



Lee High School
Faculty Handbook
2009-2010

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OUR MISSION OF SERVICE

Public schools in America provide a service to the community and, by extension, the nation.

Lee High School exists to serve the southwest Houston neighborhood in which it is situated. While we serve the entire community our services are uniquely designed for and provided to children ages fourteen (14) to twenty-one (21) and their families.

Providing exemplary service requires unwavering commitment to our service theme and adherence to our shared service standards.

LEE HIGH SCHOOL'S SERVICE THEME

We build futures that exceed the dreams of every student by providing the highest quality education.

We build futures.

LEE HIGH SCHOOL'S VALUES

In our service to students, their families, members of the larger community and each other we will ensure that all of our decisions and actions are directed by our values.

Safety.

Care.

Learning.

Integrity.

Differences.

Engagement.



FACULTY INFORMATION

Administrative Staff

Principal	Steve Amstutz	Samstutz@houstonisd.org	713-787-1700
Architecture, Design & Construction	Mary Stevens	mstevens@houstonisd.org	713-787-1791
Business & Finance	Michael Duran	mduran2@houstonisd.org	731-787-1736
Engineering	Mary Stevens	mstevens@houstonisd.org	713-787-1791
Health & Medicine	Dee Medrano	dmedrano@houstonisd.org	713-787-1769
Law & Justice	Michael Duran	mduran2@houstonisd.org	713-787-1736
Performing Arts	Karen Alexander	kalexand@houstonisd.org	713-787-1724
Psychology & Human Development	Dee Medrano	dmedrano@houstonisd.org	713-787-1769
Visual & Media Arts	Karen Alexander	kalexand@houstonisd.org	713-787-1724
Special Programs & Data Management	Eva Silvas	esilvas@houstonisd.org	713-787-1706
Student Life	Osby Mitchell	Omitchel@hosutonisd.org	713-917-3642
Instructional Coach	Denise Peronard-Wylie	dperonar@houstonisd.org	713-787-1733
Instructional Coach	Lindsay Niedergeses	lniederg@houstonisd.org	713-787-1728
Instructional Coach	Sally Paz	spaz@houstonisd.org	713-787-1727
Instructional Coach	Lara Heiberg	lheiberg@houstonisd.org	713-787-1729
Business Manager	Billie Wesley	Bwesley@houstonisd.org	713-787-1750
Magnet Coordinator	Jamie Simmon	Jsimmon@houstonisd.org	713-917-3673
School Secretary	Alicia Lugo	alugo@houstonisd.org	713-787-1700
Principal's Secretary	Martha Berbel	mberbel@houstonisd.org	713-787-1716

SLC Coordinators

Lise Lafond	Architecture, Construction & Design
Shelby Powers	Business and Finance
	Engineering
Janis Bellon	Health and Medicine
Adriana Lopez-Garcia	Law and Justice
Jana Bear	Performing Arts
Aerin McQuiggin	Psychology & Human Development
Heidi Leventhal	Visual & Media Arts



SHARED DECISION-MAKING COMMITTEE

At the December 3, 2001 meeting of the Lee High School SDMC, it was decided that the membership of this committee would be based upon the new structure of the school. This includes representation from each of the small learning communities, and representatives from the counseling, administrative, non-instructional, and planning lane staff.

The roster of the Lee High School SDMC for 2008-2009 is as follows:

Kerryn Rodriguez	Architecture, Construction & Design
Sonni Pyles	Business and Finance
Mildred Wallace	Engineering
Michael Walker	Health and Medicine
Toni Walker	Law and Justice
Linn Conway	Performing Arts
Yolanda Rodriguez	Psychology & Human Development
	Planning lane representative
Gary Sliva	Visual & Media Arts
	Non-instructional staff representative
	Administrative representative
Steve Amstutz	Principal and Chair of the Committee

The committee meets monthly from 4:10-5:00 PM. Additional meetings are scheduled as needed. All meetings are posted on the Lee High School website calendar. All meetings are open to the public.

Requests to be placed on the agenda are to be submitted in writing (e-mail) to the principal or elected secretary of the committee by 4:00 PM on Friday immediately preceding the scheduled meeting.

Meeting dates:

Tuesday, August 11
Tuesday, October 20
Tuesday, November 17
Tuesday, December 15
Tuesday, January 19
Tuesday, February 16
Tuesday, March 23
Tuesday, April 20



Standards for Teacher Quality

1. Teachers are committed to students and student learning.
2. Teachers know the subjects that they teach and know how to teach those subjects to students.
3. Teachers are responsible for managing and monitoring student learning.
4. Teachers think systematically about their practice and learn from experience.
5. Teachers are members of learning communities.

From *What Teachers Should Know and Be Able to Do*, policy statement of the National Board for Professional Teaching Standards, 2000.

Code of Ethics and Standard Practices for Texas Educators

19 Texas Administrative Code Chapter 247.

Statutory Authority: The provisions of this Chapter 247 are authorized under Texas Education Code, 21.041(b)(8), which requires the State Board for Educator Certification (SBEC) to propose rules providing for the adoption, enforcement, and amendment of an educators' code of ethics, and Section 63(l) of the conforming amendments to Senate Bill 1 (74th Legislature, 1995), which provides for a code of ethics proposed by the SBEC and adopted by the State Board of Education.

(a) Statement of Purpose.

- The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom.
- The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty.
- The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession.
- The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen.
- The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community.

(b) Enforceable Standards.

(1) Professional Ethical Conduct, Practices and Performance.

- (A) Standard 1.1. The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.
- (B) Standard 1.2. The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
- (C) Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.
- (D) Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.



- (E) Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.
- (F) Standard 1.6. The educator shall not falsify records, or direct or coerce others to do so.
- (G) Standard 1.7. The educator shall comply with state regulations, written local school board policies, and other applicable state and federal laws.
- (H) Standard 1.8. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

(2) Ethical Conduct Toward Professional Colleagues.

- (A) Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.
- (B) Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.
- (C) Standard 2.3. The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.
- (D) Standard 2.4. The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.
- (E) Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, sex, disability, or family status.
- (F) Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.
- (G) Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC under this chapter.

(3) Ethical Conduct Toward Students.

- (A) Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
- (B) Standard 3.2. The educator shall not knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.
- (C) Standard 3.3. The educator shall not deliberately or knowingly misrepresent facts regarding a student.
- (D) Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, sex, disability, national origin, religion, or family status.
- (E) Standard 3.5. The educator shall not engage in physical mistreatment of a student.
- (F) Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.
- (G) Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.



EXPECTATIONS, POLICIES AND PROCEDURES FOR INSTRUCTION AND ASSESSMENT OF LEARNING

- **Lesson Planning:** Good lessons begin with good planning. There are two (3) lesson plan templates that may be used at Lee and CSCOPE lesson plans may be used and show evidence of planning through annotations. These formats met the following criteria:
 - They include non-discretionary elements of good instruction including the objective(s) of the lesson, instructional input and activities (teacher and student) and assessment of learning.
 - They allow flexibility for different courses and schedules.
 - They are appropriate for any course content but may better fit certain subjects.
 - They can be filled out electronically (MS Word) or on hard copy (paper & pen).

As a teacher, you are expected to adhere to the following requirements:

- Weekly lesson plans must be completed for each class and each course by 8:20 AM of the first day of the week (usually Mondays).
- Lesson plans must be filed in your lesson plan binder and readily available at your desk. Special plans and/or general information for substitutes must be filed in your lesson plan binder.
- Lesson plans must be filed in your lesson plan binder in chronological order (either oldest to current or current to oldest).
- You may use either one of the three formats. Two formats are available on the Lee server (see information below). CSCOPE lessons may be printed directly from the CSCOPE site and included in your lesson plans. Lesson plans printed from CSCOPE must show evidence of annotation (e.g. indicate which lessons or lesson components are scheduled for which days, additions or clarifications, etc.).
- You may change formats at any time.
- You may use different formats for different courses.
- You may add information to any template but you may not omit or delete information or elements of a template.
- Lesson objective(s) should be written out but may be abbreviated or in “student friendly” language.
- Listing of TEKS or CLEAR objective numbers (e.g. WGS.21.d) is optional but encouraged. Lesson objectives must be clearly identified and understandable to others.
- Lesson plans must be kept on file for the entire school year.

Lesson plan templates are available on the server at the following location:
LEEHS-BDC/COMMON/LESSON PLAN TEMPLATES

- **Providing Clear Academic Expectations to Students:** Students must have a clear understanding of what they are expected to learn, must have structures for learning new material as well as structures for organizing their work in progress and completed work.

As a teacher, you are expected to:

- Write the objective(s) for each lesson on the board or on a chart. Objectives must be in student-friendly language and written so that at the end of the lesson students can say, “I can” Examples include objectives such as, “I can describe laboratory safety procedures



when using chemicals”, or “I can define GDP, mortality rates and birthrates and explain how they help us understand a country’s development.”

- Provide an organizational structure for students’ course binders and ensure that they follow it. Minimally, binders are to include the course syllabus, evidence of vocabulary development, prior work – graded and ungraded, and updated *I Can* charts in Algebra 1 and Geometry.
 - Expect and require that student work, graded and ungraded be placed in the students’ binders consistent with the organizing structure you have established.
 - Expect and require students to bring their binders to class every day.
 - Demonstrate evidence of the current instructional unit, vocabulary development, graphic organizers and exemplary student work on the boards and/or walls of your classroom.
- **Common Language:** We use common language in the description and characterization of our lesson activities.
 - Leaning in – Students appear interested in the activities, a physical cue to engagement
 - Who’s doing the work? – Is it the students or the teacher?
 - Everyone has a job – Even in group work there are no idle participants
 - Multiple touches – Accessing the information and practicing the skills repeatedly
 - No light touches – Expectation that activities provide deep learning and understanding, feedback challenges students to think deeply and understand underlying and fundamental concepts
 - Tools of the scholar – Students are expected to use tools such as dictionaries, thesauruses, highlighters, atlases, note taking, rulers, protractors, and other materials or equipment associated with the content area
 - Changing trajectories – Are we moving students forward in their learning and improving their outcomes. Trajectories should always be climbing.
 - Saving lives – Sounds trite but true when students’ academic outcomes improve
 - Inviting urgency – Constant sense of academic press and bell to bell instruction
 - **Classroom Appearance:** Your classroom should reflect the values of our school, support learning and recognize student success. You are expected to organize and decorate your classroom as follows:
 - Every teacher who serves as a family advocate is required to have a bulletin board or wall display for advocacy. The advocacy display may include photos, student names, student goals and accomplishments.
 - Evidence of vocabulary instruction should be displayed in the classroom.
 - High quality student work including specific feedback should be displayed.
 - Algebra 1 and Geometry classes must have up-to-date benchmark or geo charts listing every student and accurately reflecting students’ accomplishment of benchmark or geo objectives.
 - The objective for each class must be written on the board, chart tablet or similar display using student friendly language.
 - Evidence of the current unit of instruction must be evident in classroom displays and on walls.
 - **Substitute Teacher Information:** every teacher is required to create, maintain and file the information needed for a substitute to conduct class including procedures and instructional plans. Substitute plans must be filed in the lesson plan binder on the desk. The more complete these are the better job the sub will be able to do.



ASSESSMENT, GRADING & COMMON EXPECTATIONS FOR REPORTING STUDENT PROGRESS AND MASTERY OF CONTENT & SKILLS

Introduction

During the fall of 2007 a group of teachers and administrators worked to craft a common set of expectations and standards for campus-wide grading and reporting of students' mastery of content and skills. A faculty survey and literature on relevant research and promising practice helped inform the committee's recommendations.

After studying the challenges and possible strategies for improvement the committee made recommendations for actions to be taken immediately and actions that will require more time to implement.

The information below represents our campus policy for assessing and reporting students' academic performance.

Philosophy and Values

- Our service standards, or core values, of safety, learning, engagement, differences, integrity and care must be evident in our grading and reporting policies and practices.
- Assessing student progress and providing timely, constructive feedback to students and parents is one of our most important responsibilities as educators.
- Our policies and practices at Lee must be consistent, fair, transparent and supportive of students' learning.
- The most effective system for assessing content-specific learning goals is with a criterion-referenced approach.

Policies & Procedures (as of January 7, 2008, updated August, 2009)

- Grades are to be based on mastery of content. The following practices are inconsistent with mastery grading and are not acceptable: curving scores, adding or deducting points for conduct, grading on or giving bonus points for effort or attendance, etc.
- We strongly encourage teachers to provide students with multiple opportunities to redo assignments to demonstrate mastery (re-take tests, resubmit assignments, etc.). The speed at which a student learns is not important. The breadth and depth of their learning is what matters and students will reach the learning targets at different times and through different methods.
- Feedback on student work and graded assignments is to be recorded in the grade book and returned to students within one week (7 calendar days) of collection. Good feedback is much more than just a score and provides students with specific information about what is good as well as how to improve their performance.



“The most powerful single innovation that enhances achievement is feedback. The simplest prescription for improving education must be ‘dollops of feedback’.” John Hattie, *Measuring the Effects of Schooling*.

- Detailed Progress Report (DPR) Mondays: A detailed progress report from GradeSpeed must be printed by teachers and given to each student for each course on the Mondays on which progress reports and report cards are distributed. Students will have a *minimum* of one week to submit missing assignments.

Students have the right and the responsibility to complete assignments, quizzes, labs or tests missed due to absences. Assignments must be completed within a reasonable time, usually within 5 days of the absence(s). Teachers and students may agree to alternative timelines for completing assignments.

- Comments must be given on progress reports for failing grades and Incompletes.
- The grading scale ranges from 50 – 100. The lowest grade given for a missing assignment is a 50.
- The grading scale ranges from 50-100 for final exams (August, 2008).
- Students are encouraged to redo assignments after additional study, tutoring and practice. Assignments that are resubmitted can be awarded the highest grade available on the original assignment. Both the original and resubmitted assignment can be recorded in the grade book. The highest grade will be used in the final grade calculation for the semester.
- The *maximum* value of a single grade can be no more than 20% of the final quarter grade.
- Teachers must provide easy access to missed assignments and materials (i.e. make-up work binder, file box, folders outside door, etc.). Students must know how and where to get missed assignments easily and quickly.
- Students are required to have a separate binder or spiral notebook for each course. Teachers must provide models and feedback on students’ organization of the binders or notebooks. Binders or notebooks are to include class notes and returned assignments. Other course related materials may also be included.

Every teacher is required and expected to ensure that every student brings his or her course notebook every day.

- Discipline issues are to be recorded in conduct grades (E, S, P, U).
- No student grades will be ‘dropped’ from the grade book. Students are encouraged to redo assignments to improve their grades after additional practice, study and tutoring.
- Cheating is a Level II violation of the Code of Student Conduct. A student who is caught cheating is to be referred to the appropriate administrator. Cheating is a behavioral problem and the consequences for cheating must address the behavior. A student who cheats on an assignment will be expected to redo the assignment or an appropriate assignment and the



grade recorded in the grade book. A student may not receive a zero or a reduced grade for cheating (August 2008).

Calculations of Student Grades:

1. All assignments recorded in the grade book must have the accompanying learning objective(s) listed.
2. Teachers may choose to weight some assignments as of greater value than others. Weighting of assignments may be done when creating a new task in GradeSpeed or when editing an existing task. It may be appropriate to weight more complex or summative assignments more heavily (e.g. tests, projects, presentations). Remember, the *maximum* value of a single grade can be no more than 20% of the final quarter grade.

All grades will be assigned to one of four weighted categories

- Level 1, Multiplied by factor of 1- Includes homework or short assignments that practice skills previously taught and completed independently by students outside of the teacher's supervision.
- Level 2, Multiplied by factor of 2- Includes independent practice and class work or other assignments that are limited in the scope of objectives practiced.
- Level 3, Multiplied by a factor of 3- Includes science lab activities and reports, quizzes or other activities that address multiple objectives, assess cumulative knowledge or skills, require multiple class periods and/or multi-step processes to complete.
- Level 4, Multiplied by a factor of 4- Includes research papers, projects, tests, performances and other major assignments that are cumulative, require multiple class periods, and/or multi-step processes to complete.

The four categories and assignment weights will apply to all courses in all subject areas.

3. Determination of final grades is calculated as follows:

Semester Courses

Quarter 1 grade	40%
Quarter 2 grade	40%
Final exam	<u>20%</u>
	100%

- Students have the right and the responsibility to complete assignments, quizzes, labs or tests missed due to absences. Assignments must be completed within a reasonable time, usually within 5 days of the absence(s). Teachers and students may agree to alternative timelines for completing assignments
- Grades should be sufficient in number to justify the final grade for a course. For each class teachers must assess student learning and record at least 1 grade/week on average.
- Teachers may give an INCOMPLETE (INC) on a report card to allow students more time to complete or redo assignments. Incomplete grades must be completed and recorded by the end of the following grading period (9-weeks).



- Whole-course credit is awarded when a student:
 - receives a grade of 60 – 69 in the first half of a course (the A section);
 - the grade in the second half (the B section) is high enough for the average of both grades to be 70 or greater; and
 - took both sections (A and B) in the same school year...
- **Grade book (GradeSpeed)**
 - Every teacher, in every subject area, is required to record all grades (for all graded assignments) within GradeSpeed.
 - New grade books must be created for each class, each quarter. Grade books created in quarter 1 may not be continued in use for Quarter 2. Quarter 3 grade books may not be used for Quarter 4.
 - Grade books must be kept up to date and assignments should be graded & recorded within seven (7) calendar days.
 - Missing grades must be filled in with 50, INC, N/A, MSG (missing) or other numeric score for each assignment in the grade book. Use N/A for students who enrolled late or were not responsible for an assignment.
 Example:

	Assignments						
	1	2	3	4	5	6	Average
Steve	90	85	85		80		85
Rebecca	75	70	65	80	70	75	75
Steve (revised)	90	85	85	MSG	80	MSG	73



STUDENT SERVICES

Support Services

Lee is fortunate to have many support services for students. Many of those services are available through partnerships with other community-based organizations. Our partners and Lee's own staff provide psychological, medical, and counseling services.

These services are available primarily during school hours and conflict with class schedules.

When a student has a legitimate appointment with one of our approved service providers (currently Baylor College of Medicine Teen Clinic, Depelchin Children's Center, HISD Psychological Services, Communities in Schools, Family Service Center) you are required to release them from class. Students are responsible to complete any missed work.

You may, and are encouraged to, contact any of the service providers to discuss scheduling conflicts and strategies for mutually supporting students.

Emergencies

The SLC administrators are here to assist you in your efforts to achieve student success. Communicate with your SLC administrator when you have questions related to the academic and personal, emotional and social development of your students.

There are two situations when you are required to communicate a student's welfare to the appropriate administrator. They are as follows:

When you have a student who is contemplating suicide, expresses any suicidal ideations or indicates a desire to physically harm himself or herself you must:

- 1) Immediately send for the SLC administrator to escort the student to the office
- 2) Take the threat seriously
- 3) Tell the student you are concerned
- 4) Do not leave the student alone
- 5) Once the counselor has arrived, describe the circumstances and follow directions
- 6) Continue to express interest in the student once the crisis is over

When you have reason to suspect that a student may have been abused you must:

- 1) Immediately send for the SLC administrator to escort the student to the office
- 2) Take the situation seriously
- 3) Tell the student you are concerned
- 4) Do not leave the student alone
- 5) Once the counselor has arrived, describe the circumstances and follow directions
- 6) Continue to express interest in the student once the crisis is over

It is the law that all reports of child abuse be reported to Child Protective Services. You are legally obligated to make a report to CPS if you have "reason to suspect" a child is being abused or neglected. CPS will evaluate the seriousness and authenticity of the allegations. Reports are to be made on the day you first receive information regarding the possible abuse.



All reports must be completed on-line using the Statewide Child Abuse or Neglect Reporting Form. The form is located at:

<https://www.txabusehotline.org/PublicForm/SWIform.asp>



Work collaboratively with your SLC administrator to ensure that you or the administrator makes the required report.

FACULTY & STAFF PROCEDURES

Attendance Policy

- All employees are expected to report to work on time, daily. All teachers must sign in at the main office by 8:20 a.m. each day and remain on duty until 4:05 PM. Teachers must be in their rooms 5 minutes prior to class time (8:25 AM). You are required to sign in and out in the main office by recording the actual time you arrive and depart. Failure to sign in daily may result in being coded as absent from duty. Failure to accurately record your arrival and departure times may be considered falsification of payroll documents and be subject to disciplinary action.
- Weekly department meetings and occasional special events, such as full faculty meetings, may require all teachers to arrive early or stay beyond your normal departure time.
- If you have reason to believe you will arrive late to work, you are to call as early as possible. You must speak to Alicia Lugo or an administrator. Failure to notify the school of your tardiness prior to your duty time may result in the time being charged as an unexcused absence. Prior notification of your tardiness does not automatically excuse the lateness.
- Requests to arrive late or depart early for appointments are to be made by e-mail to Mr. Amstutz. Emergency departures may be granted upon approval of the principal. The administrator will notify you of his or her decision.
- **Leaving Campus (Teachers):** The conference period is a time provided for planning, grading, and parent conferences and should be utilized as such. Teachers are to remain on campus during that time and may not leave unless approved by the principal in advance. You have a minimum of 30 minutes of duty free lunch and may leave as you wish at that time.
- **Personal Illness:** If you are ill you must report your absence by contacting the HISD Substitute Teacher Assignment & Reporting System (STARS) at 713-892-7511 as soon as possible, but no later than 6:00 a.m. on the day of the absence. Absences reported to STARS after 6 AM and any other emergency absences must also be reported directly to the school no later than 7:00 a.m. on the day of the absence. You must speak directly with Alicia Lugo or any administrator. Emergency absences are those resulting from sudden, inexplicable illness, accident, or tragedy. All other employees are to contact Alicia Lugo as early as possible but no later than 7:30 a.m. on the day of the absence.

It is the teacher's responsibility to call the STARS. Office staff is prohibited from calling on your behalf.



- **Discretionary Leave (absence from duty):** Requests to be absent from duty for discretionary purposes must be made in writing (e-mail) to the principal at least 24 hours prior to the absence and are limited to three (3) days per school year. (Discretionary reasons include but are not limited to personal business, financial appointments, court appearances for personal reasons; nondiscretionary reasons include personal illness, illness of a relative, death in the family, life threatening family emergency.) You are responsible for requesting a substitute if your request is approved. The approval of discretionary leave is subject to district guidelines. District policy states that discretionary leave shall not be allowed during or on:
 - The first week of a new semester,
 - The day before or after a school holiday,
 - Days scheduled for end-of-semester or end-of-year exams,
 - Days scheduled for TAAS [TAKS] tests, or
 - Professional or staff development days.Additional information may be found in HISD Board Policy DEC(LOCAL)-X
- **Professional Development or Off-Campus Duty:** All requests for professional development or off-campus duty time during the scheduled work day must be approved at least 10 days prior to the requested absence. If a request is approved the individual making the request is responsible for requesting a substitute through the STARS system.
- **Absence from Duty Report:** It is responsibility of the employee to complete and send the absence duty report for all absences other than professional development or off-campus duty. The form is accessed on-line through the HISD portal. The form is to be completed and delivered within 24 hours of your return to work.

TEACHER DUTIES/RESPONSIBILITIES

- **Dress and Grooming:** As a teacher, you should choose carefully the clothes you wear to school. As a professional, you should dress professionally. How you appear communicates a standard and expectations for your students. **Any item of dress not allowed for students is also inappropriate for teachers unless that item of dress is necessary or appropriate for the efficient performance in the class (i.e., shorts for P.E.).** Tee shirts (other than Lee tee shirts), shorts and flip flop sandals are not appropriate for faculty or staff and are not permitted. (See Dress and Grooming Policy for students at the end of the handbook.)
- **Faculty Meetings:** Except for emergencies and special cases, faculty meetings will be held monthly on Wednesday afternoons at 4:00 p.m. Make-up meetings for coaches and sponsors who have after-school supervision may be held at 7:45 a.m. in the library on Thursday morning after the Wednesday faculty meeting.
- **Parent/Teacher Conferences and Communications:** When you are notified of a parent's or guardian's request for a conference you are to contact the parent or guardian and arrange a mutually agreeable time and place for the conference. You should make every effort to return the call on the same day the message is taken but always within 24 hours. An administrator will attend the conference on request.

Students and parents may elect to correspond by email. You are to respond to email inquiries and communications within 24 hours (1 business day).

GradeSpeed allows parents and student to send messages to teachers. You are to regularly



check for messages in GradeSpeed and respond within 24 hours (1 business day).

- **SLC Meetings:** You will meet with your small learning community twice a week during your common planning period. Meetings will focus on students (Family Advocacy System) and instruction (teaching and learning). Attendance at these meetings is mandatory and arriving on time is expected.
- **Supervision of Students:** Teachers are responsible for the supervision of their students at all times. Should you need to leave your room in an emergency, please notify the office and we will send assistance. If there is not time to wait for this assistance, please notify a neighboring teacher to cover until help arrives. Under no circumstances may a student be left in charge of your class. Students are never to be left unsupervised in any part of the building.
- **During passing time:** All teachers are expected to assist with the supervision of students during passing periods. All teachers must step to the door of their classrooms during the passing period so that student activity, both inside and outside the classroom, can be supervised. Teachers are expected to correct students not conducting themselves in an appropriate manner.



STAFF AND STUDENT SAFETY

- **Accidents:** All employee accidents must be reported immediately to the Principal's office and documented on a form provided by the school nurse. Accidents must be reported to the district within 24 hours of occurrence. In the case of an emergency you are authorized and expected to contact 911 if you believe it is appropriate.

Many accidents that occur to staff and students can be prevented. It is the responsibility of every employee to follow the safety procedures provided below:

- 1) Spills - all spills should be cleaned up immediately. Notify the office for assistance and block or avoid the area until clean.
 - 2) Climbing - Unsafe climbing can lead to serious injury. No items are to be stored above closets or posted on walls or bulletin boards if above your reach while standing on the floor. Under no circumstances is any student or employee to stand, kneel, or climb upon counters, chairs, tables, desks, or items other than approved safety ladders or step-stools.
 - 3) Hazards - All employees are responsible for reporting to the office any potential hazard. This includes, but is not limited to, broken glass, damaged furniture, protruding objects, sharp edges, unusual odors, and/or broken or damaged equipment.
- **Classroom Security:** Classrooms are to be locked when the room is empty. Valuables should be placed out of sight and locked up at all times. Money is to be turned in to the financial clerk in person at the main office prior to 2 p.m. daily and is not to be left in classrooms. Moneys not turned in to the office in accordance with school procedures and HISD policies are the responsibility of the teacher who will be required to replace the funds in case of loss or theft. Audio-visual and computer equipment should be stored out of sight as much as is possible. VCRs must be returned to the library at the close of each day.
 - **Fire Drills:** State law requires all Texas high schools to conduct bi-monthly fire drills during the school year. Half of these drills must be obstructed. Make certain that you are familiar with fire drill procedures and that all of your students are made aware of the correct fire exits. Fire drills will be conducted at the discretion of the Principal. Post the Exit Route Map near your doorway. You are to take a class roster with you, and check roll once outside the building, informing an administrator immediately of any missing students.
 - **ID Badge:** All employees and students are required to wear a Lee High School identification badge. It must be worn above the waist at all times. Students are not to be admitted to class without an ID.

Teachers are responsible for and expected to enforce the campus ID policy in every class every day.

Visitors to Lee must sign in at the Main Office and obtain a visitor's pass. Students without ID badges are to be sent to the main office to purchase a replacement. Any person without appropriate identification should be greeted and directed to the main office. Contact the main office or any administrator if you have any reason to be suspicious or concerned.

- **Loitering-Unauthorized Persons on Campus:** Only students of the high school, parents of the students, employees of the district, and persons having business with the school are allowed on campus during school hours. You should be alert for persons on campus other than school



personnel or students. All visitors must sign-in and secure a visitor's badge from the main office before visiting a classroom. Any person loitering on school property should be asked to leave and should be reported to any administrator or police officer. These warnings must be documented so that criminal charges can be filed if necessary.

Lee High School shares the campus with YES Prep Public Schools. Their faculty, staff and students are expected and required to follow the campus policy for visitors.

- **Personal Equipment:** The school cannot and does not assume any responsibility for the loss on the school campus of personal equipment or material.
- **Policy Manuals:** HISD district policy manuals are also available on-line at www.houstonisd.org.
- **Pesticides:** This school periodically applies pesticides.
- **Staff and Student Safety Rules:** Students may not be released to anyone during school hours (see attendance office procedures). Parents must come to the office to sign a student out and the office will call the classroom. Parents may not pick up their child at the classroom.
- **Tobacco:** All of the Houston Independent School District's campuses are smoke and tobacco free. Neither students **nor staff** may use any tobacco product on campus at any time.

TEACHER MATERIALS

- **Audio-Visual Procedures:** Use of A/V equipment is coordinated through the library. All equipment and A/V software must be returned by 4:00 each day. Only teachers may check out equipment.

Videos or movies may be shown only if they are part of the school's library collection or the HISD film library, are rated "G", "PG" or "PG-13" as defined by the Motion Picture Association of America. **You must inform the principal by e-mail before showing any video other than those owned by the school or HISD is shown.** You may assume that permission has been granted unless notified by the principal in advance.

Movies and videos may only be shown if both of the following conditions are met:

- * The movie or video is shown as part of an instructional activity
- * The movie or video is a lawfully made copy (Rental movies meet this requirement. Movies recorded from television, internet or cable do not meet this requirement.)

Use of rental videos as a reward, for recreation, and for extracurricular use is considered a performance and is illegal.

Report any broken or damaged equipment to the librarian as it occurs or is noticed. Lost or stolen equipment must be reported immediately. Failure to report lost or stolen equipment may result in personal liability for the loss.

All other A-V equipment requests should be made to the librarian and equipment will be issued, as it is available.



- **Copy Room:** There are copy machines available for teachers to use in the Teachers' Workroom on the second floor. You may request copies be completed for you by submitting your request no later than 24 hours in advance of the day you want to pick them up. There are copy request forms on the counter in the copy room. Submit a clear, clean copy - no staples, no tape. You may also request copies from books by page number. Please set a realistic time for pick up. Please keep our copy facilities in good order and practice courtesy.

The copy room is staffed during the day. The clerk will assist you making copies. Please email documents when possible with clear directions for copying – number of copies, single-sided or double-sided, collated, stapled, 3-hole punched, etc.

You are expected to adhere to copyright laws and are personally liable for any copyright violations.

- **Field Trips:** All field trips must support the curriculum and enhance learning opportunities for students. Before approval, the following criteria will be evaluated:
 - * Does this field trip correlate with and support the curriculum?
 - * Are there learning activities planned before, during, and after the trip?
 - * Is there any cost to students?
 - * What kind of teacher support is necessary?
 - * What kind of parental support is necessary?

All requests must be submitted your SLC administrator at least three weeks prior to the date of the trip. The administrator will approve or disapprove the request and forward to the principal for final approval.

- **Other materials:** If you need other supplies (i.e. markers, scissors, tape, etc), please see a member of the main office staff. If there is something you need which is not in our supply room, please ask Ms. Lugo, school secretary, to order it for you. Please do not spend your money on supplies – with the exception of the \$50 which each teacher may be reimbursed for school supplies, we cannot reimburse other expenditures. With a little bit of planning, you should have everything you need.

MISCELLANEOUS INFORMATION FOR TEACHERS

- **Announcements:** Public Address System announcements will be given only once during the school day, except for emergencies. Messages that are to be announced must be written on a form provided by the main office and signed by the sponsor. Announcements must be submitted no later than 8:30 a.m. on the day they are to be announced. Please limit your message to four lines.
- **Calendar:** A master calendar of all scheduled events and activities (field trips, fund raisers, etc.) is maintained on our website. All requests to add items to the calendar may be made on-line at the website calendar.
- **Change of Address:** You are to keep the main office informed of all personal status changes: address, phone, emergency numbers, etc. Give this information to the school secretary.
- **E-MAIL:** All faculty members must check their e-mail daily. This is the primary form of



communication at Lee High School.

- **Food in Classrooms:** Food and drink are allowed in classrooms at the teacher's discretion.
- **Furniture:** Furniture may not be moved from its location (room to room, out of the library, cafeteria) without approval from the Business manager or Principal.
- **Keys:** Classroom keys are available through the main office with the approval from the Principal. All keys to all school property are the property of the school and must be returned at the end of the school year. File cabinet and desk keys are available through the Main Office. Duplication of keys without the written permission of the principal or business manager is expressly prohibited.
- **Lost and Found:** Found articles are kept in the main office.
- **Mail:** Mailboxes are located in the main office. Boxes should be checked daily. Students will not be allowed to empty or deliver the contents of teacher mailboxes.
- **Parking:** Lee High School has limited reserved parking for faculty and staff. You are provided a faculty parking permit to access the reserved parking. As a condition of using the permit you are required to adhere to the campus parking policies provided in writing at the time you received your permit.
- **School Mail:** School mail will be picked up and delivered only by HISD. School mail may not be used for personal business. You must show the route number of the appropriate location. Lee is route 1.
- **Telephone:** Incoming messages for employees will be forwarded by e-mail or in mailboxes. Emergency calls will be delivered immediately. All school-oriented long distance calls must go through the main office. Our phone system does not support direct dialing (1+ dialing) or operator assisted (Southwestern Bell) calls.



STUDENT ATTENDANCE POLICY AND PROCEDURES

- **Attendance**

The student must be present at least 60 minutes of the period in order to be considered in attendance unless participating in a field trip or other activity approved by the Principal or under supervision of school personnel. Taking and recording student attendance is the responsibility of teachers.

The teacher is responsible to:

- Take attendance at time designated and for each class period using GradeSpeed. Attendance is to be taken 30 minutes after the start of each class period with the following exception - attendance must be taken at 10:30 AM for advocacy period (Monday), 3rd period (Tuesday & Thursday) and 4th period (Wednesday & Friday).
- Take accurate attendance every day, every period.
- Ensure that opportunities are provided for students to make up work for all absences.

If you experience a computer hardware or software problem that prevents the timely reporting of attendance you are to notify your administrator or the attendance office immediately and record attendance manually. The manual (paper) record of class attendance must be hand delivered to room 117 at the close of the period.

Teachers who repeatedly fail to take and record attendance as directed may face disciplinary action.

- **Tardies**

Students who are not present at the beginning of the period but attend 60 minutes of class should be recorded as tardy. The same criteria used to determine whether an absence is excused or unexcused apply to TARDIES. If a student misses more than 30 minutes of a class period, s/he is considered absent. A teacher should not hold a student after class.

- **Students Leaving School Early**

Students leaving school before the end of their school day must sign out through the main office. If the student has a note from a parent or guardian, it will be left at the Main Office before first period begins. The main office will call home and verify the note. When the student is ready to leave, he/she will sign out at the main office. If the student does not have a note, his/her departure must be approved by his/her SLC administrator. Failure to go through the main office will constitute an unexcused absence. The main office will maintain a daily "Sign-In" and "Sign-Out" sheet for students departing school before the end of their scheduled time. The main office will keep all notes or authorizations for students leaving school early. Sign-In and Sign-Out sheets will be filed by day and week at the attendance office.

- **Excuse Notes**

The student returning to school from an absence or absences must submit a note written by a parent or guardian and must include the reason for the absence, a parent/guardian contact telephone number, and the students' ID number. Students are to place excuse notes in the appropriate box of their SLC administrator.

- **Students Suspended from School**

If a student is suspended from school all days missed by the student during the period will be considered excused absences. The student will be required to make up all work missed during



the days of suspension. All work must be made up within five school days upon the student's return to school from suspension; however, the student will receive an automatic "U" in conduct for those nine weeks.

- **Absences & Appeal for Credit**

A student who has in excess of 2 unexcused absences per grading period or a total of 5 or more absences (excused and unexcused) and earned a passing grade in the class will need to appeal for credit. The Attendance Committee, in collaboration with the student and parent, will determine if credit should be reinstated.

- **Attendance Exemptions (ADA)**

Religious Holy Day Observance

In accordance with the Texas Education Code, students shall be excused from attending school for the purpose of observing religious holy days (when it is a tenet of their faith that they must be absent from school during such time). Excused days or travel under this paragraph shall be limited to not more than one day for travel to and from the site where the student will observe the holy days. Such students shall be counted in attendance for Foundation School Program purposes. School districts shall be required to provide make-up work for students who have been excused under this paragraph. School districts shall be required to give students a reasonable amount of time to complete make-up work and to grade such make-up work. If the completed work is of satisfactory quality, the student's days of absence shall be considered as days of attendance for compulsory attendance purposes.

- **Co-curricular Activities**

Co-curricular activities are an extension of classroom instruction by which participation is by the entire class or a significant portion thereof. They relate directly to, and enhance student learning of the TEKS through participation, illustration, and observation. Co-curricular activities are included in the teacher's instructional plan and are conducted by or supervised by a classroom teacher or other educational professional such as a librarian, school nurse, counselor, or administrator. Activities that require a student to miss a class other than the sponsoring class or course shall be counted as an extra-curricular absence in the non-sponsoring class.

- **Extracurricular and Co-curricular Absences**

Extracurricular activities are those school-sponsored or school-sanctioned activities that are not directly related to instruction of the TEKS, but that may have an indirect relation to some areas of the curriculum.

Lee students may accumulate up to ten absences for field trips and UIL activities for a school year, but no more than three during any nine-week grading period. Absences exceeding the 10/3 rule shall be counted as unexcused absences. Students violating the 10/3 rule should be referred to their SLC administrator. Exceptions to the 10/3 rule can be made only if a student is competing in post-district competition. These exceptions must be made in advance.

State law and HISD policy do not permit a student to participate in extracurricular activities and UIL activities if they are failing any academic class. Field trips are co-curricular or extracurricular activities. For this reason, the sponsoring teacher of these activities must:

1. Have the event approved and placed on the calendar seven school days in advance of the event. These activities must be approved.



2. The sponsoring teacher must prepare a list of those students who were absent on the day of the activity. This list shall be submitted to the Attendance Office immediately upon returning from the event.
- **Medical appointments:** If a student is absent for a portion of the day for a healthcare appointment the absence is erased and the student is allowed to make up work. Students must bring a note from the healthcare provider to her/his SLC administrator.



FINANCIAL PROCEDURES

General Procedures

1. Read your Student Activity Funds Teachers' Manual.
2. Before committing to any fundraising projects, you must get written approval from Dr. Alexander who, in turn, will notify the Financial Clerk. Permission Request forms must be filled out prior to the fundraiser.
3. HISD procedures must be strictly followed when conducting fundraisers and collecting money.
4. There can only be one fundraiser in progress at a time within a club. Before opening a new fundraiser, any old fundraisers must be closed.
5. Under NO circumstances are you to collect any funds for any purpose without prior written approval.

Procedures for Collecting Money

1. Determine the appropriate profit margin for your fund-raiser. Profit margins are calculated by the district.
2. Fill out Permission Request Form. The form must be approved prior to any fundraiser.
3. Include your expected fund-raiser profit margin on request form.
4. As students turn money in, have them sign their names and the amount of money they turn in on an AF 104 form.
5. All money collected must be receipted immediately and turned in when the sum exceeds \$20.00. **If the money is not turned in and it is lost or stolen, it is the responsibility of the teacher to replace it.** If the Financial Clerk is not available to receipt the money, it can be locked in the main office vault for safekeeping.
6. None of the money collected may be spent under any circumstances without first being processed through the Financial Clerk.
7. All money collected must be submitted to the Financial Clerk in the same form as collected. Employees' or students' personal checks may not be submitted in the place of cash collections.
8. Fund-raisers must be closed with the financial clerk no later than 2 weeks after the final date of sales as listed on WAG. Failure to close out fund-raisers in a timely manner may result in suspension from future fund-raising activities.

STUDENT RULES & REGULATIONS



- **Admission:** Admission to any program or course in Lee High School is not based on race, color, national origin, sex, or handicapping condition.
- **Cafeteria Use:** Students and teachers may use the cafeteria before 8:20 a.m. and during lunch hours.
- **Cell Phones/Paging Devices/CD players/MP3 players:** Electronic devices are allowed on campus but may not be used during school (8:30-4:00). Students found to be using an unauthorized device should have the item(s) confiscated. You are to tag the item with the student's full name and turn it in to Ms. Bertani or Ms. Wesley at the main office. Students may reclaim the item from the main office after paying a handling fee. A parent or legal guardian may reclaim an item at no charge one time only if they appear in person to reclaim the item. After 20 days unclaimed items will be disposed of.
- **Cheating:** Cheating is defined as an act of deceit, trickery, or fraud on an assignment or test. It includes the using or copying of another person's work or lending one's own work to another. It could also include, but is not limited to, using written notes on a test; giving or receiving hand signals; looking at another student's test; or allowing another student to copy one's answers. Cheating is a Level I violation of the Code of Student Conduct and is to be handled by the classroom teacher.
- **Closed Campus:** The campus is "closed" to all students from the time they arrive on campus in the morning until 4:00 p.m. This includes not only class times but also the period between classes and during lunch. Certain vocational and co-op students, or juniors or seniors with less than four classes, will have off-campus permits to allow them to leave early. Applications for off-campus junior and senior lunch privileges are available in the main office.
- **Code of Student Conduct:** The HISD Code of Student Conduct has been prepared for every student. Every student must sign a confirmation indicating that this code has been received and read. You are to be familiar with the code and adhere to the code at all times.
- **Drug and Alcohol Use:** Use of, possession and/or distribution of, or being under the influence of marijuana and/or hallucinatory, hypnotic or sedative drugs or any chemical stimulant or alcohol not prescribed by a licensed physician is strictly forbidden on the school premises or at any school-sponsored activity. A student found in violation shall be subject to police action and severe school disciplinary action. You should alert the office of any student suspected of being in violation. Suspicion may result from but not limited to student actions (unusual hyperactivity, lethargy), appearance (bloodshot eyes or "glassy" stare), odor (both clothing and breath), and tips from students.
- **Hall Passes:** As a general rule, students should not be in the hallway during class time. If you permit a student to leave your classroom s/he must have a pass that includes the student's name, time of departure, destination, and a legible teacher signature. The pass may not be used for a destination or time other than so stated on the pass. Students should never leave your classroom in pairs or groups.
- **Lockers:** All locker assignments are made by the main office. If a student needs a locker or if there is a problem with a locker, s/he should see the community administrator.

DRESS CODE POLICY



The dress code applies anytime on campus or while attending a school sponsored event.

Students who choose to wear clothing that does not meet the dress code requirements will not be allowed to attend class and will be required to change clothes or call a parent or guardian to come to school to provide appropriate clothing.

- Shirts, tops & blouses: Two types of shirts, tops or blouses are permitted.
 - T-shirts – Only Lee High School, college or university t-shirts may be worn. Lee t-shirts are sold at school and may be from a Lee sports team, club, class or other approved program.
 - Shirts, blouses or other tops – All shirts, blouses or tops other than Lee t-shirts:
 - Must have a collar;
 - May not have any pictures, graphics, or advertisements;
 - May be plain, plaid or striped; and
 - Must fit appropriately. Oversized shirts or blouses are not permitted.
- Shorts, skirts, and dresses must be knee-length or longer even if tights or leggings are worn underneath.
- Pants must fit appropriately and worn as designed at the hip or waist. Sagging pants are not permitted.
- Clothing that reveals undergarments when sitting, walking, or bending is unacceptable. Clothing that has been ripped, torn or cut is not acceptable if it shows skin and/or undergarments.
- Vulgar or obscene patches, items displaying alcoholic beverages, drugs, drug use, provocative graphics or words, illegal clubs, or discriminatory material, are not acceptable on any article of clothing or jewelry, whether it is worn on the outside or underneath clothing.
- Shoes or sandals must be worn at all times. No house shoes or slippers may be worn.
- Accessories and miscellaneous items:
 - Hats, caps, headbands, head coverings of any kind, or sunglasses may not be worn in the building. If worn they will be taken and returned only to a parent or guardian or upon payment of a \$5 service charge. Items left after 20 school days will be disposed of.
 - Jewelry or accessories with inappropriate lettering, decorations, or advertisements are not allowed.
 - “Walkman” type headsets, MP3 players, radios, electronic games, noise-making devices, backpacks, gym bags and skateboards are not allowed.

The principal may grant exemptions from any item in the policy for medical or religious reasons.

Violations

Students who violate the above policies will:

- (1) Be sent to the appropriate assistant principal upon the first offense.
- (2) If the violation is in regards to clothing, the student will be given the option of returning home until appropriately dressed or wearing appropriate clothing given by the principal (if available).
- (3) Upon a second violation, the student will be assigned to an after school detention.
- (4) Upon additional violations the student may be suspended.