



DeBakey HSHP Student Handbook

Goudeau, Analisa N

School Year 2019-2020

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Michael E. DeBakey High School for Health Professions

Student and Parent Handbook

“Success comes from knowing that you did your best to become the
best that you are capable of becoming.” John Wooden

School Year
2019-2020

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Message from the Principal

Dear Student:

Welcome to Michael E. DeBakey High School for Health Professions. This handbook was developed to make your experience at DeBakey HSHP successful. It should answer many of the questions you may have about the school and how it operates. If you do not find the answer to a question, ask someone – your homeroom teacher, your counselor, an administrator, or any other staff member. We are committed to excellence and your success. We will provide you that opportunity. Join us!

Best wishes for a rewarding year at DeBakey High School for Health Professions!

Sincerely,

Agnes Perry

Principal

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 education or employment programs and activities.

STATEMENT OF PHILOSOPHY

The DeBakey High School for Health Professions (DHSHP) has an open administration that encourages students to voice their comments and suggestions concerning ways to improve the school's academic and social environment. You may voice your concerns through your student representative on the Shared Decision-Making Committee (SDMC). You may also make an appointment to speak with the administration or your counselor.

The faculty, staff, and administration are committed to high student achievement and academic excellence. There are many wonderful opportunities available at DHSHP. Take advantage of them. It is up to you!

This handbook serves as a guide for keeping students and parents informed regarding the policies and procedures of the Michael E. DeBakey High School for Health Professions. In those matters not specifically detailed in this document, administrative discretion will determine policy.

SCHOOL MISSION

To provide a challenging, well-balanced college preparatory program which focuses on educational experiences in science and the health professions and furthers an understanding and appreciation of our diverse community.

SCHOOL HISTORY

Houston's High School for Health Professions (HSHP) was established in 1972 as a partnership between the Houston Independent School District (HISD) and the Baylor College of Medicine (BCM). The first school of its kind in the nation, HSHP's purpose has not changed since its inception: to increase opportunities for all students to access careers in medicine, science, and the health professions. In the fall of 1996, the HISD Board of Education honored Dr. Michael E. DeBakey by naming HSHP after him. DeBakey HSHP has grown from 45 students attending classes in Baylor facilities to an enrollment of 850 students (2016) attending classes in a newly built facility located in the heart of the Texas Medical Center. The current DeBakey facility is a 194,000 square foot five story building built at a cost of approximately \$67 million dollars.

DHSHP is acknowledged as one of the strongest public college preparatory high schools in the nation. That distinction is evidenced by the heavy demand each year for the applications from the HISD eighth graders that wish to attend the school. Over 1,000 students apply for admission to the school annually. Students are selected based upon a matrix and lottery. The matrix takes under consideration academic grades and testing in math and reading. Students who are qualified are entered in a lottery to determine who is offered a seat.

DHSHP has attracted students who are dedicated to their studies and have demonstrated academic achievement. The school consistently receives acknowledgement for maintaining the highest daily attendance of all HISD high schools. DHSHP also scored the highest in the district from 1991 through the present on state academic measures. In 1984, the school received the Outstanding Vocational Education Program Award from the U. S. department of Education, and since 1990, has received awards for academics and program excellence from the Texas Education Agency, Office of the Mayor of Houston (1994 and 1995), HISD, and the Texas Governor's Committee for Educational Excellence (1990).

DHSHP has been rated exemplary by the Texas Education Agency for more than 18 years. Moreover, student performance on the SAT and Advanced Placement tests ranks among the highest in the nation.

In 1998 and 2018, DHSHP was designated as a United States Department of Education Blue Ribbon School, one of only 166 schools to receive the honor. The fall of 1998 brought the school yet another honor, becoming one of only seven schools in the nation to be named a New American High School by the United States Department of Education. Again, in 2003, the U.S. Department of Education awarded DHSHP the first "No Child Left Behind" Blue Ribbon School title. In 2004, the National Association of Secondary School

Principals recognized DHSHP as a 'Breakthrough High School', and the International Center for Leadership Education recognized DHSHP as a 'National Model School'. DHSHP has been listed on the Texas Honor Roll and has received recognition as the Top STEM and Top High School in the greater Houston Area by Children at Risk (2014 – 2019). This year, 2018 – 2019, the school was recognized by Houston ISD as a Gold Certified Family Friendly School and was also named a U.S. News Best High School.

Each year, the DHSP graduating class receives several million dollars in scholarship offers. A list of the most recent scholarship offers follows: 2009 (\$9,495,244), 2010 (\$25,250,434), 2011 (\$18,166,177), 2012 (\$30,803,447), 2013 (\$32,694,160), 2014 (\$20,036,303), 2016 (\$17,646,467), 2019 (\$21, 367, 934).

It is important to note that DHSHP has served as a model, and that its administrators and faculty have assisted other schools and school districts across the nation to establish similar programs. In Texas, DHSHP has sister campuses in the Lower Rio Grande Valley (Mercedes, Texas), in Corpus Christi, and in Laredo. Internationally, DHSHP at Qatar opened in August, 2008. All schools share a common vision and curricular philosophy, and it is anticipated that DHSHP and other similar schools established after it, will continue to positively impact the education career aspirations of students throughout the nation and around the world.

Contact Us

(713) 741-2410

<http://hs.houstonisd.org/debakeyhs>

Section 1: Faculty and Administration, Important Dates, Bell Schedules

FACULTY

Department	Name	Room	Name	Room
Mathematics	Blagg, Matthew	414	Tapia, Christina	229
	DeLeon, Maria	333	Tseng, Jen-Te	418
	Jafferli, Anita	228	Zhang, Yuxia	317
	Nguyen, Goretti	316		
	Stigant, David	314		
English	Alter, Steffanie	206	Pike, Madison	207
	Franz, Diane	217	Varghese, Rohini	214
	Hayes, Mary	216	Zhang, Qian	208
	Ostrovsky, Maxim	329		
Science	Adam, Dina	411	Richter, Lizabeth	312
	Guillory, Josephine	211	Saikin, Christopher	311
	Hoyer, Carla	413	Sakar, Selma	412
	Li, Hongyan	334	Maharaj, Marla	313
	Magampon, Maria	213		
Social Studies	Boldman, Garth	428	Silva, J. Michael	408
	Briones, Lenny	308	Sutton, Jeremy	307
	Christen, Audrey	306		
	Forswall, Emily	407		
	Penny, Elizabeth	406		
Health Science (CTE)	Bielamowicz, Marie	323	Magana, Derdim	332
	Dunlap, Mari	424	Ramirez-McBride, Tatiana	423
	Dupre, Monicita	434	Robinson, Karen	326
	Jackson, Regina	324	Sundrani, Zahra	234
	Lasanta, Rene	223	Whitham, Gary	426
LOTE	Boyd, Edna	236	Leon, Laurie	233
	Castro, Ilba	232	Medina, Luis	231
Fine Arts	Boneau, Julie (Theater)	518	Khan, Neda (Art)	506
	Jung, Carlos (Orchestra)	507		
Physical Education	Matranga, Bridget	Gym	Villatoro, Elmer	Gym
Gymnastics	Peters, Gary	Gym		

ADMINISTRATION

Title	Name	Room
Principal	Agnes Perry	
Assistant Principal (9 th – 10 th)	Raul Saldivar	302
Assistant Principal (11 th – 12 th)	Analisa Goudeau	402
Dean of Instruction	Bernice Shargey	202
Teacher Specialist	Sandra Rodriguez	122
School Secretary	Priscilla Peña	113
Magnet Coordinator	Jarrod Thornhill	109
Magnet Clerk	Laura Rodriguez	107
Attendance Clerk	Patricia Perez	103
Office Clerk	Kayla Fields-Goldsmith	102
Nurse	Parvin Ali	118
Registrar	Shannon Niaves	123
Counselor (A-L)	Virginia Hayward	126
Counselor (M-Z)	Claudia Arizmendy	126
SIR Clerk	Mechelle Whiting	117
Librarian	Elizabeth Eastman	Library (2 nd Floor)
Technologist	Ivan Rivas	143
Financial Clerk	Barbara Proctor	114
Police Officer	Reginald Washington	104
Plant Operator	Belinda Castille	
Food Service Manager	Leticia Martinez	160

LOCAL TESTING (DeBakey Campus)

Test	Date	Test	Date
Fall Testing		Spring Testing	
ASVAB (11 th)	08/29/2019	Spring Finals (A1 and A2) 12 th Grade	05/19/2020
PSAT (11 th , 10 th , and 9 th)	10/16/2019	Spring Finals (A3 and A4) 12 th Grade	05/20/2020
Fall Final Exams (A1 and A2)	12/16/2019	Spring Finals (B1 and B2) 12 th Grade	05/21/2020
Fall Final Exams (A3 and A4)	12/17/2019	Spring Finals (B3 and B4) 12 th Grade	05/22/2020
Fall Final Exams (B1 and B2)	12/18/2019	Spring Finals (A1 and A2) 11 th , 10 th , 9 th	05/26/2020
Fall Final Exams (B3 and B4)	12/19/2019	Spring Finals (A3 and A4) 11 th , 10 th , 9 th	05/27/2020
STAAR Testing		Spring Finals (B1 and B2) 11 th , 10 th , 9 th	05/28/2020
STAAR English 1 EOC	04/07/2020	Spring Finals (B3 and B4) 11 th , 10 th , 9 th	05/29/2020
STAAR English 2 EOC	04/08/2020		
STAAR Biology			
STAAR Algebra 1			
STAAR U.S. History			
AP Testing			
AP 2D/3D Art and Design	05/08/2020		
AP Biology	05/11/2020		
AP Calculus AB	05/05/2020		
AP Calculus BC	05/05/2020		
AP Chemistry	05/07/2020		
AP Chinese	05/11/2020		
AP Comparative Government	05/14/2020		
AP Computer Science A	05/08/2020		
AP Computer Science Principles	05/15/2020		
AP English Language	05/13/2020		
AP English Literature	05/06/2020		
AP Environmental Science	05/11/2020		
AP European History	05/06/2020		
AP Government	05/04/2020		
AP Human Geography	05/05/2020		
AP Macro-Economics	05/14/2020		
AP Micro-Economics	05/13/2020		
AP Physics 1	05/07/2020		
AP Physics 2	05/06/2020		
AP Physics C	05/04/2020		
AP Psychology	05/12/2020		
AP Spanish Language	05/12/2020		
AP Spanish Literature	05/07/2020		
AP Statistics	05/15/2020		
AP U.S. History	05/08/2020		
AP World History	05/14/2020		

GUIDANCE CALENDAR

Date	Day	Event	Time
8/29/2019	Thursday	ASVAB	8 AM
9/5/2019	Thursday	12th Grade Student/Parent Forum	6 PM
9/12/2019	Thursday	9 th Grade Student/Parent Forum	6 PM
9/19/2019	Thursday	10 th Grade Student/Parent Forum	6 PM
9/26/2019	Thursday	Financial Aid Workshop (12 th Grade)	6 PM
10/3/2019	Thursday	College Night (9 th -12 th)	5:30 PM – 7:30 PM
10/10/2019	Thursday	11th Grade Student/Parent Forum	6 PM
10/16/2019	Wednesday	PSAT	8 AM
11/14/2019	Thursday	Financial Aid Seminar (9 th - 12 th)	6 PM
TBA	Multiple days	Texas Association for College Admissions Counseling Conference (Counselors will be off campus.)	8:00 a.m.
TBA	TBA	SAT (Juniors Only)	8:00 AM
4/27/2020	Monday	First College Choice Signing Day	11:40 a.m.

SCHOOL ACTIVITIES

Event	Date
Freshman Class Officer Elections	September, 2019
Fall Festival	October 25, 2019
Homecoming/Welcome Back Dance	October 25, 2019
Talent Show	November 22, 2019
Winter Ball	January 24, 2020
International Festival	February 21, 2020
Field Day	March 13, 2020
Senior Prom	April 18, 2020
Class Officer and Student Council Elections	April, 2020
Principal's Awards Ceremonies	May 18, 2020 - 9 th Grade 11 AM May 19, 2020 - 10 th Grade 11 AM May 20, 2020 - 11 th Grade 11:45 AM May 27, 2020 - 12 th Grade 9 AM

Regular Bell Schedule #1

Time	Activity
7:40 AM	End of Breakfast
7:45 AM	Teacher's on Duty
7:50 AM - 7:55 AM	Student's to 1 st Period
7:55 AM – 8:00 AM	Pledge/Announcements
8:00 AM – 9:30 AM	1A or 1B Period
9:30 AM – 9:35 AM	Passing
9:35 AM – 11:05 AM	2A or 2B Period & ADA Attendance (9:45 am)
11:05 AM – 11:10 AM	Passing
11:10 AM – 11:40 AM	A Lunch (11 th & 12 th) or A Homeroom/Tutorial/Study Hall
11:40 AM – 11:45 AM	Passing
11:45 AM – 12:15 PM	B Lunch (9 th & 10 th) or B Homeroom/Tutorial/Study Hall
12:15 PM – 12:20 PM	Passing
12:20 PM – 1:50 PM	3A or 3B Period
1:50 PM – 1:55 PM	Passing
1:55 PM – 3:25 PM	4A or 4B Period
3:30 PM	Teacher's off Duty

Revised: 8/29/18

Special Activity Bell Schedule # 2

Time	Activity
7:40 AM	End of Breakfast
7:45 AM	Teacher's on Duty
7:50 AM-7:55 AM	Student's to 1 st Period
7:55 AM – 8:00 AM	Pledge/Announcements
8:00 AM – 9:15 AM	1A or 1B Period
9:15 AM – 9:20 AM	Passing
9:20 AM – 10:35 AM	2A or 2B Period & ADA Attendance (9:45 am)
10:35 AM – 10:40 AM	Passing Homeroom (drop off backpacks & lunches; proceed to Gym)
10:40 AM – 11:40 AM	A Lunch (11 th & 12 th) Performance # 1 (9 th & 10 th)
11:40 – 11:45 PM	Passing
11:45 AM – 12:45 PM	B Lunch (9 th & 10 th) Performance # 2 (11 th & 12 th)
12:45 PM – 12:50 PM	Passing
12:50 PM – 2:05 PM	3A or 3B Period
2:05 PM – 2:10 PM	Passing
2:10 PM – 3:25 PM	4A or 4B Period
3:30 PM	Teacher's off Duty

Revised: 8/29/18

Open House Bell Schedule # 3

Time	Activity
6:00 PM – 6:15 PM	Greetings
6:15 PM – 6:20 PM	Passing
6:20 PM – 6:30 PM	1A Period
6:30 PM – 6:35 PM	Passing
6:35 PM – 6:45 PM	2A Period
6:45 PM – 6:50 PM	Passing
6:50 PM – 7:00 PM	3A Period
7:00 PM – 7:05 PM	Passing
7:05 PM – 7:15 PM	4A Period
7:15 PM – 7:20 PM	Passing
7:20 PM – 7:30 PM	1B Period
7:30 PM – 7:35 PM	Passing
7:35 PM – 7:45 PM	2B Period
7:45 PM – 7:50 PM	Passing
7:50 PM – 8:00 PM	3B Period
8:00 PM – 8:05 PM	Passing
8:05 PM – 8:15 PM	4B Period

Revised: 8/29/18

All Periods A/B Day Schedule # 4

First Day – Fall Semester

Time	Activity
7:40 AM	End of Breakfast
7:45 AM	Teacher's on Duty
7:50 AM-7:55 AM	Homeroom/Pick up Schedule
7:55 AM – 8:00 AM	Pledge/Announcements
8:00 AM – 8:40 AM	1A Period
8:40 AM – 8:45 AM	Passing
8:45 AM – 9:35 AM	2A Period (10 extra minutes for color-coded cards)
9:35 AM – 9:40 AM	Passing
9:40 AM – 10:20 AM	3A Period & ADA Attendance (9:45 am)
10:20 AM – 10:25 AM	Passing
10:25 AM – 11:05 AM	4A Period
11:05 AM – 11:10 AM	Passing
11:10 AM – 11:50	1B Period
11:50 AM – 11:55 AM	Passing
11:55 AM – 12:30 PM	A Lunch (11 th & 12 th) Homeroom (9 th & 10 th)
12:30 PM – 12:35 PM	Passing
12:35 PM – 1:10 PM	B Lunch (9 th & 10 th) Homeroom (11 th & 12 th)
1:10 PM – 1:15 PM	Passing
1:15 PM – 1:55 PM	2B Period
1:55 PM – 2:00 PM	Passing
2:00 PM – 2:40 PM	3B Period
2:40 PM – 2:45 PM	Passing
2:45 PM – 3:25 PM	4B Period
3:30 PM	Teacher's off Duty

Revised: 8/29/18

All Periods A/B Day Schedule # 5

First Day – Spring Semester

Time	Activity
7:40 AM	End of Breakfast
7:45 AM	Teacher's on Duty
7:50 AM -7:55 AM	Homeroom/Pick up Schedule
7:55 AM – 8:00 AM	Pledge/Announcements
8:00 AM – 8:40 AM	1A Period
8:40 AM – 8:45 AM	Passing
8:45 AM – 9:25 AM	2A Period
9:25 AM – 9:30 AM	Passing
9:30 AM – 10:10 AM	3A Period & (ADA Attendance 9:45 am)
10:10 AM – 10:15 AM	Passing
10:15 AM – 10:55 AM	4A Period
10:55 AM – 11:00 AM	Passing
11:00 AM – 11:40 AM	1B Period
11:40 AM – 11:45 AM	Passing
11:45 AM – 12:25 PM	A (11 th & 12 th) Homeroom (9 th & 10 th)
12:25 PM – 12:30 PM	Passing
12:30 PM – 1:10 PM	B Lunch (9 th & 10 th) Homeroom (11 th & 12 th)
1:10 PM – 1:15 PM	Passing
1:15 PM – 1:55 PM	2B Period
1:55 PM – 2:00 PM	Passing
2:00 PM – 2:40 PM	3B Period
2:40 PM – 2:45 PM	Passing
2:45 PM – 3:25 PM	4B Period
3:30 PM	Teacher's off Duty

Revised: 8/29/18

Early Dismissal Bell Schedule # 6

Time	Activity
7:40 AM	End of Breakfast
7:45 AM	Teacher's on Duty
7:50 AM – 7:55 AM	Student's to 1 st Period
7:55 – 8:00 AM	Pledge/Announcements
8:00 AM – 9:00 AM	1A or 1B
9:00 AM – 9:05 AM	Passing
9:05 – 10:05 AM	2A or 2B Period & (ADA Attendance 9:45 am)
10:05 AM – 10:10 AM	Passing
10:10 AM – 11:10 AM	3A or 3B Period
11:10 AM – 11:15 AM	Passing
11:15 AM – 11:50 AM	A Lunch (11 th & 12 th) or 4A or 4B Period
11:50 – 11:55 AM	Passing
11:55 AM – 12:30 PM	B Lunch (9 th & 10 th) or 4A or 4B Period
12:30 PM – 12:35 PM	Passing
12:35 PM – 1:00 PM	4A or 4B Period – Dismissal
3:30 PM	Teacher's off Duty

Revised: 8/29/18

Final Exam Bell Schedule # 7

Time	Activity
7:40 AM	End of Breakfast
7:45 AM	Teacher's on Duty
7:50 AM-8:00 AM	Pledge/Announcements
8:00 AM – 10:00 AM	1 st Final 1A, 2A, 3A, & 4A & ADA Attendance (9:45 am)
10:00 AM – 10:10 AM	Passing
10:15 AM – 12:15 PM	2 nd Final 1B, 2B, 3B, & 4B Period Exams
12:15 PM – 12:40 PM	Lunch
12:40 PM	Bus Departs
3:30 PM	Teacher's off Duty

Revised: 8/29/18

SUMMER SCHOOL

Time	Activity
7:30 AM - 8:00 AM	End of Breakfast
8:00 AM – 9:30 AM	Session 1
9:30 AM – 9:35 AM	AM Break
9:35 AM – 11:05 AM	Session 2
11:05 AM – 11:35 AM	Lunch
11:35 AM – 11:40 AM	Passing
11:40 AM – 1:10 PM	Session 3
1:10 PM -1:15 PM	PM Break
1:15 PM – 2:45 PM	Session 4
2:45 PM – 2:50 PM	PM Break
2:50 PM – 3:30 PM	Session 5 & Dismissal

Revised: 8/29/18

Section 2: Academics and Attendance

ACADEMICS

Whole Course Credit (Composite Grading)

The TEKS for many courses include objectives covered throughout both semesters the course is offered. Whole course credit applies to all HISD two semester sequential high school courses (designated “A” and “B” including distance learning, original credit, credit recovery and summer school) and not to one semester courses. **Credit by Exam** (CBE) may not be considered for composite grading. Should a student fail one semester and pass the other semester of a two-semester course, the student will earn one whole credit if the average is a 70 for both semesters combined. A remainder of 0.5 will be rounded off to the next highest number, including 69.5 -69.9; thereby equaling a grade of 70. For example, (139 grade points = 69.5 which rounds up to 70. These rules apply to courses taken and completed in HISD only and may not be combined with courses taken out of district. Students moved from a Pre-AP, Pre IB, AP, or IB course into a corresponding regular course for the second semester will not receive quality points for either semester. If the student successfully completes the advanced course, the student retains the quality point if the grade is 70 or above.

Magnet Non-Renewal Procedure

All magnet transfers are for one year and may only be denied at the end of the year. Once a student has been accepted into the magnet program, the student and parent(s) will sign a copy of a district Magnet Entrance Agreement. This document defines a set of program expectations that the student must meet throughout the school year to be successful and remain in the magnet program.

Program Expectations for Grades 6-12

- Academics
 - Maintain an individual class average of 75 or higher in all core classes and an average of 80 or higher in all magnet classes (i.e., Health Science classes at DeBakey)
- Attendance
 - Maintain regular attendance in accordance with school and Magnet policy, School Guidelines, 2018-2019, “Magnet Entrance Agreement,” p. XVIII – 29.
 - Refrain from excessive tardiness in accordance with school and Magnet policy
 - Respect school rules concerning the timely drop-off and pick-up of students
- Behavior
 - Adhere to the HISD Student Code of Conduct and maintain a conduct grade of ‘S’ or higher
- General
 - Meet other expectations as defined by the individual program and relevant to that program
Magnet students may be exited from the Magnet program at the end of the school year, using the following mandatory procedures:

Failure to Meet Expectations

If the student fails to adhere to the expectations outlined in the entrance agreement or is not demonstrating success in the magnet program, the following steps should be taken to ensure placement in an educational environment that enables the student to be successful:

- Conduct a parent and student conference with the teacher(s) and Magnet coordinator regarding the student’s performance. Schools should document parental participation either through original signature or certified letter;

- Complete a “District Magnet Growth Plan” during the parent/student conference to help the student meet program expectations. Schools should document parental participation either through original signature or certified letter;
 - The District Magnet Growth Plan specifics will include:
 - Student’s responsibilities for improvement;
 - School personnel’s responsibilities for helping student to improve;
 - Parent’s responsibilities for helping the student to improve; and
 - Designated time for re-evaluation, which should not be less than one full grading period.

At the designated time for re-evaluation of the student’s progress, a review committee, made up of the teacher(s), parent, magnet coordinator and designated administrator, will determine if the student has met the requirements of the growth plan and will make one of the following recommendations for the student:

- **Goals Met:** Objectives and goals of the District Magnet Growth Plan have been met; therefore, continuation in the Magnet program is recommended.
- **Significant Progress Made:** Significant progress has been made, but goals and objectives have not been met; therefore, an extension or modifications are made to the District Magnet Growth Plan, including a designated time for re-evaluation School Guidelines, 2018 - 2019 HISD School Guidelines, “HISD Transfer procedures”, XVIII – 29.
- **Unsuccessful:** The goals of the intervention plan have not been successful. A decision is made to non-renew the student’s magnet transfer and return to the zoned school for the upcoming school year. (See FDB LOCAL.)

The final decision will be communicated in writing by the committee to the parent and documented through original signature or certified mail receipt.

If a magnet transfer student is placed in a DAEP or JJAEP, the student should be allowed to return to the transfer campus if the student meets DAEP or JJAEP exit requirements during the current school year, unless statute or board policy requires the permanent removal of the student from his/her school of choice.

Once a student has been granted a magnet school transfer under these guidelines, the transfer is automatically renewed unless the student moves out of district or the nonresident employee parent is no longer a Houston ISD employee, or the student has been exited from the program using the procedures previously described. The exception to this is Out of District students, whose parents must sign a transfer renewal document annually.

Should a student choose to leave the magnet program voluntarily before the end of the school year, he or she may return only to the zoned campus. A voluntary exit form must be completed by parent. The campus Principal reserves the right to non-renew a magnet transfer when requirements of the Magnet Entrance Agreement have not been met.

Tutorials

Tutorials are available before, during and after school. Every grading cycle, new tutorial rosters are posted. Depending on your performance, you will either be assigned to a tutorial or a study hall. Tutorials and study halls occur Tuesday, Wednesday, and Thursday, from 11:05 a.m. to 11:40 a.m. or from 11:45 a.m. to 12:20 p.m. The session you attend will depend upon your lunch schedule. Each Monday and Friday, during the same time-period, students will attend Homeroom.

If you are enrolled in Study Hall but would like to attend a tutorial session, ask the tutorial teacher for a permit, or complete a request for tutorial assignment at the dean's office, room 202. Show the permit to your Homeroom teacher. Your Homeroom teacher will dismiss you to the tutorial session.

Re-Take Policy

HISD guidelines state, "A student shall be allowed a reasonable opportunity to makeup or redo a class assignment or examination for which the student received a failing grade." What follows is DHSHP's implementation of that policy:

1. If a student receives a failing grade on a major test, he or she may request a re-take of that test. The request must be made in writing to the teacher during the class on the day that the student receives the graded test.
2. Departmental specific requirements identifying what constitutes a "major test" will be sent home by the individual department. Ask your student to show you all documents his or her teachers distribute. Re-takes are not allowed on common assessments or final exams.
3. The re-take grade will be the average of the two scores, the original and the re-take, unless the average is higher than a 70. If the average is higher than a 70, the grade will default to a 70. The highest grade a student can receive on the retake test is a 70.
4. The re-take must be completed within 2 to 5 school days after receiving the first graded test.
5. Re-take opportunities must be scheduled outside the regular class time. Before school, during lunch, and after school, Monday through Thursday, are options. Each department will develop a policy for monitoring the re-take process.

Advanced Placement and Pre-Advanced Placement Policy

Parents and or students may request enrollment in Pre-AP and AP courses. Students must have a 75 average, with no cycle grade or final exam grade below 75. Students must also have exemplary conduct (no more than two satisfactory grades and no Poor grades), and exemplary attendance (no unexcused absences).

All students enrolled in AP courses are encouraged to take all related exams. Teachers will closely monitor students to provide support for student success. Intervention strategies for additional support may include tutorials, guided study, parent conferences, and others as defined on a student-by-student basis.

If the student continues to have difficulty achieving success in grades 9-12 Pre-AP/AP courses, it may be requested by the teacher or the parent that they submit a request for Change of Level form. This must be done by the end of the second week of the first or fourth cycle or the student will continue in the Pre-AP class for the rest of the semester. At the senior level, an AP science course and AP calculus AB are mandatory. All seniors are required to take those courses and pass them to graduate with a DeBakey Health science diploma. Request for Level change is not applicable for AP Calculus AB or AP science.

Final Exams Exemptions 12th Grade Students

For second semester seniors to qualify for a final exam exemption in a course, they must meet ALL the following criteria:

1. Must have an 85 average or better for the course (i.e., the average of Cycle 4, Cycle 5 and Cycle 6 must be at least 85);
2. Must have an S or E conduct grade for each cycle (Cycle 4, Cycle 5 and Cycle 6);
3. Must have no more than 3 total absences (excuse and unexcused combined) for Cycle 4, Cycle 5 and Cycle 6 combined. This does not include extra-curricular absences for things like field lessons and HOSA

unless the student has exceeded the allowable five (5) extra-curricular absences at which time the sixth and subsequent extra-curricular absences will become unexcused according to HISD School Guidelines.

Final Exam Exemptions - 9th, 10th, or 11th Grade Students Enrolled in an Advanced Placement Course

For second semester students enrolled in an Advanced Placement course to qualify for a final exam exemption in that course, they must meet ALL the following criteria.

1. Take the scheduled Advanced Placement exam for that course;
2. Must have an 85 average or better for the course (i.e., the average of Cycle 4, Cycle 5 and Cycle 6 must be at least 85);
3. Must have an S or an E conduct grade for each cycle (Cycle 4, Cycle 5 and Cycle 6)
4. Must have no more than 3 total absences (excused and unexcused combined) for Cycle 4, Cycle 5 and Cycle 6 combined. This does not include extra-curricular absences for things like field lessons and HOSA unless the student has exceeded the allowable 5 extra-curricular absences at which time the 6th and subsequent extra-curricular absences will become unexcused according to HISD School Guidelines.

Students **CANNOT QUALIFY** for final exam exemptions in **ANY** of their classes if they receive an office conduct cut of 'P' or 'U' for any cycle (Cycle 4, Cycle 5 or Cycle 6) or if the sum of their period A2 and period B2 ADA absences combined (excused and unexcused) for Cycles 4, 5, and 6 combined is more than 3. **All exemptions are contingent upon fulfilling all academic and behavioral responsibilities through the last day of the school year.**

ATTENDANCE

Excellent attendance is required. Excessive absences in class will result in denial of credit. Students must be present at least 60 minutes of a 90-minute class period in order to be considered in attendance, unless participating in a field trip or other activity approved by the principal.

Attendance Clerk

The Attendance Clerk monitors absences. If a student is absent, the student's family will receive an automated call reminding them of the absence. A written note must be turned in to the Attendance Clerk no later than 3 days after the student returns. Failure to bring a note will result in an unexcused absence. If a student is absent for more than five (5) consecutive days, a note from a doctor must be submitted. A student will have six weeks to appeal excessive absences.

It is imperative that students sign in and out with the Attendance Clerk any time they are late or leave campus while classes are in session. A note from the parent stating why the student is late or the reason that the student must leave during the day must be given to the clerk in the morning. The clerk will confirm the information and give the student a permit.

Absentee Guidelines regarding Homeroom (Study Hall/Tutorials/Advocacy)

Homeroom/Study Hall/Tutorial period runs from 11:00 a.m. to 11:40 a.m. and from 11:45 a.m. to 12:20 p.m. Students must be present at least 23 minutes of a 35-minute period to be considered in attendance.

When a student accumulates four unexcused absences in Homeroom, Study Hall, or Tutorial for one semester, he or she will receive Poor (P) as an office conduct grade. The P will automatically become the student's conduct average unless Unsatisfactory (U) has been assigned.

When a student accumulates six unexcused absences for one semester, he or she will receive U as an office conduct grade.

Required Documentation for Absences

Students must bring a note to the Attendance Clerk the day that they return to school containing the following information: student's name, reason for absence, date of absence, phone number where parent can be reached during the day, and a parent's name and signature. Students have three days from their return to school to bring a note from their parents. Notes brought after three days will be marked 'Unexcused'.

Religious Holiday Absences

A student must bring a note, at least one day before the holiday, from his or her parent or guardian stating that the student will be absent due to a religious holiday. Once the letter is received by the Attendance Clerk, the student will be marked present for that day.

Leaving Campus

The office must receive written or verbal permission from a parent or guardian before a student leaves the campus. To leave campus early a student must:

1. Report to the Attendance Clerk by 10:00 a.m. with a note from the parent or guardian.
2. The Attendance clerk will contact the parent or guardian.
3. The Attendance Clerk will issue a permit to the student once parental permission is granted.

Parents who check out students will be asked to show valid identification. Persons not listed on the student enrollment card may not check out a student either by phone or in person. Students caught using persons other than parents or guardians will face disciplinary action.

If a student is absent at the beginning of the school day, but shows up later, the student will be required to report to his or her assigned class.

Doctor's Appointments before School

If a student goes to the doctor before coming to school, a note from the doctor must be presented to the Attendance Clerk upon arrival to school. If a student arrives after 7:50 a.m., the student should sign in with the Attendance Clerk. The students will be given a permit showing the arrival time and will be sent to class.

Extracurricular Absences

Students may have up to five absences per semester for extracurricular activities in each class or subject. A school shall not approve a request for a student to miss class for an extracurricular activity if that student has already accumulated five absences for that semester. If for some reason the student misses a sixth day for extracurricular activities, the absence is to be considered UNEXCUSED and Board Policy (Attendance requirements for Promotion Credit) shall apply. The student will also be INELIGIBLE for all extracurricular activities for the remainder of the semester.

The counting of absences for extracurricular activities begins the day a student is enrolled in an HISD school for the first time that school year. If a student transfers from an HISD school to another during the school year, all absences for extracurricular activities for each class or subject should be transferred with and applied to that class or subject at the new school. Absences due to a district or superintendent request will not count as one of the five absences.

College Visits

Students in their junior or senior year are granted only 2 days each year to be used for visiting an institution of higher education accredited by a generally recognized accrediting organization to determine the student's interest in attending that institution. Only two days will be excused for this purpose. Days exceeding the two-day limit will be considered unexcused absences.

College visit approval is granted through the Attendance Clerk. All requests must be made at least 48 hours prior to the planned visit. Once a college visit request has been submitted, the Attendance Clerk will issue a college visit permit. The students will use the permit to notify teachers. The student is responsible for all assignments, tests, and quizzes. The students should talk with teachers prior to leaving for a college visit and make all necessary arrangements regarding assignments, tests, and quizzes.

When the student returns from the college visit, he or she will bring a note on the college's letterhead confirming the student's attendance. Once the Attendance Clerk has received the letter, the college visit days will be marked as excused absences.

Verification of Enrollment (VOE) and Attendance for Driver's Licenses

Any persons under the age of 18 cannot get a driver's license unless he has graduated or has attended school for at least 80 days in the fall or spring semester preceding the date of application. Excused absences do not count against the 80-day requirement. The Verification of Enrollment and Attendance form is available online at <http://www.tea.state.tx.us/safedriver/voe04.html>. Schools are responsible for notifying students of this

requirement and for providing them with the necessary verification information. Students are responsible for obtaining the verification forms before the end of the school year, May 31, 2019. This information will otherwise not be available to students who want to enroll in driver's education during the summer.

Withdrawing from DeBakey HSHP

1. Pick up the **Intent to Withdraw** form from the Magnet Office.
2. The registrar will verify the validity of the check-out request (i.e., parent signature, notification). Students who check out of DeBakey HSHP can only enroll in their zoned schools.
3. The registrar will have the students complete an official check-out sheet.

Final Examinations

Students may not take final examinations early to fulfill family obligations for previously purchased airline tickets. Please do not purchase tickets that would conflict with the final examination schedule.

Section 3: Conduct

CONDUCT

Students are expected to exhibit the highest conduct and become familiar with the school's standards.

A link to the HISD Code of Student Conduct is posted to the school's website, www.houstonisd.org/debakeyhs. Hard copies are available upon request. Students and parent are required to return the signature page as acknowledgement of reviewing and understanding the code. The code lists students' rights and responsibilities, and a broad range of behaviors considered to be student misconduct.

Adhering to school policies as outlined will help students avoid trouble. The campus policies follow.

Honor Code

Students must maintain the ethical standards dictated by the Honor Code as follows:

- The Honor Code must be followed during, before, and after school.
- Any ambiguities regarding acceptable levels of cooperation for any assignment should be clarified with the teachers before doing the assignment.
- It is the student's responsibility to clarify with the teacher whether it is permissible to use class materials from past years or receive assistance from students who have taken the class.
- Plagiarism is an Honor Code violation.
- Lack of knowledge regarding Honor Code, class guidelines, or teacher expectations cannot be used as an excuse for violating the Honor Code.
- If a student is aware of or witness to a violation of the Honor Code, he or she should report the violation to a teacher or administrator.

Students will NOT:

- Give answers to assignments to students who have yet to complete the assignment.
- Share information about or answers to assignments, activities, quizzes or tests that are Honor Code designated.
- Receive answers to assignments, activities, quizzes, or tests that are Honor Code designated.
- Give or receive answers or provide any type of assistance during a quiz, test, exam, or any Honor Code activity.
- Discuss test or exam questions with students who have yet to take the test or exam.

Arrival Procedure

Prior to the 7:40 a.m. bell, students will report to the cafeteria. Students may enter other floors prior to 7:40 a.m. if they present permits, or if they need to go to the library. Students roaming the building without permits will be reprimanded.

Dismissal Procedure

The school day ends at 3:25 p.m. Students who stay after school to attend tutorials or participate in club activities should go to designated meeting places immediately. Students who do not stay for tutorials or club activities must:

- Wait in the student pick-up area in the parking lot for parents.
- Load assigned bus in the bus loading/unloading zone; buses depart at 3:40 p.m.

All after-school activities end at 4:30 p.m. The gate to the parking lot will be locked at 4:40 p.m. Students

waiting to be picked up after 4:40 p.m. will have to wait outside the school gate.

As a safety measure, soccer balls, baseballs, softballs, footballs, basketballs, skateboards, and other such equipment are not allowed in the bus loading zone. All students must leave campus by 4:30 p.m. each day.

Bullying and Cyberbullying

Bullying is defined as engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district and that: (1) has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; (2) is sufficiently severe, persistent, and pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; (3) exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and (4) interferes with a student's education or substantially disrupts the operation of a school.

Cyberbullying, at or away from campus, is defined as the use of the Internet, cell phones, or other devices to send, post, or text-message images and material intended to hurt or embarrass another student.

Bullying and cyberbullying are identified as a Level 3 Offenses in the **HISD Code of Student Conduct**. Students found to have engaged in either may lose transportation privileges, the ability to participate in special activities, may be suspended, and may be subject to additional disciplinary penalties.

DeBaKey HSHP is a safe place for all students. Bullying in any form will not be tolerated. Incidences of bullying or suspected bullying should be reported to an administrator immediately.

Detention

Detention is a consequence issued for many disciplinary infractions, and is held during lunch from 11:00 AM until 11:30 AM, and from 11:40 AM until 12:20 PM each day. Students assigned to detention should bring a sack lunch to school and will be allowed to eat their lunches during detention.

Students are expected to complete detention as assigned. If you are unable to complete detention the day it is assigned, you may re-schedule your detention in the main office. All detention must be served by the end of the cycle within which it was assigned. Un-served detention will result in an office P in conduct for that cycle. Office conduct cuts will prevent students from qualifying for the National Honor Society, from participating in special activities, and from holding Student Council offices.

Detention Rules

1. Be on time and in dress code.
2. Be quiet and stay in your seat.
3. Bring a textbook to read or an assignment to complete.
4. Use of electronics is only permissible for the completion of class assignments.

Conflict Resolution: Behaving with Respect towards Faculty, Staff, and other Students

DeBakey HSHP is a diverse and unique environment designed to prepare students for future study in health care careers. Students travel to the Texas Medical Center and other high-profile locations to participate in experiences to broaden their understanding of what it means to be a medical practitioner. **Participation in the program requires students to always be professional and courteous.** To maintain a cordial relationship with Texas Medical Center facilities as well as a proper learning environment while on the DeBakey campus, students are expected to behave respectfully towards faculty, staff and other students.

When students have concerns about grades or assignments, students and their parents should contact the teacher. If the student and the parents are unable to resolve the concern with the teacher, they should contact the appropriate counselor. Mrs. Hayward works with students whose last names begin with A- L, and Mrs. works with students whose last names begin with M-Z.

When there are concerns about bullying or conflicts among students, students and parents should contact the appropriate assistant principal to resolve the matter. Mr. Saldivar manages discipline for 9th and 10th grade students, and Ms. Goudeau handles discipline for 11th and 12th grade students. If after meeting with one of the assistant principals the concern still has not been resolved, students and parents should take their concerns to the principal, Ms. Agnes Perry.

Disrespect

Disrespectful behavior includes but is not limited to: using profanity in the classroom; yelling at a teacher, administrator, or student; acting aggressively towards a teacher, administrator, or student; and any act that disrupts the instructional environment. Students who choose to act disrespectfully can expect the following consequences:

Infraction	Consequence
1 st Act of Disrespect	Referral to the assistant principal Parent contacted Class and office conduct cut to P (poor) Growth plan Out-of-school suspension
2 nd Act of Disrespect	Referral to the assistant principal Required parent conference Class and office conduct cut to U (unsatisfactory) Referral to a DAEP (Disciplinary Alternative Education Program)
3 rd Act of Disrespect	Disciplinary probation Cancellation and Non-renewal of magnet transfer *Students exited from DeBakey due to conduct are not allowed to return to campus or participate in DeBakey events.

Tardy Policy

Students who arrive to school any time after 7:50 a.m. will report to the main office to sign-in and get a permit. For the tardy to be marked excused, a reason for the tardy must be stated orally or in writing and signed by the parent/guardian or a school official. The written, electronic, or oral excuse must be received by the school within three days after the tardy.

Students who are not in class after the tardy bell must report to the office to get a permit. If a student misses a class prior to arriving to school and fails to sign in with the attendance clerk upon arrival, the absence will be considered a “skip”. See the skipping policy. The consequences for tardy arrival follow.

Infraction	Consequence
1 st Unexcused Tardy	Warning Written notification to parents and students
2nd Unexcused Tardy	½ hour lunch detention Written notification to parents and students
3rd Unexcused tardy	1-hour lunch detention Written notification to parents and students
4th Unexcused Tardy	2-hours lunch detention Written notification to parents and students Conduct Cut to S Required parent conference Growth plan
5th Unexcused Tardy	1-hour lunch detention Conduct cut to P (incomplete detention will result in a U in conduct) Parent notification Disciplinary probation
6th Unexcused Tardy	Disciplinary probation Non-renewal recommendation Removal of senior privileges (i.e. Lock-In, Prom, Senior Field Trip, Awards Night) *Students exited from DeBakey High School due to conduct are not allowed to return to campus or participate in DeBakey events.

Cheating Policy

Cheating is defined as, but not limited to:

- A. Looking on or in the possession of any electronic device (unless specifically allowed by the teacher), notes, papers, books, notes on desks, notes written on hands and/or arms;
- B. Writing on desks or any other surface;
- C. Looking at another student's work during any type of examination;
- D. Copying or allowing another student to copy class work or homework;
- E. Looking upon/using another student's work for any type of exam/lab/assignment;
- F. Allowing another student to look upon/use your information for any type of exam/lab/assignment;
- G. Plagiarism;
- H. Making untrue statements or giving misleading information or impressions.
- I. Turning in work written in someone else's handwriting.

All cheating allegations are fully investigated, and decisions are made on a case-by-case basis. Cheating infractions follow students from year to year. Cheating infractions can prevent students from receiving honors such as acceptance into the National Honor Society, receiving the Principal's Award for Academic Achievement and Leadership, receiving the Dean's Award for Academic Achievement, or from receiving the Assistant Principals' Heart Award.

Offense	Consequence
First	Zero on the assignment Class P in conduct Discipline referral sent to the assistant principal Required parent/teacher conference Growth plan One hour of detention
Second	Zero on the assignment Class and Office U in conduct Discipline referral sent to the assistant principal Required parent/assistant principal conference Disciplinary probation One hour of detention
Third	Zero on the assignment Class and Office U in conduct Discipline referral sent to the assistant principal Required exit conference (parents notified by assistant principal) One hour of detention *Students exited from DeBakey due to conduct are not allowed to return to campus or participate in DeBakey events.

DRESS CODE

	STANDARD DRESS	
Item	Requirements	Color
ID Badge	School issued	
P.E. Uniform	Shirts and shorts sold by the P.T.O.	Blue shorts Grey t-shirt
Tops	Polo shirt with DeBakey logo	DeBakey blue, navy blue, white
Undershirts	No writing	DeBakey blue, navy blue, white
Pants	Regular fit Capri Belted at the waist No skinny fit No cargos No jeans No cut-off jeans	Khaki or navy
Skirts	Hems must touch the front and back of the knees at the same times Must be worn with opaque tights or solid leggings	Khaki or navy
Shorts or skirts	Regular fit Belted at the waist Knee length	Khaki or navy
Scrubs	Must wear coordinating top and bottom at the same time 11 th and 12 th grade students only	DeBakey blue
Jackets (traditional zip) or Sweatshirts (pullovers)	DeBakey logo or solid navy blue only	DeBakey blue or navy blue
Accessories	No ties, scarves, bandanas, vests, hats or non-uniform item not listed here	
Shoes	Closed toe, closed heel No sandals No flip-flops No house shoes No stilettos	Any
	Friday Only	
Tops	Spirit shirts School club t-shirts/sweatshirts Class t-shirts/sweatshirts No hoodies	Any
Pants, shorts, skirts	Fitted at the waist, belted; trouser or straight cut No jeans (unless permitted by school administration)	Khaki or navy

DRESS CODE INFRACTION CONSEQUENCES

Infraction	Consequence
1 st	½ hour lunch detention Written notification to parents and students
2 nd	1-hour lunch detention Written notification to parents and students
3 rd	1-hour lunch detention Written notification to parents and students
4 th	2-hours lunch detention Office conduct cut Written notification to parents and students Required growth plan conference
5 th	1-hour lunch detention Office conduct cut to P Written notification to parents and students Required disciplinary probation conference
6 th	1-hour lunch detention Written notification to parents and students Required transfer non-renewal conference Removal of senior privileges *Students exited from DeBakey due to conduct are not allowed to return to campus or participate in DeBakey events.

Cell Phones and Electronic Devices

Cell phones, smart watches, video games, and other electronic devices can be used before school, during the lunch period, and after school. If given permission by a teacher or an administrator, cell phones can be used in classrooms. Cell phones and other electronic devices must be silenced, and stored in lockers, backpacks or purses. Phones and other devices heard or used at undesignated times will be confiscated by DeBakey faculty or administration.

Cell phones, smart watches, video games, and other electronic devices are prohibited from testing sites. If a student possesses a cell phone or other electronic device, during any assessment, the student will receive a zero on that assessment.

IMPORTANT: If a student uses a phone during testing, the consequences for cheating will apply.

Students who possess cell phones during state and national testing will have their exams voided.

Infraction	Consequences
1 st	<ul style="list-style-type: none"> • Discipline referral to the assistant principal • \$15 administrative fee • 1-hour lunch detention
2 nd	<ul style="list-style-type: none"> • Discipline referral to the assistant principal • \$15 administrative fee • 1-hour lunch detention
3 rd	<ul style="list-style-type: none"> • Discipline referral to the assistant principal • \$15 administrative fee • 1-hour lunch detention • Disciplinary probation
4 th	<ul style="list-style-type: none"> • Discipline referral to the assistant principal • \$15 administrative fee • 1-hour lunch detention • Transfer non-renewal recommendation <p>*Students exited from DeBakey due to conduct are not allowed to return to campus or participate in DeBakey events.</p>

Atrium, Bridge and Terrace Safety

Bridges connect the different parts of the building. The bridges on each floor overlook the atrium on the first floor. They are bordered by balustrades which are decorative railings that allow you to safely use the bridges while enjoying the view. When you are on the bridges, you must remember that safety is very important. Hanging over the railings or horse-playing (pushing, shoving, tossing objects at others, etc.) can lead to accidents that may seriously injure you or your classmates. Remember the following:

1. Keep your hands and feet inside the railings. Feet should remain on the floor always.
2. Keep cell phones and other objects inside the railings.
3. Walk when crossing the balconies.
4. No "horse-playing" on the balconies.

Because your safety is important to the entire DeBakey community, during the passing periods, the passageways will be monitored by administrators. Reckless behavior will result in parent notification and detention.

Terrace and Patio

There are outdoor terraces on the second, third and fourth floors, and a patio on the 5th floor. Students may use these areas, and are responsible for maintaining the spaces, making sure to throw trash in receptacles. Students are also responsible for proper behavior. Student should not throw things from the balconies and should not hang over the railings.

Elevators

Students will be allowed to use the two elevators located in the commons. The third elevator, near the loading dock area, is for faculty and staff use only. There is a limit of 10 students per elevator. Students with medical needs requiring elevator use have priority over other users.

If the elevators have reached the designated student capacity, other students may wait on the elevator or may use the stairs. Remember that students have five minutes to move from one class to the next. Tardy arrival to class due to waiting for an elevator will be counted as unexcused.

Please remember to enter the elevator calmly; no pushing or shoving. Watch your step. Pay attention to where you are walking.

Horseplay in the elevators can cause the elevators to malfunction. Students who cause the elevators to break down will lose elevator privileges.

HISD COMPUTERS - ACCEPTABLE USE POLICY FOR ELECTRONIC SERVICES FOR STUDENTS

The Houston Independent School District (HISD) strongly believes in the educational value of electronic services and recognizes the potential to support curriculum and student learning by facilitating resource sharing, innovation, and communication.

Access to the Internet allows students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that some material accessible via the Internet may contain items that are inappropriate, inaccurate, or potentially offensive. While the purposes of the school are to use electronic resources for constructive educational goals, students may find ways to access other materials. The District believes that the benefits to students from electronic services in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Therefore, the District supports and respects each family's right to deny electronic services to their student by submitting an "opt-out" form to the school's principal.

Authorized student use of information resources must be consistent with the educational purposes for which these resources have been provided. The use of HISD electronic services is to assist students in completing educational activities and should be used in a manner that enhances educational experiences and complies with HISD policies. All student users must adhere to the provisions of this Acceptable Use Policy as a condition for continued use of the HISD network. This policy must be followed anytime there is a connection to the district's wired or wireless network via any electronic device. HISD reserves the right to monitor any user's online activities. Users should have no expectation of privacy regarding their use of HISD property, including the network, Internet access, files, text, chat room conversations, and e-mail.

Internet Safety

In compliance with the Children's Internet Protection Act ("CIPA"), the Houston Independent School District is required to adopt and implement an Internet safety policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and measures restricting minors' access to materials harmful to them. Furthermore, each campus educates students on cyberbullying, appropriate online behavior, and social networking as required by Broadband Data Improvement Act.

1. HISD has implemented filtering and/or blocking software to restrict access to Internet sites containing pornography, obscene depictions, or other materials harmful to minors under 18 years of age, to the extent practicable, while using its network. This control also applies to other forms of communication such as e-mail, chat rooms, social networking sites, instant messaging, and the like. However, no software is foolproof, and there is still a risk a user may be exposed to a site or message containing such material.
2. The student's parent or guardian is responsible for supervising and monitoring all computer usage that occurs outside the HISD network.

3. Students will not reveal personal information, including name, home address, telephone number, photos, and the like on the Internet. Students are advised to never access, keep, or send anything that they would not want the general public to see.
4. Students will not meet in person anyone they have met only via the Internet.
5. The user is personally responsible for his or her actions in accessing and utilizing the school's computer resources.
6. Students must abide by all laws, regulations, the Student Code of Conduct, Acceptable Use Policy, and other related HISD security policies.

Privacy

The family Educational Rights and Privacy Act ("FERPA") is a federal law that protects the privacy of student education records. Under FERPA, parents or eligible students have the right to inspect and review the student's educational records maintained by the school. Students and qualified parents can view certain educational records of the student online through HISD's Parent Student Connect portal. These records are safeguarded through all available means and access will be restricted to parents/guardians and the student by usernames and passwords.

Acceptable Actions

HISD students may use the network and electronic services provided by HISD to pursue educational activities. Students will learn how Internet resources can provide valuable educational information. Student will be expected to follow accepted rules of network etiquette. These rules include, but are not limited to the following:

- Be courteous and respectful. Do not send or display offensive messages or pictures.
- Use appropriate language in any type of communication. No profane, abusive, or impolite language will be used to communicate nor should materials be accessed that are not in line with the rules of school behavior.
- Keep personal information such as logins, passwords, addresses, and phone numbers confidential.
- Use electronic services for educational purposes only.
- If you encounter materials that violate the rules of appropriate use, disconnect immediately and notify an adult.

Unacceptable Actions

Improper use of electronic services provided by HISD is prohibited. Be prepared to be held accountable for your actions and for the loss of privileges if this Acceptable Use Policy is violated. In addition to the paragraph below labeled "Penalties for Improper Use," the HISD Student Code of Conduct addresses the consequences for violations. Actions that constitute unacceptable use include, but are not limited to the following:

- Do not use a computer to harm other people or their work.
- Do not damage the computer or the network in any way.

- Do not interfere with the operation of the network by installing software, shareware, or freeware, including the alteration of any controls designed to provide Internet safety or alteration of HISD's default computer image.
- Do not violate copyright laws or participate in any criminal activities punishable by law.
- Do not view, send, or display offensive messages or pictures.
- Do not share your password with another person or offer access to any person via your account.
- Do not reveal your personal address or phone numbers or those of other students or colleagues, including the completion of profile data.
- Do not waste limited resources such as disk space or printing capacity.
- Do not distribute advertisements, solicitations, commercial ventures, or political lobbying.
- Do not trespass in another's folders, work, or files.
- Do not pursue internal or external "hacking", use anonymous e-mail sites, spread viruses, initiate spam, or attempt to access inappropriate material.

All HISD students are granted access to all electronic services available. If you DO NOT want your student to have access to electronic services, please complete and submit the opt-out form and access will be denied.

Penalties for Improper Use

The use of the network is a privilege, not a right, and may be revoked if abused. Misuse, damage, or vandalism of HISD technology resources may also lead to disciplinary and/or legal action, including suspension, expulsion, or criminal prosecution by governmental authorities.

Disclaimer

HISD makes no guarantee about the quality of services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the use of its network. Any charge accrued to the user of HISD's network are borne by the user. Statements by the user on the Internet are from the author's individual point of view and do not represent the views of HISD, its employees, or members of the Board of Education.

Student and parental/guardian signatures on the Student Code of Conduct represent consent to conform to the Acceptable Use Policy.

STUDENT CONDUCT OTHER PROCEDURES

After School Guidelines

When school is dismissed, students can go to the library, attend a tutorial session, or a club meeting. Students may also meet with the counselors or registrar as well. After school activities take place from 3:25 p.m. until 4:30 p.m. Monday through Thursday. It is expected that students will go to their meeting areas after the dismissal bell rings. Otherwise, students should exit the building to look for their rides or buses. Students should be picked up by 5:00 p.m.

Bus Conduct

Bus service is provided to transport students to and from school. Students are considered “in school” while riding the bus and are expected to follow the driver’s instructions. Conduct reports submitted by the bus driver may result in loss of transportation privileges.

HISD bus transportation is provided for students who reside within HISD and live two (2) or more miles from DHSHP. Students must arrive to their bus stop 10 to 15 minutes prior to the scheduled pick up time. Students must ride their assigned buses only. To ride a different bus, a written request must be presented to the magnet office. The request must include the route number the students wishes to ride, the bus stop, and the parent’s phone number, and must be submitted to the main office before 10 AM.

Lunch

Students are expected to eat in the commons, flex lab, and outside, on the Montclair and Pressler sides of the building. Students may not eat in the parking lot. Students are not allowed in the hallways without a permit. Students are not allowed to go to their lockers during lunch. Eating is not allowed in the classrooms.

Delivery Services

Students are not allowed to order pizzas or other foods and services to be delivered to campus.

Displays of Affection

Students are expected to display appropriate school behavior toward the same sex or opposite sex. Appropriate behavior means that students can hold hands and talk to each other. Inappropriate behavior includes kissing and any touching other than holding hands.

Graffiti and Destruction of School Property

Any student who chooses to deface or destroy school property will be disciplined, including suspension and legal action as described in the Houston ISD Code of Student Conduct.

Banned Items

Students are not allowed to bring skateboards, water guns, water balloons, silly string, confetti, shaving cream, or spray paint on campus (parking lot included). If these items are found, they will be confiscated, and will not be returned.

Students are not allowed to carry mace, laser pointers, tasers, pocket-knives on campus, or any other weapons.

Use of Student Identification Cards

Students may not use identification cards that do not belong to them.

Friends and Family Members Visiting the Campus

Students may not invite friends from other schools to campus without prior administrative approval. All visitors must sign in through the main office. Teachers must not be disturbed during instructional time.

Medical Center Rotations and Preceptorship

Junior and senior students participating in Texas Medical Center visits will report to their assigned sites on time. Students will remain in assigned locations. Students are expected to notify their teachers immediately if their plans are changed by Texas Medical Center staff.

Displaying Posters and Flyers

Prior to posting, all posters and flyers must be approved by an administrator.

Student Publications

All student publications must be approved by the school principal.

Safety

DHSHP has two full-time police officers. The officers patrol the school building, grounds, and parking lot. They issue ASSIGNED parking tags for the school parking lot and issue tickets when necessary. If you need assistance, the officers can be reached in the main office.

Parking

Students driving cars to school are expected to park in assigned spaces along the row in the back of the parking lot. Students are not allowed to park in reserved spaces or drop-off and pick-up spaces. Handicapped spaces are only available to properly permitted drivers.

A parking tag is required to enter the lot. The students parking fee is \$30. Officer Washington collects parking fees and issues the tags. Students must provide a Texas driver's license, the car's license plate number, and proof of insurance before parking tags will be issued. There will be a \$10 charge for lost, damaged, or stolen tags. If the tag is revoked due to misbehavior, the parking tag fee will not be refunded.

Driving to school and using the parking lot are privileges. Students are expected to practice safe driving habits. Students should never attempt to enter a moving car. Student drivers should always yield the right-of-way to pedestrians and should drive at a low speed when in the parking lot.

When students arrive to school, they will immediately exit their cars and enter the school building. When school is dismissed, student drivers will be asked to delay departure for about ten minutes to allow parents to pick up students and exit the lot.

Students may not purchase parking tags for other students. Parking tags are the property of DeBakey High School for Health Professions and are not transferable. It is illegal to share parking tags. **Parking tags must be returned by the last day of the school year.**

School Entrances and Exits

Official entrances and exits are assigned to the gates along Pressler Street and to the doors at the front of the school leading to the student and visitor parking lot. All other entrances and exits will be used for emergencies.

Smoking

HISD maintains non-smoking facilities. No smoking is allowed inside the school or on the surrounding property. The HISD Code of Student Conduct recognizes smoking, or possession of tobacco, tobacco products, smokeless cigarettes, e-cigarettes, and any other nicotine delivery device or any substance for consumption containing nicotine as a Level 3 offense.

Section 4: Student Activities

Student Activity Guidelines

Specific Class Activities

During the school year, teachers will sometimes schedule excursions. All students enrolled in the class, in the class period within which the trip is scheduled, can participate. Other students not enrolled during the specified class period must be approved to attend either by their class period teacher or an administrator. If the trip lasts longer than the class period, students wishing to participate must receive permission from their other teachers. Examples of such trips include special events in Biology, Health Science, Art, Theater, and the UP Experience.

Specific Grade Level Activities

Specific grade level activities are those events approved by the administration that involve the entire grade level. Examples include whole class field lessons and Field Day. Students are not absent and such events are not counted as absences.

Clubs and Organizations/Activities and Competitions

To participate in club or organization activities, students must have passing grades in all classes, and have no less than an "S" in conduct in all classes. Examples of such activities include: School awards (DeBakey HS King, Queen, and Court; Prom King and Queen)

- HOSA
- Student offices (Class officers, student council officers and representatives)
- Club officers
- National Honor Society

Running for and Holding Offices

To run for offices, students must have passed all classes during the previous semester and must maintain passing in all classes each semester the office is held. Grade cut-off dates will be announced.

UIL Competitions

UIL guidelines apply. Students must also pass all non-Pre-AP. An example of a UIL activity is One Act Play.

Class Sponsors

Class	Sponsors
2023	9 th Grade Teachers
2022	10 th Grade Teachers
2021	11 th Grade Teachers
2020	Mrs. Niaves and 12 th Grade teachers

Clubs and Organizations – must have a faculty sponsor and must have an approved application on file in the Magnet Office to be officially recognized. Sponsors must be present at all meetings. If the sponsor cannot attend, the club/organization cannot meet.

Club T-Shirts

Club t-shirts may only be sold to club members. Designs must be approved by school administration.

Off-Campus Club Events

Off-campus club events cannot be advertised on campus.

Athletic-based Clubs

Students need a Waiver and Release form in to participate in athletic clubs. The coaches will distribute the forms.

School Dances

Dance	Sponsor	Attire	Date
Homecoming Dance	12 th , 9 th	This dance is casual, but students must follow school guidelines: NO short skirts, strapless shirts, shirts cut too low, muscle shirts, spaghetti straps, and clothes with holes or tears. Any message or writing on the clothes should be school appropriate.	10/25/2019
Winter Ball	12 th	This is a formal/semi-formal event. Nice dress; tie; jacket; dress shoes. Administration will make the determination of appropriate attire. You will not be able to enter the dance with inappropriate attire. Do not wear attire that is too short (more than 2 inches above the knee), too tight, or low	1/24/2020

A DHSHP student can purchase a ticket for himself/herself and purchase one ticket for a **currently enrolled non-DHSHP student**. The non-DHSHP student must complete a permission to attend form and submit it to the assistant principal. Non-DHSHP students will not be allowed to enter the dance without their DHSHP partners present. Non-DHSHP students are expected to follow all HISD rules and regulations. All students and guests must have IDs and cannot leave the dance and re-enter. All students must arrive by 9:00 p.m. **If attire is inappropriate, students will not be permitted to enter, and the cost of the ticket will not be refunded.**

Field Day

Spirit Team Dress Code -You will receive a dress code violation and will not be able to participate in field day activities if you violate the field day dress code.

- A. You can wear your regular DeBakey uniform or an official DeBakey t-shirt or jersey with jeans, athletic pants, or athletic shorts that meet the following guidelines:
 - a. Official DeBakey t-shirt or jersey that is approved by the administration. You cannot make your own t-shirt or jersey. You cannot alter the official t-shirt or jersey. For example, you cannot write on the shirt or jersey; you cannot cut it; you cannot tear it.
 - b. You can wear any DeBakey class or club t-shirt on this day, but it must be an official, approved shirt that is not altered in any way.
 - c. If you are participating in a class team sport or activity and all students do not have the same t-shirt jersey, you will be required to wear a solid-colored practice jersey provided by the P.E. department.
 - d. Mesh/athletic shorts must be school length appropriate – must be longer than your fingertips when your arms are straight at your sides. No tights, leggings or yoga pants, unless you have shorts over them.
- B. You must wear closed toe shoes; no sandals. No tank tops or sleeveless shirts. Guys and girls must always wear a shirt and pants or shorts. No bandanas.
- C. Hats are not allowed in the building.

Guests - No outside guests are allowed on campus, including former DeBakey students or students from other schools, without administrative approval. On Field Day, only parents and approved judges can be on campus after they sign in at the main office.

Prom

1. Check in begins at 8:00 p.m. and ends at 9:00 p.m. Students arriving after 9:00 p.m. must be escorted by a parent. Students will not be admitted without a parent present.
2. Once you enter the prom, you will not be able to leave and re-enter. Do not forget your camera or purse in the car.
3. All guests are to follow all HISD rules and policies. You are responsible for your guest.
4. If you are suspected of being under the influence of alcohol or other drugs, you will be detained, and parents and local authorities will be contacted.
5. Formal attire must be worn throughout the duration of the event. Prom fashions can include spaghetti straps and strapless fashions. However, prom attire is expected to be modest and not excessively revealing. Dresses that expose the midriff and/or lower back are considered inappropriate. If your attire is deemed excessively revealing, you will be asked to cover up with a shawl or jacket. Students may not remove their shirts. Flip flops are not considered formal attire and may not be worn. Questions about appropriate dress should be directed to the administration. DeBakey administration reserves the right to remove participants who fail to comply.
6. Students are expected to engage in appropriate dancing. Please keep in mind this is a night to have fun and enjoy yourselves, but you must also be on your very best behavior. The reputation of DeBakey HSHP is in your hands and inappropriate dancing or behavior on the dance floor will not be allowed. For your safety, keep both feet on the floor always. Lifting students off the floor is not acceptable and could lead to injury. DeBakey HSHP administration reserves the right to remove participants who fail to comply.

7. All guests must not be older than 20 years of age and no younger than 16 years of age. Proof of age must be presented at the door or at any time during the event by ALL non-DeBakey students.
8. Houston ISD police officers will be on duty to aid in the protection and security of our students.
9. Prom ends at midnight. At midnight, all prom participants are expected to exit the venue and leave the premises. Prom participants will not be permitted to loiter in the lobby. Make your arrangements prior to prom night so that you know what you are doing when prom ends.

Other Important Information (Seniors)

A fee may be required for students desiring to participate in senior social activities. However, participation is not mandatory.

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

Commencement Agreement

In the spring semester, seniors and their parents will be asked to sign a form that reads as follows: My parents and I understand that to participate in the 2018 Commencement Exercises for the Michael E. DeBakey High School for Health Professions, I must meet the following minimum criteria/standards:

- Pass all required courses
- Complete prescribed 4 - year curriculum
- Complete required 100 hours of community service
- Clear textbook record
- Clear all outstanding fines/fundraiser accounts/dues, etc.
- Return parking key card
- Complete graduation survey
- Return Senior Check-Out form to your counselor

Seniors will be expected to turn in a signed copy of the Commencement Agreement to the counselors. Their signature will indicate seniors are acutely aware that if they engage in any act(s) of inappropriate behavior during the graduation ceremony, they will be removed from that area and will be denied their diplomas. Commencement Agreement forms will be available on the Hub the week of May 18, 2020.

GENERAL CAMPUS INFORMATION

Lunch

The cafeteria serves both the HISD school lunch menu and a variety of other lunch items. Breakfast is also served daily before school and is free to all students. All students must present their IDs to obtain breakfast, lunch, or after-school meal (if offered). Students must not use another student's ID number to acquire meals.

All students are given free/reduced lunch applications on the first day of school. The completed application should be returned to the main office. Students who were on free/reduced lunch last year will have ten days to return a completed application to the office for the 2019- 2020 school year. The application may also be completed online at www.mealapps.houstonisd.org. Students may request an application at any time during the school year from the main office.

Students are expected to eat in the commons, College Center, and outside, on the Montclair and Pressler sides of the building. Students may not eat in the parking lot. Students are not allowed in the hallways without a permit. Students are not allowed to go to their lockers during lunch. Eating is not allowed in the classrooms.

Gym

The gym is located on the fifth floor. Only gym shoes may be worn on the gym floor. No food or drinks are allowed in the gym. Student groups must ask the assistant principal for permission to use the gym after school.

Library

The library is located on the second floor. It is open Monday through Friday from 7:30 a.m. to 4:25 p.m. Students must use their IDs to check out books. Students also have home access to the library's collection via the DHSHP library website.

Lockers

There are a limited number of lockers. Lockers will be assigned to 9th graders and students with medical needs. Other available lockers will be assigned upon request.

Magnet Office

All student applications and transfers are processed through the Magnet Office. The Magnet Office also handles all transportation issues.

Change of Address

If your address changes, make sure you provide the Magnet Office with updated information. You must provide proof of residency (water, gas, or electricity bill). You have been accepted as a HISD resident. If you move out of district, you will fall under the out-of-district designation, and the renewal of your transfer will be reconsidered on a space available basis. There may be tuition requirements for out-of-district students.

Telephone Usage

Emergency telephone calls for students should be made through the assistant principal's or counselor's office (713) 741-2410, or through the school nurse's office, (713) 746-5217.

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

Yearbooks

Refunds on yearbooks cannot be made after publication.

Section 5: Guidance/Counseling and Medical Information

GUIDANCE AND COUNSELING

The counselors and the college center are located on the first floor. Their office hours are 7:45 a.m. – 3:30 p.m. Monday through Friday.

Counselors are available for academic counseling, personal and family problems, career guidance and planning, parent-teacher conferences, and any other issues. All students are encouraged and invited to visit the college center office.

Information is available in the counselor's office for the following: ACT, SAT, PSAT, college catalogs and applications, summer enrichment programs, summer school, scholarships and applications, graduation requirements and financial aid.

Please be sure you have a written permit from your teacher if you need to see your counselor during class time. Counselors are also available in their offices during the lunch periods daily.

Schedule change or withdrawal from class

1. Obtain schedule change form from the counselor.
2. Complete current schedule portion of the form, indicating the requested change or withdrawal comment section of the form, include the reason for the request. Do not write yourself a new schedule.
3. Return the completed form to your homeroom teacher. Approved schedule changes will be returned to you during homeroom class.
4. Follow your original schedule until the changes are approved.

Schedule changes cannot be made after the 10th day of class, unless the change is an administrative change.

Applying for college admission

The process for applying for college admission varies from one college to another. It is the applicant's responsibility to know the steps to follow for individual schools. University admissions officers and your counselors can help you with this. When you apply for admission, you send an application, high school records, and entrance exam scores to the college. Application procedures, forms, and deadlines vary with each college.

How to get an application

Colleges prefer that you apply online, but they will send an application upon request. Application forms are usually distributed at College Night. A supply may be left in the counseling office after College Night. Apply for Texas public colleges at www.applytexas.com. Common applications for independent colleges are available at www.commonapp.org.

Start working on college applications now if you have not already done so!

When should I apply?

- Fall of senior year for admission and housing
- All seniors are required to apply to a minimum of three universities/colleges.

Letters of Recommendation

Students needing letters of recommendation should provide their counselor an envelope addressed to the person or institution to which the letter is directed, correct postage and, deadline date.

Students should give their counselor a minimum of five (5) working days for recommendation letters and at least a week to 10 days prior to a holiday. **Students should not wait until the due date to ask the counselor for a letter of recommendation.**

Office of the Registrar

The campus registrar is Ms. Seaton. Her office is located on the first floor.

The registrar maintains a permanent scholastic record, which contains the student's number of credits and grade point average for each DeBakey student. The registrar requests records from previous schools and computes class ranks.

The registrar issues HISD transcripts. To request a transcript, go to the registrar's office and fill out a transcript request form. It normally takes about 24 hours to fill a request. The student should return to the registrar's office the following school day to pick up the transcript. Official transcripts must be mailed or sent electronically by the registrar.

Community Service Hours

The registrar also maintains a record of student community service hours. Once a student has completed a community service activity, the student should submit documentation of that event to the registrar. The documentation should be hand delivered. The registrar will not accept documentation left in her mailbox. To submit volunteer hours, follow the guidelines listed below.

1. When hours served are not with an organization or club at DeBakey, you have two options for reporting hours:
 - a. Letter on organization's letterhead giving the dates served, total hours, and signed by your supervisor.
 - b. A DeBakey verification form with a business card attached from the organization for which you worked.
2. If you receive a certificate for your service, make sure it has the above information as well as the physical address and phone number of the location. If it does not, you will need to include one of the above forms with the certificate. A sign-in sheet from the location is also acceptable.
3. Every person is responsible for his/her own hours even when serving with a group or club from DeBakey. Turn in your own verification forms.
4. Make copies of all verification forms that you turn in for credit. Give the copies to registrar and keep the originals at home in a safe place.
5. Please write your year of graduation at the top of every verification form that you submit.
6. **If you have questions about what acceptable types of service, contact the registrar or your counselor before you serve.**
7. All DeBakey school volunteer hours must be approved by Ms. Seaton.
8. At least 75 hours must be served in the Houston area.

MEDICAL INFORMATION

Insurance

Students are encouraged to review with their parents the Student Insurance Coverage. The cost is very reasonable while providing students with excellent coverage for medical costs incurred during school activities.

Clinic

A full-time nurse staffs the clinic. It is open from 7:40 a.m. to 3:30 p.m. daily.

If a student becomes ill while at school, he/she should get permission from his/her teacher to report to the nurse or see the nurse between class periods. The nurse will assess the student's condition and determine the appropriate course of action. If it is necessary for a student to go home, the nurse will contact the parents and make the arrangements.

Students must check out through the nurse before leaving the school campus. Leaving without permission is a serious offense.

Please note that the nurse's office is not designed as a place to stay for more than a one-hour period.

Student immunization records must be presented to the nurse when a student enrolls in DHSHP. The nurse will notify a student if additional immunizations are needed.

The school nurse maintains student school health records. The nurse performs vision, hearing and scoliosis screenings for all ninth graders, as well as for students who are referred or who are new to HISD. The nurse is also available for counseling when there are personal or family problems.

Administration of Medication at School

HISD Board Policy prohibits school personnel from administering any medication at school. The only exception is long-term preventive medication which cannot be administered other than during school hours. **All medication must be checked in to the clinic.** Long-term preventive medication can be administered under the following restrictions:

1. A physician must state in writing that a pupil should have a certain medication during school hours. The doctor should describe the type of preparation, color, quantity, and any time of administration.
2. Form 40.3740 must be signed by the physician and be on file before any medication can be given. This form must be renewed at the beginning of each year.
3. Parental consent must appear on Form 40.3740.
4. School personnel may not alter physician's orders in any way without permission of the doctor. Discontinuation of the medication is permissible upon verbal order of the doctor.
5. The school principal will designate the person to administer medication. The school nurse must in-service those persons as to the specific mode of administration and toxicity of the drug.
6. A record of administration of each dose by school personnel must be documented and on file.

Over the counter (non-prescription) medications must be kept at home.

Asthmatic Students

The recent changes in law allow a student with asthma to possess and self-administer prescription asthma medicine while on school property or at school-related events provided the following guidelines are met:

1. Proof – The prescription asthma medication has been prescribed for the student as indicated by the prescription label on the medicine.
2. Administration – The self-administration is done in compliance with prescription or written instructions from the student's physician.
3. Parental Authorization – A parent of the student provides the school with written authorization for the students to self-administer prescription asthma medication.
4. Physician – A parent of the student provides the school with a written statement for the student's physician, signed by the physician. The physician's note should clearly indicate the information on the 40.3740 form, which can be obtained from the school nurse.