

LEE HIGH SCHOOL



STUDENT & PARENT HANDBOOK

**General Pride
2014 – 2015**

ATTENDANCE

Your learning is greater when you attend class every day. When you're absent you miss important information. Here are facts on attendance and how it affects grades, credits and your future:

- You must be in class at least 93% of the days (that's the law in HISD). If you have more than 3 absences in a semester you cannot receive credit even if you have a passing grade.
- You cannot have more than 3 unexcused absences in a semester or you cannot receive credit.
- Keep track of your attendance. Ask your advocate, teacher or administrator when you have a question about your attendance or absence notes. Don't wait until it's too late.

What can you do to earn the credits you need?

- Be in class every day and on time.
- If you must be absent, bring a note signed by your parent explaining your absence. Turn in your note to your assistant principal's office or the main office the day you come back to school. Notes turned in after 3 days will not be considered.
- You are expected to arrive to school and class on time. Tardiness is a sign of disrespect to your teacher and your classmates.

PROCEDURES FOR EXCUSING ABSENCES

Upon returning after an absence, the student will report to their assistant principal's office with a note from the parent or guardian stating the reason for the absence **WITHIN 3 DAYS**

Excused Absences

In accordance with Section 21.035 of the Texas Education Code, the only acceptable excuse for absences and tardiness are:

- personal illness
- sickness or death in the family
- quarantine
- weather or road conditions making travel dangerous participation in school activities with permission of the principal or
- Emergencies or unusual circumstances recognized by the principal or person designated.
- The administrator will determine if the absence is excused or unexcused and write the appropriate permit for the student to have signed by all of his teachers. The assistant principal will file all absentee notes for each semester. If a student has been absent for five consecutive days, a doctor's excuse must be presented to the nurse. There will be weekly attendance monitoring for students who have 2 unexcused absences. If students have 3 or more unexcused absences, there will be an attempt to contact parents at home, daily home visits, mailed or hand delivered District Warning Letters in the amount of \$585.00.

BUS TRANSPORTATION

Some students may qualify for bus transportation to and from school. Check with school or district personnel to see if you qualify. Students who misbehave on the bus are subject to having their bus privileges cancelled as well as other disciplinary action.

PARKING

All students must have a Lee High School parking decal displayed on their vehicle's rearview mirror. Decals can be purchased for \$25. In order to obtain a permit a student must maintain a valid driver's license, vehicle registration and insurance. Insurance coverage must be maintained and verified. Vehicles that are parked in the parking lot without an approved parking decal are subject to be towed. Students must park in the designated student parking area (Unity and Beverly Hill). Under no circumstances should a student park in any other areas.

HISD will not be responsible for damages, theft or loss of property when vehicle is in parking lot.

No student will be allowed to loiter in or around parking lots or go to their vehicles during school hours. Violators will lose parking

privileges and face disciplinary actions.

WHOLE COURSE CREDIT (COMPOSITE GRADING)

The TEKS for many courses include objectives covered throughout both semesters the course is offered. Thus, one whole credit can be awarded upon completion of the “B” part of a two semester course with a grade of 70 or above under the following conditions: Whole course credit applies to all HISD two-semester sequential courses (designated “A” and “B”). Whole course credit does not apply to any one-semester course. Students whose first semester grade is a 60 or above 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 above 70. **A student who fails the second semester is not eligible to receive credit under this rule.** Credit Recovery programs may not be utilized for whole course credit. Students moved from a Pre AP or AP course into a corresponding regular course for the second semester will not receive quality points for either semester.

CREDIT RECOVERY

If you have failed one or more classes and are in danger of not graduating with your cohort, see your counselor to see if you are eligible for online/computer-based credit recovery courses. These courses can be completed on your own time or, depending on your course completion needs, you may be eligible for placement in the Grad Lab.

FINAL EXAM EXEMPTIONS

The purpose of allowing students to exempt final exams is to reward seniors in their final semester (Spring Exams) who have a 90% average, have not been absent more than 3 days, and who have good conduct grades of Satisfactory or better. Students who meet these requirements will be notified by their teachers. Parents will also be notified. The expectation is that this will promote higher attendance rates for seniors during the academic year.

ADVANCED PLACEMENT

Advanced Placement (AP) and Pre-Advanced Placement (Pre-AP) courses are designed to challenge students with college-level material to prepare them for the spring AP exams offered by College Board. The Advanced Placement Program, administered by College Board, allows students to participate in a college-level course and to possibly earn college credit by exam while still in high school. Different colleges accept different scores for awarding college credit.

All students are welcome to take AP and Pre-AP courses. Students who take an AP or Pre-AP course are interested in the subject and committed to the class. To enroll in an AP or Pre-AP class, students should visit with their content area teachers about the appropriate course(s) to take. Students may also conference with the counselors in order to schedule the Pre-AP and AP courses that best meet the students’ strengths, needs and graduation plans.

CLOSED CAMPUS

Lee High School is a closed campus for 9-11 grade students. Seniors in good academic standing, attendance, and required hours may be permitted to leave campus, all other students are not permitted to leave the school grounds at any time, including lunch hours, without an approved dismissal pass from the attendance secretary. Leaving the building because of illness requires permission from a parent/guardian. Other reasons for an early dismissal require a prior phone call from a parent/guardian.

A senior student leaving the building because of a modified schedule will receive a special pass through an administrator. Students leaving the building during school hours, without permission, place themselves, their parents, and the school in jeopardy and will be recorded truant. Students leaving the building will be subject to disciplinary action.

MAKE-UP WORK GUIDELINES

The following are the guidelines regarding make-up work for excused and unexcused absences. When a student returns to school after being absent, the student assumes the responsibility for making up all work missed. A student shall report to his/her teacher on the day he/she returns to receive make-up assignments.

A student will be given one day to make up the work for each day absent. Work missed during extended excused absences may require a longer time to complete. Students must make arrangements with the teacher. A student should consult with the teacher immediately if he/she feels that after an extended excused absence, make-up deadlines cannot be met. A mutual agreement with the teacher on acceptable, alternate timelines for make-up work completion should be arrived at. The responsibility of getting

assignments, making up tests, completing laboratory exercises, and doing other necessary make-up work is the student's. This includes absences as a result of field trips, participation in school athletic programs, concerts, and any other school-related activities.

PLAGIARISM

Honesty in school work means taking credit for your own work and giving credit to the various sources you may use in your work.

A lack of honesty in identifying your own work and that of others is called plagiarism. Plagiarism involves:

- Presenting written work or projects without documenting the sources used
- Presenting written work or projects which were created by someone else
- Using written work or projects in two or more classes without prior approval from the instructors involved
- Cheating is also a form of plagiarism. This involves:
 - ✓ Possessing or using unauthorized notes or aids during test-taking or class presentations
 - ✓ Copying or attempting to copy other students' answers, written work, or projects
 - ✓ Exchanging answers by verbal or nonverbal means when individual work is required
 - ✓ Obtaining or attempting to obtain questions or answers to in-class work, including quizzes and tests, prior to class use
 - ✓ Obtaining or attempting to obtain a written quiz, test, or exam copy prior to its use in class

EXCESSIVE PUBLIC DISPLAY OF AFFECTION

Display of affection, beyond hand holding, is not appropriate behavior in a school. Students must comply when approached by a staff member. Referral to an administrator may become necessary.

VISITORS

All visitors must report to the attendance office and secure a visitor's pass. Students are not to bring friends to school with them without previous approval from the administration. **ALL VISITORS MUST BE BUZZED IN THROUGH THE MAIN OFFICE.** Students may not open doors for outside visitors. It is everyone's job to keep Lee High School safe.

PARENT-TEACHER CONFERENCES

Parents wishing to discuss problems with teachers should make an appointment with the teacher through the school secretary for the teacher's conference period. Teachers cannot take time away from their classes to conference with parents during their assigned class periods. Legal action will be taken against trespassers.

BREAKFAST & LUNCH

Students are not allowed to have food or beverages in the halls or classrooms. At the conclusion of breakfast and lunch all food and beverage items should be discarded in the trash cans.

The school cafeteria is maintained as a vital part of the health program of the school. In the cafeteria, students are expected to practice good manners and common courtesy at all times. The following rules are enforced in the cafeteria:

1. Students are not to play in the cafeteria.
2. Deposit all lunch litter in the trash cans.
3. Leave the table and floor around you in a clean condition.
4. Do not cut in front of others in the lunch line.

Breakfast is served for free from 7:15-7:30

HALL PASSES

Students are not to be in halls during class periods, lunch periods, study hall periods, or homeroom without a pass. All students requested to show a pass to a staff member should do so. A student without a pass will be directed to return to class. Students that are not able to present a hall pass may be subject to disciplinary action. No students will be allowed to leave class the first 10 minutes of class and the last 10 minutes of class.

PROCEDURES FOR SCHEDULE CHANGE

On the first day of school students will receive their class schedule, if a Schedule Change Form is needed, they will be passed out. Students are to complete the form and return it to their counselor. The counselor will then process the request based on availability. Once a change is made, your counselor will notify you.

COUNSELING SERVICES

The Guidance Department maintains a continuous program of guidance services in grades nine through twelve. The services are designed to help each student develop an understanding of his/her particular strengths and weaknesses and enable him/her to develop into a responsible citizen. Students will be assisted in planning educational and vocational goals.

A student is assigned to a counselor who will work with him/her throughout attendance at the senior high. One of the main tasks of the counselors is to help each student relate his/her interests, aptitudes and abilities to a meaningful program of studies and extracurricular activities.

The guidance counselors are available to work with students and parents on an individual basis during regular school hours and by special appointment before or after school. Conferences are also scheduled for all parents of any students who desire to make major changes in their course of study or students who are experiencing difficulty in adjusting to the high school program. Parents are encouraged to contact the high school administration, teachers or guidance counselors whenever a question arises concerning the progress or adjustment of their child in the high school program.

Counselors are available to assist students not only with career and educational decisions but also with personal/social concerns related to stress management, friendships, family relationships, alcohol/tobacco/other drug use, mental health issues, and other general concerns. Confidentiality between student and counselor is assured unless the issue indicates that there is an imminent danger to self or others. Under the law, situations of imminent danger, for example suicide threats, child abuse, or sexual abuse, require educators to report to an appropriate agency.

SATURDAY SCHOOL

Saturday School will be made available for all students who want to receive extra help on assignments given during the week and to prep for state exams. Some students will be assigned mandatory Saturday School based on their individual class performance as well as End of Course performance. Saturday School can be assigned by the teacher and/or the administrator.

SUMMER SCHOOL

Students who have failed academic core courses apply to recover lost credits through Title I Credit Recovery. Students can expect to be in class from 4-6 hours a day depending on the academic needs of the student.

There is a compulsory attendance rule for summer school – if a student accumulates any absences from any one class, they will be dismissed from summer school and no credits will be issued for the courses that the student is enrolled.

CLINIC

The nurse is here to provide immediate first aid, health screening, and health counseling. Before the student leaves the classroom to go to the clinic, the teacher **MUST** complete the referral form to include all requested information.

TEACHERS ARE NOT TO GIVE ANY MEDICATION TO A STUDENT. Students in need of taking medication during the school day are to leave the medication with the nurse and give the nurse a statement from the doctor listing the medication he/she is taking and when it is to be administered. The nurse will administer the medication in the clinic.

COMMUNITIES IN SCHOOLS

The CIS program works in conjunction with the regular school staff to identify students with special needs and provides onsite counseling. CIS also provides referral services to community agencies and organizations which are prepared to meet students' needs. Unless it is an emergency students must have a referral and be sent for by the CIS staff.

FIRE SAFETY

Fire drills are required by state and local laws and will be conducted monthly. Please check the exit routes posted in each room. All occupants of the building must exit during a fire drill. Teachers are reminded and required to bring their grade books or class rosters with them during a fire drill. Students are expected to stay with their teacher during the fire drills. Failure to comply with this could result in disciplinary action.

SCHOOL SAFETY

Lee High School believes in safety above all else. Lee has two full time Houston Police officers on campus to assist in providing and maintaining order and safety in order for learning to occur. Students can report any concerns to their teachers, counselors, administrators and/or police officers.

When security has been breached or is of concern, a LOCK DOWN will be announced via the PA (public announcement) system. When a lock down is announced, you must stay in your classroom and are not permitted to leave until notified. If you are in the hallway or restroom when the announcement is made, you must immediately enter the nearest classroom or office and wait until further notice.

LOITERING

Students or any other individuals loitering in or about the school may be prosecuted under Houston Municipal Code. No person not in official attendance or on official business shall enter in, congregate, loiter, wander, stroll, stand or play in any school building. Loitering by students in restrooms, halls, or stairwells will not be permitted. Students on suspension or expulsion may not be on school premises or grounds and may be prosecuted under this ordinance.

Students are to enter the building upon arriving at school. They are not to remain in their cars or loiter in the parking lot or surrounding areas outside of campus. When students are dropped off at school, they must stay in the school grounds. Students are not permitted to leave the campus once parents drop them off.

VANDALISM

Students are responsible for the proper care of all school books, supplies, equipment, computers, furniture, lockers, and the building premises. A student shall not cause damage to any of the above. If damage occurs, school-administered discipline will result and expense for replacement or repair will be charged to the student. Referral to the police may also occur.

DISCIPLINE MANAGEMENT PLAN

In order to provide an atmosphere that is conducive to both teaching and learning, rules of conduct and discipline have been established to achieve and maintain order in the school. The H.I.S.D. Student Code of Conduct is the basis for the rules and regulations for the Lee High Discipline High School. Persistent or repeated violations of the rules of conduct will result in increasingly serious penalties. Parents will be informed of rules violations as they occur so that the school and the home may work together to ensure that the students are offered the assistance necessary to succeed. The Code of Conduct outlines types of behavior and the possible consequences for students who have been found guilty of the described misbehavior.

TARDY POLICY

Students are responsible for arriving to school on time and to each class throughout the day. Students have 4 minutes between classes to take care of their personal needs and report to class.

Students who are late are required to bring a note from a parent or guardian explaining the reason for their tardiness. The Assistant Principal(s) will determine if the tardy is excused or unexcused. The Assistant Principal will issue disciplinary action to students with unexcused tardies. Hall sweeps will be conducted randomly.

CELL PHONE / MEDIA PLAYERS POLICY

Students may not use phones or electronic devices during the school day. Students may possess cell phones but they must be turned off and be hidden from view in a pocket, backpack or purse during school hours. If a student needs to contact a parent or guardian they must receive permission from a teacher or administrator to use a school phone located in one of the offices. Parents who need to contact their child can call the school and the message will be delivered. Exceptions for cell phone use may be made by a teacher for instructional purposes. Teachers and principals will confiscate cell phones if they ring are displayed, or used. **Only parents with proper identification** can claim the phone after paying a \$15 fee to the financial clerk located in 202 during school hours. STAFF IS NOT RESPONSIBLE FOR LOST ELECTRONIC DEVICES INCLUDING CELL PHONES WHICH ARE CONFISCATED. Students may not listen to audio or use video players during school hours. Players will be confiscated and returned to a parent or guardian.

On test administration days, students will not be permitted to be in possession of a cell phone or any other electronic device. Any student who does not comply with this request will be disciplined appropriately and risk having their test scores voided.

SUSPENSION PROCEDURE

For conduct violating the "Code of Student Conduct" a student may be either suspended or placed in an alternative education program. Placement in the alternative education program is governed by the regulations outlined in the "Code of Student Conduct" and Board Policy. A student may either be suspended or placed in an alternative education program for conduct while under the jurisdiction of the school, on school property or attending a school- related activity off school property. A student may be suspended for up to three days for an act of misconduct as specified in the "Code of Student Conduct".

When a student is suspended, parent(s) and/or legal guardian(s) are notified immediately and a letter is sent with the student detailing the reason for suspension, the dates in which the student is suspended and when the student is allowed to return to school. If the school is unable to notify a parent the student will be placed in ISS until parent is notified and/or the suspension date will be changed for the following school day.

A parent and/or guardian is required to return with the student and conference with the administrator and/or teacher(s) involved to establish a corrective action plan. Once the conference is held, the student will receive a reinstatement letter to show his/her teachers.

IN SCHOOL SUSPENSION (ISS) PROCEDURES

The ISS was created to provide alternative services to those students at risk of being suspended for violation of school and District rule and regulations. In addition to providing an alternative to suspension, it is the goal of this program to provide counseling and support to aide students in identifying problems which deter them from being successful and addressing these issues so they can be successful when they return to the regular program.

The ISS is located on campus and will be staffed by a certified teacher. Students are assigned from 1-3 days at a time. Assignment to the ISS can only be made by an administrator. While in ISS the student is expected to adhere to all the rules set out by the school. Students who continuously violate rules or do not successfully complete their assignments will have their days extended in ISS or face more serious disciplinary actions.

Assignments must be sent to the ISS by a students' teacher for the days of his/her assignment. It is the intent of the program that students assigned to ISS will return to the regular program having received assistance necessary to avoid future disciplinary problems. Every effort will be made to communicate with the family to ensure that this goal is achieved.

COMMUNITY EDUCATION PARTNERSHIPS (CEP) PROCEDURES

CEP is a part of the Juvenile Justice Alternative Education Program that serves the Houston area. In 1995, the State of Texas adopted Chapter 37 of the Texas Education Code to allow disruptive students to be removed from class and provide a safety net assuring that students expelled from public schools in the state would remain within the education system and would continue to have an opportunity for public education.

A student shall be referred to CEP by the campus administrator for acts of misconduct including acts which threaten to impair the educational Efficiency of the school, and/or which most seriously disrupt the orderly educational process in the classroom and/or the school.

A student shall be referred to CEP by the campus administrator when the student engages in any conduct punishable as a felony, whether the conduct occurs on or off school

LEE HIGH SCHOOL DRESS CODE

Dress Code:

- **Tops: All students are required to wear their appropriate grade level polo shirts. Polo shirts should be worn at all times. 9th Grade- Green Polos, 10th Grade- Gray Polos, 11th Grade- Maroon Polos, 12th Grade- Yellow Polos**

Any writing/pictures on shirt cannot have profanity, lewd comments or refer to drugs or gang related items.

- **Bottoms: Pants, Skirts, and Shorts must be khaki or navy and appropriate. They may not have any holes or rips**
- **Shoes: No house shoes, slides or shower shoes, or flip flops are allowed.**
- **Hats: No hats, bandannas, hoods or hair nets.**
- **ID BADGES AND LANYARDS MUST BE WORN DAILY.**
- **Free Dress may be given on an incentive basis.**

Lee High School Bell Schedule

Monday

Period 1: 7:45 a.m. – 8:41a.m.- 56 minutes
(Passing 4 minutes)

Period 2: 8:45 a.m.- 9:41 a.m.- 56 minutes
(Passing 4 minutes)

Period 3: 9:45 a.m.- 10:41a.m.- 56 minutes
(Passing 4 minutes)

Period 4: 10:45 a.m. – 11:41- a.m. - 56 minutes
(Passing 4 minutes)

Period 5/Lunch: 11:45 a.m. – 1:15 p.m. - 90 minutes
(Passing 4 minutes)

Lunch "A"- 11:45 a.m. – 12:15 p.m.

Lunch "B"- 12:45 p.m. – 1:15 p.m.

Period 6: 1:19 p.m. – 2:15 p.m. - 56 minutes
(Passing 4 minutes)

Period 7: 2:19 p.m. – 3:15 p.m. - 56 minutes
(Passing 4 minutes)

Period 8: 3:19 p.m. – 4:15 p.m. - 56 minutes
(Dismissal)

Lee High School Bell Schedule 2014-2015

Tuesday-Thursday

Period 1: 7:45 a.m. – 8:41a.m. - 56 minutes

(Passing 4 minutes)

Period 2: 8:45 a.m. - 9:41 a.m. - 56 minutes (ADA Time 9:30 a.m.)

(Passing 4 minutes)

ADVOCACY/SWAT (School Wide Achievement Time): 9:45 a.m. – 10:15 a.m.-30 minutes

(Passing 4 minutes)

Period 3: 10:19 a.m.- 11:12a.m.- 53 minutes

(Passing 4 minutes)

Period 4/Lunch: 11:16 p.m. – 12:43 p.m. - 87 minutes

(Passing 4 minutes)

Lunch “A”- 11:20 p.m. – 11:50 p.m.

Lunch “B”- 12:13 p.m. – 12:43 p.m.

(Passing 4 minutes)

Period 5: 12:47 p.m. – 1:36 p.m. - 49 minutes

(Passing 4 minutes)

Period 6: 1:40 p.m. – 2:29 p.m. - 49 minutes

(Passing 4 minutes)

Period 7: 2:33 p.m. – 3:22 p.m. - 49 minutes

(Passing 4 minutes)

Period 8: 3:26 p.m. – 4:15 p.m. - 49 minutes

(Dismissal)

Lee High School Bell Schedule 2014-2015

Friday

Period 1: 7:45 a.m. – 8:31a.m. - 46 minutes (Passing 4 minutes)

Period 2: 8:35 a.m. - 9:21 a.m. - 46 minutes (Passing 4 minutes)

Period 3: 9:25 a.m. - 10:11 a.m. - 46 minutes (Passing 4 minutes)

ADVOCACY: 10:15 a.m. – 10:37 a.m.-22 minutes (Passing 4 minutes)

Period 4: 10:41 a.m. – 11:27 a.m. - 46 minutes (Passing 4 minutes)

Period 5/Lunch: 11:31 a.m. – 12:45 p.m. - 74 minutes

Lunch “A”- 11:31 p.m. – 12:01 p.m (Passing 4 minutes)

Lunch “B”- 12:15 p.m. – 12:45 p.m. (Passing 4 minutes)

Period 6: 12:49 p.m. – 1:35 p.m. - 46 minutes (Passing 4 minutes)

Period 7: 1:39 p.m. – 2:25 p.m. - 46 minutes (Passing 4 minutes)

Period 8: 2:29 p.m. – 3:15 p.m. - 46 minutes (Dismissal)

Period 6: 12:49 p.m. – 1:35 p.m. - 46 minutes (Passing 4 minutes)

Period 7: 1:39 p.m. – 2:25 p.m. - 46 minutes (Passing 4 minutes)

Period 8: 2:29 p.m. – 3:15 p.m. - 46 minutes (Dismissal)

GENERAL ATTENDANCE INFORMATION

- Attendance begins the first day a student is officially enrolled. TEC §25.092 states that "a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered." Minimum attendance for credit begins on the day the student enrolls in the district. TEA has verified that a student should never be denied credit for a class that he could not have attended, before enrollment in the district. Students may appeal to the campus attendance committee or have Principal approval to regain credit lost due to absenteeism.
- All students must be in class for a minimum of 30 minutes to avoid being counted absent.
- Based on our current schedule, no student should be marked absent unless he/she is more than 20 minutes late to class.

TARDY POLICY

- Students are responsible for arriving to school on time and to each class throughout the day. Students have 4 minutes between classes to take care of their personal needs and report to class.
- Tardy sweeps are throughout the day.
- Students with 3 or more tardies can expect to receive tardy discipline consequences.
- There will be weekly attendance monitoring for students who have 2 unexcused absences. If students have 3 or more unexcused absences, there will be an attempt to contact parents at home, daily home visits, mailed or hand delivered District Warning Letters in the amount of \$585.00.