program helps students adjust to their present situations and assists them in planning for a future which will be in line with their interests, abilities, and social needs. Parents, teachers, and students are encouraged to confer with the Administration personnel when assistance is needed.

10.3 CLINIC

Scarborough high School has one full-time registered nurse who is available for health counseling, health screening, evaluating vision and hearing problems, as health resource speaker for health classes and for emergencies and illnesses as they arise.

Students with serious or long-term health problems should see the nurse during the first week of school so adjustments in schedules may be made if needed.

The following are rules that teachers, parents and students must follow when a student is ill:

1. Do not administer any medications to students including over-the-counter medications, example: Tylenol, Advil, Cough Drops, etc.
2. Do not call student's parents and do not allow students to call parents from your room or cell phone, this will be done if necessary by the Nurse after the Nurse's assessment of the student and/or the situation.
3. Do not allow them to come to the clinic without an escort, if a student is Diabetic or Asthmatic and not feeling well.
4. The student must have the appropriate Permit to be seen in the Clinic. Not the Hall Pass but Teacher's Referral to Principal or Nurse Form.
5. No student will be seen without a permit except in extreme emergencies, such as asthma attack, insulin reaction, fainting, bleeding, seizure or serious injury.
6. Students are not to come to the Clinic the last 15 minutes of class or between classes. Students are to report to their next period teacher for a permit.
7. Students may come to the Clinic during the lunch period, at this time the student may come without a note.
8. At all times, the student must sign in and out on the Nurse's Daily Registry, showing time he/she arrived in the clinic and time they left the clinic. If the student doesn't sign in, then he/she has not been there.
9. The student must be evaluated by the Nurse to be excused from school via the Clinic.
10. If the student calls their parent to pick them up before coming to the Clinic, then they will be sent to their Assistant Principal for approval to go home.

11. Report injuries to the nurse. Sport injuries should also be reported to the Coach, if they occur during PE/athletics.
12. If the student has a chronic health problem, see the Nurse if they have not done so already.
13. If a student has any of the following symptoms before coming to school, then the parent should allow the student to stay home. Students are not allowed to remain in school with the following conditions:
 - Fever of 100.4 or more
 - Suspected contagious condition
 - Vomiting
 - Diarrhea
 - Cannot remain comfortable in class
 - Undetermined rash
14. Medication: The student must strictly adhere to these policies adopted by the HISD school board. These Guidelines apply to ALL medications-both prescription and over-the-counter.

School board policy prevents nurses and teachers from administering aspirin or medications of any kind at school WITHOUT proper consent. This includes cough drops, Tylenol, etc.

 - A student may not carry medication with him/her except for Asthma. House Bill 1688 passed by the 77th Legislature and signed into law, allows a student with Asthma to possess and self-administer prescription Asthma medicine-inhalers. (See that a back-up prescription is kept in the Clinic for emergencies).
 - Medications need to be kept locked in the clinic.
 - A written medication permission form with the original signature of both a parent/guardian and the prescribing physician must accompany all medication including self-administration prescriptions for Asthma.
 - Each medication must be in its original container with an affixed prescription label listing the patient's name for whom the drug was prescribed, the drug name, and the proper dosage and administration information
15. Personal products are available in the Clinic for \$.25.
16. If students or teachers have any problems or concerns, feel free to come and talk with the Nurse. Referrals will be made as indicated.

11. BEING A SPARTAN STUDENT

11.1 HISD GRADUATE PROFILE



- **Leader:** Works collaborative and leads by example. Embraces new ideas and technologies and motivates others to be open to change.
- **Adaptable and Productive:** Works collaboratively and leads by example. Embraces new ideas and technologies and motivates others to be open to change.
- **College-Ready Learner:** Proficient in the core disciplines, as evidenced by successful performance on state and national assessments. Works hard and persists to achieve academic and career goals.
- **Critical Thinker:** Identifies and dissects issues, seeks multiple opinions, and critically evaluates various solutions. Understands when additional information is needed and effectively uses technology (21st century literacies) to research.
- **Skilled Communicator:** Reads, writes, speaks, and listens effectively -- adapting to diverse audiences and settings.

- **Responsible Decision Maker:** Sets goals, develops action plans, and works hard. When faced with challenges and obstacles, is able to persist to achieve goal.

11.2 GRADUATION REQUIREMENTS

HISD requires a total of 26 credits to graduate. Classification as a 9th, 10th, 11th, or 12th grade student is determined by the number of credits earned.

9th Grade: 0 – 5.5 Credits
 10th Grade: 6 – 11.5 Credits
 11th Grade: 12 – 17.5 Credits
 12th Grade: 18 – 26+ Credits

For classes and requirements please see Ms. Blanchette (Registrar) or any of our Assistant Principals.

11.3 DROP OUT PREVENTION

The Office of Student Engagement has been created to focus and direct the district's dropout prevention and intervention programs and strategies. It facilitates a coordinated effort to improve the district's graduation rate, to reduce both district-wide and campus dropout rates, and to strengthen our dropout recovery initiatives.

High schools are responsible for their dropout population and must make diligent efforts to reclaim their dropouts by offering viable options for these students along with access to all services available to any student on the campus. Scarborough High School offers a Grad Lab program to facilitate students who qualify to retake courses or prepare for Retesting on the TAKS and EOC. Our grad lab is run and supported by a fully and highly qualified, certified teacher. Our assistant principals coordinate dropout prevention and recovery efforts for their cohort class, with the dropout team established by the principal.

All school personnel must make every effort to identify the reasons that students leave school. At withdrawal, parents are requested to sign indicating their intent to enroll their child in another school. This information is coded into the student software system as a leaver record, indicating the specific reason that student left the school. In the early fall, Technology runs a DOS Leaver Report for each school listing all students who were coded as leaving with the intent to enroll in another HISD school but who did not actually enroll in another HISD school. If these students' records are not corrected, they will be reported on PEIMS as dropouts.

School personnel should attempt to contact these students' families to determine their student's current school status. After several attempts to locate these students, referrals

should be made to the Dropout Prevention Specialist assigned to work with the school. Dropout specialists advocate for students to return to school and facilitate enrollment in alternative school, if necessary.

11.4 HONORS PROGRAMS

Advanced Placement Program

The Advanced Placement Program (AP) is a cooperative educational service provided by Scarborough High School and participating colleges and universities. The AP curriculum enhances specific honors coursework so that high school students can be exposed to college-level material and take advantage of the opportunity to demonstrate their mastery by taking the AP Exam for college credit. The AP Exam is not required, however, it is a significant aspect of the program that provides the students to learn a subject in a greater depth, demonstrating to colleges the willingness to undertake a challenging course.

Advanced Placement Grades

Students receive a one (1) point bonus for each grade earned in an AP course; An “A” equals five (5) grade points, a “B” equal for 4 grade points, etc. Once accepted into the AP/IB program, students must maintain a minimum semester grade of 80 to remain enrolled in the course.

Futures Academy

Scarborough High School Offers unique pathways that all earn students dual credit at local community colleges. Many students graduate from Scarborough High School not only have a High School diploma but they also have over 35 hours of college credit for free.

The School of Network Computer Systems Administration will prepare students for career opportunities that design, install and support computer networks. Students will graduate with an Associate’s Degree from the Houston Community college at the same time they are receiving their high school diploma.

What is Scarborough High School’s Futures Academy program?

The Futures Academy Program at Scarborough High School gives students the opportunity to earn an Associate of Applied Science degree while in high school – FOR FREE! While other High Schools offer only High School diplomas, Futures Academy

students graduate with an Associate's Degree and industry Certification. Scarborough High School graduates are ready to go into the workforce making over \$50,000 a year and/or enter college with 2 years already completed (valued at over \$30,000).

Benefits:

- Engaging project-based assignments
- Industry certifications embedded into the coursework
- An Associate's Degree earned by August after the senior year of high school

Possible career options:

- Computer systems analysis (annual salary: \$76,731)
- Network systems and data communications analysis (salary: \$69,035)
- Computer software engineer (annual salary: \$90,002)
- Network and computer systems administrator (annual salary: \$67,954)

11.5 TUTORING

Scarborough High School runs on a hybrid master schedule with 4 block periods of 90 minutes on an A / B rotation, and a 3rd period of 45 minutes that meets every day. This gives the students the opportunity to earn 9 credits per year and in some cases be able to graduate in three years. Most of the EOC classes have been double blocked with another "support" class. That way students that are struggling and in need of tutoring can be helped during first line of instruction.

It is expected that teachers give opportunities to students make up work and to have tutoring sessions either in the morning or the afternoon as needed. Schedules and times for tutoring will be addressed with department chairs and will be added to this handbook after our first SDMC meeting.

11.6 PARENT TEACHER CONFERENCES

Parent/Teacher conferences offer a major advantage over most written reports. Two-way communication generates more information that can be shared in a fifteen to thirty minute face-to face discussion. The parent can provide insights into the student's behavior. If the student is present for at least part of the conference, interpretations, which are often different, can be bridged and expectations can be communicated.

Please keep in mind the following when preparing and conducting parent conferences:

- Plan ahead the parent conference and be organized.
- A parent-teacher conference will be more effective if the teacher has spent time organizing for the meeting.
- Be sure that you have kept an adequate, current file of the student's work (tests, essays, projects) to review with the parent and student to support your statement of academic progress or deficiency.
- Make sure that your grade book is up-to-date and accurate.
- Make sure you have documented any disciplinary actions you have taken with the student, as well.
- Do not compare or talk about other students in the class.
- Keep the parent focused on their child's strengths and weaknesses.
- Be considerate and optimistic.
- Ask yourself, "How would I want this conference to go if we were discussing my child?"
- Document your conference (date, time, persons present, and topic) for future reference and accountability.
- Be prepared to work with parents to solve any problems.

11.7 SPARTAN HONOR CODE

We believe that as integral part of the community, we have an obligation not only to educate the students but also to foster a high level of ethical conduct. For that reason we will follow this Honor system.

The idea is to promote the following principles as inherent in the educational process;

- A student's work will be his/her own.
- A student's work can be trusted.
- The rights of each person and his/her property will be respected.

Therefore, we decided that:

1. Cheating, by any means or method, is a violation of the Honor Code.
2. Lying, forgery, and plagiarism are violations of the Honor Code.
3. Stealing and/or defacing property are violations of the Honor Code.

11.8 ZERO TOLERANCE / PURSUIT OF CRIMINAL CHARGES

The HISD Board of Education believes strongly that the school environment should be safe for all students and free of disruptions that interfere with the educational process. In response to this belief, the Board has developed a policy of Zero Tolerance which applies to all elementary, middle, and high schools.

All students who unlawfully possess a firearm, illegal knife, explosive, or any other dangerous object or weapon on school district property, school buses, and/or in attendance at district-related activities shall be recommended for expulsion. The Board further declares that the Code of Student Conduct be strictly applied.

In every case where students in middle or high school commit a criminal offense in violation of the Code of Student Conduct, the Education Code, or the Texas Penal Code, the school district will pursue charges, arrests, and removal to a juvenile detention facility or county jail.

11.9 DISCIPLINE

Teachers are responsible for the discipline management in their classroom. Good discipline begins with organized instruction. Meet your students at the door before the bell rings. Have an activity ready to go as the bell rings. Expect your students to be on time by beginning your interesting lesson promptly. The teacher should advise parents promptly when students persist in disruptive classroom activity. There are usually small changes or additions made to the Student Code of Conduct every year. Be sure you review the latest revisions.

Appropriate and effective student discipline is an absolute must if we are to maintain an educational atmosphere conducive to maximum educational achievement for all students. While we must always consider the rights and due process of all students, we must always also be aware that no individual should be allowed to interfere with the rights of others to have an effective educational climate.

Scarborough High School aims to have all students self-correcting their behavior by acknowledging that the misbehavior can and will interfere with one's academic goals. This can only be achieved through an approach that is consistent, fair and respectful of all parties involved. Scarborough High School is a ZERO SUSPENSIONS campus.

Referral Procedures:

Referrals are warranted if a student is a persistent behavior problem, despite documented attempts to correct them; or, if there is a serious infraction. Disciplinary referrals are official documentation of a student's misbehavior. All disciplinary referrals must follow the classroom discipline plan. It is very important to take the time to fill them out correctly. All referrals need to include the following:

- The student's name (one referral per student) and ID Number
- The date
- The class period

- Date and time and name of parent or guardian contact (previously and in regards to this situation)
- State the essential nature of the problem (remember that parents and other administrators may read the referral and is an auditable document so remain professional in your description of the issue)
- Documentation of actions taken by the teacher prior to the referral may include lunch detention, student conference, and parent phone call/conference.

Level I violations:

Examples of Level I violations as defined by the HISD Code of Student Conduct include but are not limited to: failure to bring required classroom materials or assigned work to class, horseplay, making excessive noise, violating campus dress codes, other acts that disrupt the classroom or interrupts the operation of the class, or violations of rules and procedures established by the teacher.

Students committing Level I violations will be addressed by the classroom teacher or teacher observing the behavior. Level I violations do not require administrative intervention or response. Students should be redirected using one or more of the following techniques:

- I. 100 %
Teachers work with the understanding that there is an acceptable percentage of students following direction: 100%. Anything less, and one's authority is subject to interpretation and situation. (Teach Like a Champion 2010)
- II. What to do
Directions and expectations should be relayed to students with language that is specific, concrete, sequential and observable. (Teach Like a Champion 2010)
- III. Strong Voice
When interacting with students where you are trying to establish control the use of a strong voice is characterized by five principles: Economy of language, Do not talk over, Do not engage, Square up/ Stand Still and Quiet Power. (Teach Like a Champion 2010)
- IV. No Warnings

Teachers should work with a goal taking action rather than acting emotionally. In order to avoid the trap of letting emotions control actions teachers should act or intervene early, reliably and in proportion to the misbehavior. (Teach Like a Champion 2010)

V. The Silent Response

A silent response strategy gives students room to solve their own problems. This strategy also provides a way of avoiding hasty, inappropriate responses. A teacher using this strategy reacts to an act of misbehavior by making a mental note only and considering later what, if any, action is appropriate.

VI. Honest "I" Statements

"I" statements can help teachers communicate honestly without generating defensiveness or guilt. Honest "I" statements also help teachers model a valuable interpersonal skill. The strategy calls for the teacher to talk honestly about personal needs and feelings, making "I" statements, avoiding comments about what "you" did or "you" said. This approach is especially useful when upsetting feelings emerge.

VII. Parent contact

Teachers will make contact with the parents to arrange for a conference to address student misbehavior. Documentation of parent contact/parent conference is required using Scarborough High School's Parent Contact/conference Form.

Level II violations:

Examples of Level II violations as defined by the HISD Code of Student Conduct include but are not limited to, accessing materials and sites on the Internet that are deemed to be inappropriate by HISD, sending or forwarding inappropriate e-mail, including e-mail containing offensive language, untruthful statements, junk e-mail, chain letters, or jokes, leaving the classroom or school grounds without the permission of school personnel and other any other acts that interfere with the orderly educational process. Students committing Level II violations will be addressed by the classroom teacher or teacher observing the behavior and have an official referral submitted.

Procedures

Teachers observing Level II violations will address the behavior observed and redirect the student. The student will remain in the classroom or be allowed to continue their

normal routine. The teacher will fill out a referral being responsible for providing the student's name and ID number, date and time of infraction, description of the incident, and documentation of any prior action the teacher has taken and documentation of action taken at the time of the incident. The referral will be submitted no later than the end of the day the incident occurred to the appropriate administrator's office. Students will not deliver referrals to the office. Level II violations should not require an administrator to escort the student to the office. Upon receipt of the referral, administrators call for the students within a 24 hour period. Administrators will contact the teacher who filled out the referral, by email within 48 hours of receiving the referral detailing what occurred in the meeting and what actions or next steps have been put in place.

Level III violations:

Examples of Level III violations as defined by the HISD Code of Student Conduct include but are not limited to, fighting, gambling, misdemeanor stealing/theft in an amount under \$750, chronic cutting class or skipping school, possession of a knife, smoking, using, or possessing tobacco, tobacco products, or e-cigarettes, interfering with school authorities, aggressive, disruptive action or group demonstration, failure to comply with reasonable requests of school personnel and/or defiance of the authority of school personnel, and changing school records or documents or signing a parent's name on school documents.

Procedures

Teachers observing Level III violations will address the behavior observed and redirect the student. Level III violations may warrant a request for an administrator to escort the student from the area of the infraction. Use your best professional judgment with a focus on the health and safety of all parties when making the decision to call an administrator. Referrals for Level III violations are required and depending on the situation may be filled out by an administrator or by the teacher at the request of an administrator. Discipline referrals are official documentation that may be read by students, parents and other school officials and as such should be written in a professional manner. Teachers filling out a referral will be responsible for providing the student's name and ID number, date and time of infraction, description of the incident, documentation of any prior action the teacher has taken and documentation of action taken at the time of the incident. The referral will be submitted no later than the end of the day the incident occurred to the appropriate administrator's office. Students will not deliver referrals to the office. Upon receipt of the referral, administrators will call for the students within a 24 hour period. Administrators will contact the teacher who filled out the referral, by email within 48 hours of receiving the referral detailing what occurred in the meeting and what actions or next steps have been put in place.

Level IV and V violations:

Level IV and V violations as defined by the HISD Code of Student Conduct include but are not limited to, felony conduct, assault, selling, giving, delivering to another person, possessing, using, or being under the influence of marijuana, a controlled drug, or other controlled substances, possessing, using, or being under the influence of alcohol or selling, giving, or delivering an alcoholic beverage to another person.

Procedures

Level IV and V violations warrant a request for an administrator and most often will also involve HISD police. Teachers observing Level IV and V violations will address the behavior observed and redirect the student with the safety and health of all parties involved as one's primary concern and request an administrator and police officer. Referrals for Level IV and V violations are required and depending on the situation may be filled out by an administrator or by the teacher at the request of an administrator. Discipline referrals are official documentation that may be read by students, parents and other school officials and as such should be written in a professional manner. Teachers filling out a referral will be responsible for providing the student's name and ID number, date and time of infraction, description of the incident, documentation of any prior action the teacher has taken and documentation of action taken at the time of the incident. The referral will be submitted no later than the end of the day the incident occurred to the appropriate administrator's office. Students will not deliver referrals to the office. Upon receipt of the referral, administrators call for the students within a 24 hour period. Administrators will contact the teacher who filled out the referral, by email within 48 hours of receiving the referral, detailing what occurred in the meeting and what actions or next steps have been put in place.

11.10 ISS POLICIES AND PROCEDURES

Section 1: The Purpose of S.S.C (Student Success Center) and Roles of the Teaching Staff

- Every student has the right to learn by law.
- Because of this law, Scarborough High School requires its classrooms and all school-related activities to be conducted in an orderly manner, so teachers and aides can teach their lessons, and students can be properly educated in a healthy, safe, inspirational environment.
- When students **choose** to misbehave, they disrupt the learning environment, and as a result, deny other students their right to learn.

- In order to obey the law and preserve the learning environment and rights of the students who choose to behave and want to learn, teachers are required to report all misbehavior to the principals.
- At a certain point, principals are then required to meet with the misbehaving students who break the school rules, and assign them to corrective behaviors interventions- just as they are required to meet with and reward those students who choose to obey the rules and participate in the learning process.
- The S.S.C teacher is then required to carry out the of the corrective behavior interventions that are determined by the principals.
- Freedom to learn in a classroom is a privilege, and behavior is a choice.
- All principals, teachers, and aides wish to see their students learning in their classrooms.
- However, when students choose to misbehave, they disrupt the learning environment, and as a result, deny other students their constitutional rights to learn.
- In order to preserve the learning environment and constitutional rights of the students who choose to behave and want to learn, the school is required to take corrective action against the misbehaving students, and use disciplinary measures, such as in-school suspension.
- Hopefully, the students who are reading these rules, after the completion of their S.S.C assignment, will choose to behave properly in the school, learn from their experience, and never have to do this corrective behavior again.
- The S.S.C teacher does not judge, and cannot lessen the punishment given. However, the S.S.C teacher can recommend additional corrective behavior intervention time to the principals for students who are uncooperative in the S.S.C center.
- Once a student has been assigned to S.S.C, the regular teachers will be notified, and are required to send the student's class work to the S.S.C center.

Section 2: S.S.C Student Rules and Regulations:

- Upon arriving at school, all students must immediately report to the S.S.C room, where the S.S.C teacher will assign them a numbered desk, which they will be required to sit at.
- All materials needed (i.e. paper, pens, pencils) should be brought to the S.S.C room when the student reports.
- Students may not talk to anyone or make noises while in the hallway, or while in the S.S.C room.
- Students are not permitted to sleep or rest their heads on their desks, and may not leave their desks without raising their hand and getting permission from the S.S.C teacher.
- All students are required to keep their desks clean and neat.

- Writing on any part of the desk is strictly prohibited; additional corrective behavior interventions will be given for these acts.
- Students may not communicate with other students in the S.S.C center. This includes talking, writing notes, using electronic forms of communication, and using sign language to or with other students.
- Students will be permitted to use the restroom twice a day- once in the morning and once in the afternoon after lunch.
- Emergency restroom use will be considered on an individual basis; abuse of restroom privileges may result in loss of that privilege, and additional punishment.
- The S.S.C teacher will communicate with the cafeteria personnel to place an order for the number of lunches needed for the day. The students will pick up their lunches in the cafeteria, and return back to the S.S.C room. The students will consume their food at their desks.
- Eating non-lunch food items are not permitted in the S.S.C center.
- Students may not purchase drinks or snacks from the machines on school grounds before, during, or after S.S.C
- Students are required to be continually working in the S.S.C center.
- First, the Personality Survey/Decision Essay must be completed. Second, a behavior modification PowerPoint will be done. Then any additional S.S.C assignments must be completed.
- The additional S.S.C assignments may include one or more of the following: questionnaires, essays, work packets, character education assignments and apology letters. Students may be also asked to complete community service work as well.
- Only when all of the students' introductory S.S.C work has been completed, collected, and approved by the S.S.C teacher, will the students receive the class work assigned by their teachers.
- While the S.S.C teacher can give limited assistance to students having difficulty with work, lessons will not be taught in the S.S.C room.
- Students may not take any writing assignments, or class work home with them during their S.S.C sentence, unless given permission by the S.S.C teacher.
- Students **MUST** serve their entire assigned corrective behavior intervention time. For example, if a student is sentenced to three days of S.S.C, he or she must stay in the S.S.C room until the end of school of the third in-school suspension day served.
- If a student is not finished with all of his or her work, usually, the student must serve additional S.S.C time until the work is completed.
- For students who finish their work, but still have S.S.C time to serve, additional assignments including a book, which will be educational in nature, will be given to the students to complete.

- While the students' teachers may or may not accept the students extra assignments, the student **MUST** properly complete those additional assignments before being released from the S.S.C room.

Section 4: Dismissal Procedures:

- Those students who must return to the S.S.C room the next school day should leave all their school work and books at their desks.
- Students who are being released at the end of the school day must take all of their possessions with them.
- At the end of the school day students will be escorted to the exit by the S.S.C teacher.
- All students who have S.S.C (including those who finished their final day in S.S.C) **may not re-enter the building** after being dismissed. **Re-entering the building without permission can result in additional disciplinary action.**
- Students in S.S.C are not permitted to take part in or be a spectator at any extracurricular activities during their in-school suspension (these activities include sports practices, dances, sporting events, assemblies, and plays). This ban from extra-curricular activities includes the afternoon, evening, or night of the final day that the S.S.C sentence is served.

Section 5: Student Consequences for Misbehavior

- Misbehavior in the S.S.C center will NOT be tolerated.
- If warnings (or a warning , depending on the circumstances) for misbehavior are issued, and the student continues to misbehave, as soon as possible, **the S.S.C teacher will make a call home to report the misbehavior to the student's parents or guardians.**
- If the student continues to misbehave, an administrator will be contacted.
- The principals will then determine what additional corrective behavior interventions the student will receive, which could be one or more of the following: calling home, additional writing assignments, detentions, additional time added on to the student's in-school suspension sentence, or out-of-school suspension.
- Freedom to learn in a classroom is a privilege, and behavior is a **choice**.

11.11 HISD CODE OF STUDENT CONDUCT

Each teacher establishes the rules for the classroom and for school-related activities. Behavior can be successfully managed by the classroom teacher. The teacher may use any of the disciplinary options listed below in maintaining classroom discipline for Level 1 Acts of misconduct.

Level 1 Behavior:

- Violations of rules or procedures established by the teacher.
- Refusal to participate in classroom activities.
- Unexcused tardiness to class.
- Failure to bring required classroom materials or assigned work to class.
- General misbehavior, such as eating in class, horseplay, making excessive noise, or violating campus dress codes.
- Excessive talking or getting out of their seat without permission.
- Failure to deliver or return written communications between home and school.

Disciplinary Options/Responses:

- Oral correction
- Teacher-student conference
- Parent contact: note or telephone call to parent
- Student-counselor conference
- Detention (maintained by teacher) before or after school.
- Other appropriate in-class discipline actions.

Procedures:

1. A record of the offenses and disciplinary actions should be maintained by the teacher.
2. The teacher should discuss the misbehavior with the parent/guardian.
3. Level I behavior violations and Discipline Options/Responses are not limited to those provided.
4. Teachers who refer a student to an Assistant Principal for repeated misconduct must have made parent contact prior to the referral. Serious misconduct must be reflected in the student's conduct grade, never in the academic grade.

A written discipline referral form is to be completed by the teacher and submitted to the appropriate Assistant Principal for repeated or serious misconduct. The form must be complete with all pertinent data before submitting to the administrator. There should be specific dates, etc. indicating the required action the teacher has previously taken in the matter. A copy of the form will be sent home to the parent.

All faculty/staff are responsible for enforcement of other rules/regulations established by the principal as deemed necessary in maintaining the safety and best interest of the school.

In an **emergency**, a teacher may press the call button in the classroom to request assistance from the main office.

Our campus is served daily by a uniformed HISD officer Mr. Alberto Baray. .

It is highly desirable that students cultivate a positive attitude toward good conduct. A good citizen is one who not only tries to keep out of difficulty, but also strives to be generally helpful as a member of the school population.

11.12 TRUANCY

Students become truant after three (3) unexcused absence. These absences need not be concurrent.

All teachers should email the respective assistant principal any time a student has missed 3 or more days in their class without an excuse note. The truancy report is generated from 2nd period absences. If the student is missing from any other class, the teacher is a vital link in communication between the classroom and the truancy office.

11.13 TARDIES

When is a Student Tardy?

Tardiness is defined as arriving to class after the tardy bell rings without an approved permit. For all classes with 90 minutes periods, students arriving after the first 33 minutes of the class will be counted absent, not tardy. In classes with 45 minutes 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 passes, 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 period must report to the attendance office where the student will be asked the reason for the tardy and issued a pass to class.

Penalties for Tardiness

Teachers who notice a student in one of their classes with excessive tardies or absences will be proactive and

1. Will meet and talk to the student
2. Will contact the student's parents at the first signs of excessive (over 5) tardies or absences and (3)
3. Will notify the appropriate assistant principal of their concerns.

11.14 STUDENT ABSENCES

Notes for Student 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 will not accept absence notes directly from students and will direct those students to the Attendance Office.

Excused Absences (students):

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 (Only authorized by principal)
- Required (Subpoenaed) Court Appearance

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.

The attendance clerk will run a report each day before 1st lunch and before last period detailing all students missing any period in that time frame. When a student misses a single class, within a few hours of the infraction (that same day) the student's parents will receive a phone call (and, if available, an e-mail) informing them of the absence. The attendance clerk and others making these calls will fill out a parent contact form documenting the contact. At the end of each day, the attendance clerk will provide each assistant principal with a list of all students they are working with who were absent (unexcused or no contact made). Within 36 hours of the absence the assistant principal will meet with the student to inquire about the absence. Every unexcused absence results in restorative justice measure, after-school detention, or in school suspension. Parents of students missing during ADA period will be notified by automated call out system.

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.

Extracurricular Absences:

A student is allowed five absences during each semester for participation in school extracurricular 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.

Attendance Committee

The attendance committee, which will include an administrator will meet weekly to review student absences both ADA and period. Attendance clerks will also generate a weekly report detailing absences of all students for committee. Students that have 3 unexcused absences will be called to meet the committee to discuss attendance and be presented with an attendance contract at that time. Parents will be notified of the meetings findings within 36 hours. Committee will be responsible for the mailing loss of credit letter warning letter for those students missing 3 days. Committee will be responsible for mailing loss of credit letter for those students missing 10 or more days.

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.

11.15 CREDIT APPEALS

Students with excessive absences may be denied credit for the course in which they have the absences. Even if they pass the class, they will not earn any credit towards their GPA or graduation. Those students who have earned a passing grade, may follow the credit appeal/recovery process outlined below.

Students with 5 or more unexcused absences in any course will have credit for the class withheld and an "NG" will appear on the report card.

In order for Credit appeal/recovery students must:

1. Pick up Credit Appeal form from their grade level Assistant Principal.
2. Each Credit Appeal form must be completed in its entirety with all information requested attached.
3. No more than 3 (TOTAL) notes from parents will be accepted. Other notes must be from doctors or legal entities.
4. No credit will be restored for a class where the student received a failing grade.
5. Students must sign up with the attendance clerk for a copy of your Attendance Record. This will take one day to process and may be picked up the following day.

6. Return completed Credit Appeal form and all required documentation to your grade level Assistant Principal no later than the announced date.
7. Meet with Attendance committee to review assigned hours and instructions for Credit Validation Sheet.
8. Complete ALL assigned hours.
9. After completing all assigned hours within the deadline, return the signed Credit Validation Sheet to their grade level Assistant Principal no later than 5 days after the hours are completed.
10. Credit restoration options for **denied** credit appeals are as follows:
 - a. Grad Lab
 - b. After School Credit Recovery Program
 - c. Repeating the course
 - d. Summer school

11.16 STUDENT DRESS CODE

This code establishes the minimum standard of dress. In order to maintain the proper student attire and educational spirit, students must show proper attention to personal cleanliness, health, safety, neatness of appearance, and suitability of clothing for school activities. Clothing may not be inappropriately revealing or excessively tight, or excessively baggy. Students must dress in a presentable manner that is not distracting or disruptive to their classmates or to their instructors. Be consistent helping students follow dress code rules. Emphasize the rules in the beginning of the year to help students understand what is expected.

1. Dress code allows for **only**:
 - a. Shirts with sleeves
 - b. Pants
 - c. Shorts / Capris - knee length or longer
2. **No** halter top, spaghetti strap, or strapless style garments will be allowed. **Shirts may not be worn "off the shoulder".**
3. **Jeans that are cut or have holes in them may not be worn.**
4. **Leggings or spandex tights may not be worn at any time.**
5. Appropriate undergarments **must** be worn at all times.
6. Students are **not** permitted to wear see-through clothing or have midriffs exposed at any time.
7. Extremely baggy or "**saggy**" style of clothing is prohibited. Students need to wear pants at the waistline.
8. Undergarments should not be visible.
9. Clothing normally considered, as undergarments (muscle shirts and tank tops) are **not** permitted to be worn as shirts.

10. Shoes must be worn at all times. No Flip-Flops, open-toed shoes, or house shoes.
11. Hats, visors, wave caps, scarves, bandanas, and sweatbands are **not** to be worn in the building; if these items are worn in the building, then they shall be turned over to the administration.
12. Body piercing deemed inappropriate and distracting or potentially distracting by school administration will not be allowed.
13. Clothing, including shoes or boots and socks that depicts images of or references illegal, inappropriate or prohibited substances, activities or behavior are not allowed.
14. Jewelry or grooming styles, tattoos, hair carvings and accessories that depict images of or references illegal, inappropriate or prohibited substances, activities or behavior are not allowed.
15. Any clothing, accessories, symbols, jewelry, or other paraphernalia, which depicts or suggests association with a gang shall **not** be worn or brought to school. Rosaries must be worn inside the shirt and must not be visible.
16. No pocket or wallet chains are allowed.
17. Spikes or sharp objects worn as accessories or clothing may **NOT** be worn.
18. All students must wear their current Scarborough High School student ID at all times around their neck using a lanyard.

Students not in compliance with the standardized dress code will be subject to disciplinary action (S.S.C 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.

Teachers who see a student that is inappropriately dressed should write a referral to the appropriate administrator and send the student to the office for correction of the dress code or consequences. In most cases if the student can fix the issue, he or she will be allowed to return to class.

11.17 ELECTRONIC EQUIPMENT/CELL PHONES

Headphones, headsets, iPod, iPad, Cell phones or any other type of personal electronic equipment are permitted on campus before and after school, during passing periods, and during lunch time in all common areas, unless they are disruptive to the educational environment as determined by the administration of the school.

During class time the teachers have full autonomy to determine the use of cell phones as explained below:

Electronic devices WILL NOT BE USED IN CLASS TODAY. Your electronic devices should be silenced and out of sight.

Electronic devices WILL BE USED IN CLASS TODAY, but they should be SILENCED AND OUT OF SIGHT until I ask you to take them out.

Electronic devices WILL BE USED IN CLASS TODAY. Devices are allowed while you are completing the assignments.

If students do not follow the policy determined by the teacher during class, cell phones will be confiscated and a \$15.00 fee must be paid to get it back.

11.18 FREE AND REDUCED LUNCH APPLICATION FORM

All students should return the form for free/reduced lunch. They will have access to a healthy well balanced lunch. Please return them to Ms. Gabler in the Library.

Students who qualify for free/reduced lunch will get:

- SAT waiver
- PSAT waiver
- ACT waiver
- AP reduced fee
- Financial aid for college
- Certain need based scholarships

11.19 LUNCH RULES

Students should take full advantage of the lunch time. Lunch is a time to eat, socialize, get tutoring, and engage in club activities. Breakfast and lunch are to be eaten only in the cafeteria and courtyards.

Outside food and beverages are not allowed in the building without prior permission from an administrator, unless is food brought to school by the parents and checked in at the front office. Students may have water in its original container. Students must leave their area clean and place all trash in the proper place.

Students are not allowed on the 2nd floor during lunch except to attend tutorials as deemed by the teacher or club meetings.

11.20 STUDENT ID BADGE POLICY

The purpose of this policy is to increase the security of all students and faculty on the Scarborough High School campus. Ensuring safety and security for all staff and students is our top priority each and every day.

Student Identification Badges (ID'S) will be provided to every student. A student's ID badge authorizes a student to be on campus. **EVERY** student must wear their ID badge at all times while on school grounds. It is crucial that we are able to identify everyone on campus. Identification of staff and students is a safety issue and will not be compromised.

Following are the procedures that administrators and teachers will use to encourage our students who need assistance in complying with this Scarborough High School policy.

The benefits and reasons all students must wear their current year ID badge:

- 1) To be in class
- 2) To move between classes and the restroom
- 3) To receive breakfast and lunch
- 4) To borrow library books
- 5) To obtain early dismissal (seniors)
- 6) To participate in campus activities like pep rallies, assemblies, etc.

The following guidelines must be adhered to when wearing ID badges:

1. Each student will be issued one permanent school ID at the beginning of the school year at no cost. If that ID is lost, defaced or destroyed, the student must pay for a replacement. A defaced ID includes unauthorized stickers and/or writing on the front or back of an ID or altering the ID including the name, picture, barcode, etc.
2. Students must wear an undefaced ID on a lanyard above their waist while on campus during regular school hours. ID's cannot be worn on a shirt sleeve, pants, outside of pockets, under a coat/jacket or at the bottom of their shirt.
3. ID badges must be worn with the picture facing out.
4. Students will be allowed to purchase a temporary ID badge from 7:25 until the beginning of 1st period each morning without penalty in the discipline clerk's office.
5. Temporary ID's cost \$1.00. If only a lanyard is needed it costs \$1.00.
6. After the beginning of 1st period students will not be allowed to leave class to get an ID. Instead, the student must "order" a temporary ID badge by filling out a badge request form. The badge will be printed and delivered to the student's classroom along with an intent to pay slip by a student office worker.

7. Students are responsible for paying ID debt the following day – in the morning before 7:35, in between classes, during lunch, or in the morning or after school. They should never leave class to pay for an ID.
8. A list of current ID debts will be posted every Monday and placed in common areas. Additionally parents will receive a call and/or letter when the ID charges have not been paid after the fifth day.
9. A replacement permanent ID costs \$5.00 and must be purchased through the discipline clerk and must be paid at the time the replacement ID is purchased.

Consequences for Not Displaying/Possessing School ID

1st Violation-	Warning and a compliance letter to student
2nd Violation-	Warning, compliance letter and phone call to parent
3rd Violation-	ISS (In School Suspension) and call home by an Administrator (ISS Coordinator will insure students have badges and will personally escort them to have a badge made if needed)
4th Violation-	Violations will result in the assignment of multiple days of ISS or Out of School

Suspension (Administrators discretion).

Note: Refusing to provide access to your ID to an adult on campus is considered insubordination, and a level 2 infraction in the Houston Independent School District Code of Conduct.

11.21 20-20 RULE

Unless called by an Assistant Principal, students are not allowed to leave class the first 20 minutes or the last 20 minutes of the class period. This includes visits to the restroom, the clinic (non-emergencies only), counselor's office, front office, and any other non-instructional related errands.

11.22 STUDENT PARKING FORM 2016 - 2017

Student Parking Application School Year 2016-2017

Officials Use ONLY	
Space assigned:	_____
Date of Payment:	_____
Processed by:	_____

_____	_____	_____
Last Name	First Name	M.I.
Grade: _____ Assistant Principal: _____ Student's Driver's License #: _____		
Vehicle Make and Model: (Ford Explorer) _____		
Year: _____ Color: _____ License Plate #: _____		
Owner of vehicle (name on registration): _____		
_____		_____
Last Name		First Name
Vehicle owner's relationship to student: _____		
Ex. Father, Mother, Guardian		

Instructions: Please complete and return this application form accompanied by the documents listed below to the Assistant Principal Office. Copies will be made and originals will be returned to the student at the time of registration. Students will be issued parking permits that **MUST** be displayed by hanging from the rear view mirror. By submitting this complete application, **the student acknowledges and agrees to park only in authorized parking spaces and that any car parked in an unauthorized space may be towed at the owner's expense.**

The following documents must be shown at the time of the registration

1. **Student's valid Texas driver's license and Scarborough ID card**
2. **Proof of insurance** (The student's name and vehicle identified above must be indicated on the insurance card.)
3. **Current vehicle registration** (License plate renewal receipt). An auto Dealer's **bill of sale** may substituted if the car was purchased within the past 12 months.
4. **Parking Permit Fee \$20.00 (Cash Only)**

Rules of the Student Parking Lot: (How to Park Legally)

1. Student's must have a completed application on file in the Assistant Principals' Office and paid in full with Ms. Cavazos (Financial Clerk).
2. Obey all State Traffic Laws and School Policies.
3. Any violation may result in forfeiture of your parking rights on SHS property and off campus privileges removed. Parking fees will not be refunded. Remember that it is a privilege and convenience to park on campus not a right.

My signature on this form acknowledges that I understand the rules of the student parking lot and the consequences that I will face if I do not follow these rules.

Student Signature _____ Date _____