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Lamar Senior High School
 3325 Westheimer Road
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Houston ISD Administration

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Lamar HS Administration

<i>Dr. James McSwain</i>	<i>Principal</i>
<i>Mr. Ray Morrow</i>	<i>Dean of Instruction</i>
<i>Ms. Holly Gibson</i>	<i>Dean of Students</i>
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<i>Dr. Grace Mosby</i>	<i>Assistant Principal</i>
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<i>Ms. Keeley Simpson</i>	<i>Asst. Principal/Registrar</i>
<i>Ms. Morvarid Behziz</i>	<i>Academic Dean</i>
<i>Ms. Linda Harrison</i>	<i>Academic Dean</i>
<i>Mr. Benjamin Guinther</i>	<i>Testing Coordinator</i>

Academic Advisors

<i>Ms. Melba Ervin</i>	<i>Family I</i>
<i>Ms. Sharron Raibon</i>	<i>Family I</i>
<i>Ms. Sofia Eng</i>	<i>Family II</i>
<i>Ms. Ann Lange</i>	<i>Family II</i>
<i>Ms. Morvarid Behziz</i>	<i>Family II</i>
<i>Ms. Linda Harrison</i>	<i>Family II</i>
<i>Ms. Elsa Mendoza</i>	<i>Family III</i>
<i>Ms. Paula Cox</i>	<i>College Coordinator</i>
<i>Ms. Sue Grainger-Ling</i>	<i>College Corner</i>

SDMC 2009-2010

<i>Dr. James A. McSwain</i>	<i>Principal</i>
<i>Ms. Jan Cochran</i>	<i>Teacher</i>
<i>TBA</i>	<i>Teacher</i>
<i>Mr. Philip Mantaring</i>	<i>Teacher</i>
<i>Mr. James Maxwell</i>	<i>Teacher</i>
<i>TBA</i>	<i>Teacher</i>
<i>Ms Ethel Wolfe</i>	<i>Teacher</i>
<i>Mr. Rick Shore</i>	<i>Other School Professional</i>
<i>Ms. Paula Cox</i>	<i>Other School Professional</i>
<i>Ms. Keeley Simpson</i>	<i>Other School Professional</i>
<i>Mr. Brad Weber</i>	<i>Business Manager</i>
<i>Mr. Ray Morrow</i>	<i>Dean of Instruction</i>
<i>Dr. Gary Patterson</i>	<i>School Improvement Facilitator</i>
<i>Mr. Ted Williams</i>	<i>IB Middle Years Programme Coord.</i>
<i>Ms. Pamela Hsieh</i>	<i>Paraprofessional</i>
<i>Ms. Sheryl Androphy</i>	<i>Community Member</i>
<i>Ms. Pat Rosenberg</i>	<i>Community Member</i>
<i>Mr. Roberto Gonzalez</i>	<i>Business Member</i>
<i>Ms. Heather Koogler</i>	<i>PTO Ex-Officio</i>
<i>Ms. Angie Durand</i>	<i>Magnet Parent</i>
<i>Mr. Randy Robertson</i>	<i>Transfer Parent</i>
<i>Ms. Michelle Mueller</i>	<i>Zoned Parent</i>
<i>Ms. Kristin Tillman</i>	<i>Zoned Parent</i>
<i>Ms. Mai-ling Matthews</i>	<i>Student Body President</i>
<i>Mr. Darren Ervin</i>	<i>Student at Large</i>

PTO Executive Board

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<i>Ms. Christy Wade</i>	<i>Corresponding Secretary</i>
<i>Mr. Doug Culver</i>	<i>Treasurer</i>
<i>Ms. Liz Holmes</i>	<i>Parliamentarian</i>
<i>Ms. Laurie Sellers</i>	<i>Historian</i>

Other Parent/Community Leaders

<i>TBA</i>	<i>Athletic Booster Club Pres.</i>
<i>Ms. Karen Noel</i>	<i>Athletic Booster Club Treas.</i>
<i>Mr. David Redford</i>	<i>Friends of Lamar Board President</i>
<i>Ms. Fran Callahan</i>	<i>Executive Director of Lamar Alumni</i>

Office Staff**Main Office****N211**

Dr. James McSwain Principal
Ms. Susan Boyd Principal's Secretary
Mr. Ray Morrow Dean of Instruction
Ms. Cheryl Vogt Dean's Secretary
Ms. Antrice Axel Receptionist

Business Office**N211**

Mr. Brad Weber Business Manager
Ms. Sharon Harling Finance Clerk
Ms. Pilar Martinez Payroll Clerk
Ms. Tamina O'Banner Bookroom Clerk
Mr. James Perkins School Store
Mr. Greg White Finance Clerk

Registrar & School Information Office**N110**

Ms. Keeley Simpson Asst. Principal/Registrar
Mr. Arthur Chenier Registrar/Trans. Clerk
Ms. Phynesia Watson School Info Clerk
Ms. Melba Ervin Academic Advisor
Ms. Sharron Raibon Academic Advisor

Attendance Office**N111**

Mr. Ben Guinther Testing Administrator
Ms. Nancy Buckner Attendance Clerk
Ms. Cynthia Penna Attendance Clerk
Ms. Patricia Ramirez Data Entry Clerk

Family I Office**N114**

Mr. Ron Dominy Asst. Principal A-K
Ms. Grace Mosby Asst. Principal L-Z
Ms. Rose Newhouse Clerk
Ms. Dora Lopez Clerk
Ms. Maria Paz Torres Discipline Clerk

Family II Office**N213**

Ms. Patricia Price Asst. Principal/MagnetCoord.
Ms. Morvarid Behziz Academic Dean
Ms. Linda Harrison Academic Dean
Ms. Sophia Eng Advisor
Ms. Ann Lange Advisor
Ms. Sharen Forbes Clerk

Family III Office**N300**

Ms. Holly Gibson Dean of Students
Ms. Elsa Mendoza Asst. Principal Academic Dean
Ms. Graciela Clouse Data Quality Manager
Ms. Mara Daisy Guzman Clerk
Ms. Debra Martinez Clerk

International Baccalaureate Office**N213**

Mr. Jon Mallam IB Diploma Programme Coordinator
Mr. Ted William IB Middle Years Programme Coord.
Ms. Penny Tschirhart Assistant Diploma Programme Coordinator
Ms. Doris Foster Magnet/IB Clerk

Student Service Center**NB02**

Mr. Rick Shore Asst. Principal Title I Coord.
Ms. Angeles Rojas Clerk

Library

Ms. Cathy Hurst Librarian
Ms. Emelia Lozano Clerk

Clinic**N108**

Ms. Teoka Shelton Nurse
Ms. Rena Burke Clerk

Campus Communications Office**N211**

Ms. Tina Thompson Coordinator

School Improvement Office**W100**

Dr. Gary Patterson School Improvement Facilitator
 Fine Arts Coordinator – Lamar Feeder Pattern
Ms. Pamela Hsieh Clerk

Athletic Office**W110**

Mr. Tom Nolan Athletic Director
 Athletic Coordinator – Lamar Feeder Pattern
Ms. Liza Allred Clerk

School Technologist/Webmaster**E100**

Mr. Omar Cardona

Chancery Administrator**N329**

Ms. Carol O'Neill Systems Technician

Administrative Assignments

<i>Attendance.....</i>	<i>Mr. Guinther</i>
<i>Buildings & Grounds</i>	<i>Mr. Weber</i>
<i>Bus Transportation</i>	<i>Mr. Dominy</i>
<i>Campus Referral Com.....</i>	<i>Dr. McSwain</i>
<i>Career and Technical Education.....</i>	<i>Ms. Clouse</i>
<i>Clubs & Organizations</i>	<i>Dr. Mosby</i>
<i>Credit Appeal.....</i>	<i>Ms. Gibson</i>
<i>Curriculum & Instruction.....</i>	<i>Mr. Morrow</i>
<i>ESL/LEP/504.....</i>	<i>Ms. Mendoza</i>
<i>Fine Arts/Performance Hall.....</i>	<i>Dr. Patterson</i>
<i>Freshman “Fish” Camp</i>	<i>Ms. Thompson</i>
<i>Fund Raisers</i>	<i>Mr. Weber</i>
<i>Diploma Program Coordinator.....</i>	<i>Mr. Mallam</i>
<i>Middle Years Program Coord.....</i>	<i>Mr. Williams</i>
<i>Lockers.....</i>	<i>Family Office</i>
<i>Lost and Found</i>	<i>Family I Office</i>
<i>Magnet Program.....</i>	<i>Ms. Price</i>
<i>Maintenance.....</i>	<i>Mr. Weber</i>
<i>Parent Volunteers (VIPS)</i>	<i>Ms. Thompson</i>
<i>Parking.....</i>	<i>Mr. Weber</i>
<i>Payroll.....</i>	<i>Mr. Weber</i>
<i>PDAS.....</i>	<i>Dr. Mosby</i>
<i>SAC</i>	<i>Mr. Shore</i>
<i>Scheduling.....</i>	<i>Mr. Morrow</i>
<i>Security</i>	<i>Ms. Gibson</i>
<i>Special Education</i>	<i>Ms. Casas</i>
<i>Student Transfers</i>	<i>Ms. Price</i>
<i>Textbooks</i>	<i>Mr. Weber</i>
<i>Free/Reduced Lunch</i>	<i>Mr. Shore</i>

What To Do If . . .

You are more than five minutes late to class . .

Go to your family office and get a pass. If you do not have a written excuse from your parent you may be assigned detention.

You are returning after an absence . . .

Go to your family office immediately upon your return to school with a note from your parent or guardian. You may enter the building at 8:00 to go to your family office. You must sign in and then give your note to the clerk. She will give you an absent note receipt. You must put your name and the date of your absence on the note. This is your receipt for the absence note. If you do not follow this procedure, you may be in danger of losing class credit for the absence. This receipt is not verification that the absence is excused; only that a note was turned in to the Family office.

You need to leave school early . . .

Turn in a signed note from your parent / guardian to the Family secretary when you arrive in the morning. Be sure that your note contains a parent or guardian telephone number, and/or the name and telephone number of the attending physician or dentist.

After verifying, you will be issued a permit, from the Family office, to be released from your class at the appropriate time.

Before leaving campus you must:

- **show your permit in the attendance office and**
- **parent or guardian must sign you out.**

You need to use a telephone . . .

For true emergencies requiring the use of a telephone, see your Family office for assistance. Please note that office phones are for business use but they may be used for extreme emergencies with proper approval.

You have lost a textbook or personal item . . .

Immediately report all thefts to your family assistant principal and to one of Lamar's HISD Police Officers in N110B. An incident report

must be completed to properly document stolen items. Please keep a copy of the incident report for your records. This will serve as proof of the theft. Textbooks will not be replaced until the lost books are paid for in the office and your financial records are cleared.

You have found a textbook or personal article that is not yours . . .

Turn in the item to Family I in N114 and explain where and when you found it.

You need to leave your classroom . . .

Obtain a hall pass from your teacher. No students are allowed in the hallways without a hall pass that has your name, date, time, and destination. Students in hallways without hall passes are subject to disciplinary action.

You have questions, concerns, or need advice.

Go by the advisor's office and make an appointment with the secretary explaining what you need. Return to class and the advisor will send for you. Remember that the advisor is your advocate and is here to serve you.

You become ill or injured during school . . .

Obtain a permit from your teacher and go to the clinic.

You need to take medication during school . . .

If your doctor has prescribed medication for you that must be taken during the school day, you must make arrangements with the school nurse to keep and administer your medication. **The clinic will need a written permission form from your Doctor on file in the clinic office.** You must strictly adhere to these policies adopted by the HISD school board:

- A student may not carry medication with him/her. All medications need to be kept locked in the clinic.
- A written medication permission form with the original signatures of both a parent and the prescribing physician must accompany all medication.

- Each medication must be in its original container with an affixed prescription label listing the patient's name for which the drug was prescribed, the drug name, and the proper dosage and administration information.

These guidelines apply to ALL medications – both prescription and over-the-counter.

You have a conflict with another student . . .

Seek immediate assistance from a teacher, mentor, counselor, or an assistant principal. Do not take matters into your own hands.

You experience difficulty due to someone committing an illegal act against you, another student, or the school . . .

Seek the assistance of the nearest teacher, counselor, or administrator. File a report with the HISD Police officers assigned to the Lamar campus (located in N110).

You need to withdraw from school . . .

Visit with your administrator/advisor prior to making this decision. The administrator/advisor can offer assistance in helping you find appropriate educational opportunities if your circumstances have changed. The computerized withdrawal process begins in the attendance office with your assistant principal. *Remember that a parent must be present and identification must be verified.* Please bring all books, uniforms, etc. belonging to Lamar High School to be returned when you checkout.

You need information about HISD buses

Call the Lamar Transportation Office at (713) 522-5960 (ext. 309).

You want to know more about your rights and responsibilities at Lamar.

Read this handbook carefully. It contains much of the information you will need as a student during your attendance at Lamar. School officials at Lamar have made every effort to include useful and accurate information for you. Also, consult the HISD *Student Code of Conduct* booklet you received in advocacy. The *Code*

governs student conduct and discipline throughout the district.

In searching for additional avenues of communication, you can talk with your Family Advisor or Assistant Principal about issues important to you. Teachers, too, are available and approachable. At Lamar, we want you to be well informed of both your rights and responsibilities!

Residency

Students must live in the Lamar attendance zone with their parent(s) or legal guardian. Proof of residency must be provided by the presentation of all of the following:

- Recent utility bills (electric, gas, water) or lease agreement with name and address of parent or guardian
- Proof of custody if the parents are divorced or if the student is living with someone other than a parent;
- Parent or guardian must be present and provide Texas Driver's License with address matching the utility bill and/or lease agreement.

Health Records

A student must meet all immunization requirements before being permitted to enroll. Acceptable immunization documents are limited to official health records from the previous school(s) attended and/or records verified by a licensed physician or public health personnel.

State law requires the following immunizations in order to enter school:

Tuberculin Skin Test (TB)

Effective June 1, 2001, the Tuberculin Skin Test will no longer be a requirement. High risk or suspected cases will be assessed by the nurse to determine the need for a referral.

*** Diphtheria/Tetanus (DPT/DT)**

At least four doses of DPT with at least one dose received since the fourth birthday and within the last ten years.

*** Polio**

At least three doses of oral vaccine with at least one dose received since the fourth birthday. (Not required for student age eighteen or older.)

*** Measles (Rubella)**

One dose of vaccine since January 1, 1968 or a history of measles illness that must be verified by a written statement from a physician licensed to practice in the U.S. Includes all students through age 16. Measles (Rubeola) has the same requirement as for Rubella, except that students born after Sept. 1, 1978 will need a second immunization.

*** Mumps**

One dose of vaccine or a history of mumps illness that must be verified by a written statement from a physician licensed to practice in the U. S. This includes all students through age 16.

Bacterial Meningitis Information**What is Meningitis?**

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains and drowsiness or confusion. In both children and adults, there may be a rash or tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How serious is Bacterial Meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person maybe left with a permanent disability.

How is Bacterial Meningitis Spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils or cigarettes).

The germ **does not** cause meningitis in most people. Instead, most people become **carriers** of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.

How can Bacterial Meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 – 10 days after the vaccine is given and lasts for up to 5 years.

What You Should Do If You Think You Or Friend Might Have Bacterial Meningitis?

Seek Prompt medical attention.

For More Information

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web site for the Centers for disease Control and Prevention www.cdc.gov and the Texas Department of Health: www.tdh.tstate.tx.us.

MENINGITIS BACTERIANA

QUE ES LA MENINGITIS?

La meningitis es una inflamación de las membranas que recubren el cerebro y la médula. Puede ser causada por virus, parásitos, hongos y bacteria. La meningitis viral es la más común y la menos grave. La meningitis bacteriana es la forma más común de una infección bacteriana grave con la posibilidad de complicaciones graves a largo plazo. Es una enfermedad poco común, pero requiere de tratamiento inmediato con antibióticos para prevenir daño permanente o la muerte.

CUALES SON LOS SINTOMAS?

Las personas con meningitis se sienten muy enfermas. La enfermedad se puede desarrollar en uno o dos días, pero puede progresar rápidamente en cuestión de horas. No todos los que tienen meningitis tienen los mismos síntomas.

Los niños (mayores de 1 año de edad) y los adultos que padecen de meningitis pueden tener un fuerte dolor de cabeza, fiebre alta, vómito, sensibilidad a las luces brillantes, rigidez en el cuello, dolores en las articulaciones, somnolencia o confusión. Tanto en los niños como en los adultos se puede presentar un sarpullido de pequeños puntitos

rojos o morados. Pueden aparecer en cualquier parte del cuerpo.

El diagnóstico de la meningitis bacteriana se basa en una combinación de síntomas y resultados de análisis de laboratorio.

Que Tan Grave Es La Meningitis Bacteriana?

Si se diagnostica y se sigue un tratamiento a tiempo, la mayoría de las personas se recuperan por completo. En algunos casos puede ser fatal o algunas personas pueden resultar con alguna discapacidad permanente.

Como Se Contagia La Meningitis Bacteriana?

Afortunadamente ninguna de las bacterias que causan la meningitis es tan contagiosa como las que causan enfermedades tales como un resfrío o gripe común, y no se contagian por contacto casual o por estar respirando el aire en donde ha estado una persona con meningitis. Los microbios viven por naturaleza en la parte de atrás de nuestra nariz y garganta, pero no pueden vivir mucho tiempo fuera de nuestros cuerpos. Se contagian cuando la gente intercambia saliva (por ejemplo al besarse, usando un mismo vaso, cubierto o cigarrillo).

A la mayoría de las personas el microbio **no les causa** meningitis. En cambio, la mayoría de la gente se convierte en **portadora** del microbio durante varios días, semanas o incluso meses. Es muy raro que la bacteria supere el sistema inmunológico del cuerpo y cause meningitis u otra enfermedad grave.

Como Se Puede Prevenir La Meningitis Bacteriana?

No compartas las comida, las bebidas, los utensilios, los cepillos diente o los cigarrillos. Limite el número de personas a las que besa.

A pesar que hay vacunas para algunas otras cepas de la meningitis bacteriana, sólo se usan en circunstancias especiales, por ejemplo cuando hay un brote de la enfermedad en una comunidad o para las personas que van a viajar a un país donde hay un alto riesgo de contagiarse esta enfermedad. También, algunos grupos recomiendan esta vacuna a los estudiantes

universitarios, particularmente a los estudiantes de primer año que viven en residencias universitarias. La vacuna es segura y efectiva (85-90%). Puede causar leves efectos secundarios, como enrojecimiento y dolor en el lugar donde se colocó la inyección que pueden durar hasta dos días. Hay que esperar de 7 a 10 días después de recibida la vacuna para desarrollar inmunidad y ésta dura por 5 años.

Que Tiene Que Hacer Si Cree Que Tiene Meningitis Bacteriana O Piensa Que Algún Amigo La Puede Tener?

Hágase ver por médico lo antes posible.

Para Mas Información

La enfermera de su escuela, su médico de familia y el personal de la oficina del departamento de salud local o regional tienen mucha información sobre las enfermedades contagiosas. También puede llamar a su departamento de salud local o a la Oficina Regional del Departamento de Salud de Texas para preguntar sobre la vacuna contra el meningococo. En los sitios de la red mundial (Web) también se puede encontrar más información sobre los Centros para el Control y Prevención de Enfermedades: www.cdc.gov y el Departamento de Salud de Texas: www.tdh.state.tx.us.

Homeless Students

Federal and state laws provide special guarantees for homeless students as defined by the statutes. Generally, homeless students must have access to a free and appropriate public education. School districts are required to make certain accommodations to homeless students related to enrollment, records, and residency requirements. Students with questions may talk with one of the advisors, assistant principals, or the deans.

Eighteen-Year-Old Students

Upon reaching the age of eighteen, students living alone may accept responsibility for themselves, thus being able to write their own notes and attend school in a district other than the one in which their parents reside. The parent must provide a letter to the Registrar's office indicating the student's independence and acknowledging that their own rights to the student's educational records are terminated. The student must provide proof of residency in the Lamar attendance zone (recent utility bill or lease agreement in the student's name).

Students who are married may also accept responsibility for themselves. They must follow the same procedure listed above for eighteen-year-old students.

Fight Song

**Fight Lamar forever, we will see you
 through
 We'll defend your honor all brave and
 so true
 Fight! Fight! Fight
 Hail, Hail, the gang's all here
 Sound your colors true
 We'll fight forever for the crimson and
 the blue
 L-, L-, L-, A-, M;
 M-, M-, M-, A-, R-,
 L-, A-, M-,
 M-, A-, R.
 GOOOOO LAMAR!
 Fight! Fight! Fight!**

Alma Mater

**Hail to Lamar, Alma Mater dear
 Sing her joyful praise
 Sound it far and near
 Rally around her banner,
 We will never fail
 So to Lamar, Alma Mater
 Sing, Hail...Hail...Hail**

Bell Schedules

Please follow the bell schedule as listed. The opening of school building for students will be at 8:20. Class begins at 8:30. School will dismiss at 3:42.

If a student has an absence note they may turn it in starting at 8:00 am in their Family office.

Students are not allowed into the building before 8:20 am without written permission from school personnel or with an absence note to present to the Family office.

Period

Advisory Period will be with the Advocacy teacher from 9:47am thru 10:17 am every Wednesday. Attendance will be taken.

Teachers Report 8:15
 Students Enter 8:20
 Warning Bell 8:27

Regular Bell Schedule
Monday, Tuesday, Thursday, Friday

			1 ST period 5 TH period	8:30
			passing	10:00
			2 ND period 6 TH period	10:07
11:45	passing			11:45
11:52			"A" lunch	11:52
12:20		3 RD period 7 TH period	passing	12:20
12:25		3 RD period 7 TH period	passing	12:25
12:30			"B" lunch	12:30
12:55	3 RD period 7 TH period		passing	12:55
1:00			3 RD period 7 TH period	1:00
1:05		passing		1:05
1:30		"C" lunch		1:30
1:35		passing		1:35
1:40	passing			1:40
2:05	"D" lunch	3 RD period 7 TH period		2:05
2:12	passing			2:12
			4 TH period 8 TH period	
	Teachers Dismissed			4:00

Teachers Report 8:15
 Students Enter 8:20
 Warning Bell 8:27

**Advisory Period Bell Schedule
 Wednesday**

			1st/5th Period	8:30–9:40
			Passing	9:40–9:47
			2ND/6th Period	10:17–11:45
11:45	passing			11:45
11:52				11:52
12:20	3RD period 7TH period	3RD period 7TH period	“A” lunch	12:20
12:25			passing	12:25
12:30			“B” lunch	12:30
12:55			passing	12:55
1:00				1:00
1:05	passing	3RD period 7TH period	3RD period 7TH period	1:05
1:30	“C” lunch			1:30
1:35	passing			1:35
1:40	3RD period 7TH period			1:40
2:12	“D” lunch			2:05
1:48	passing			2:12
			4TH period 8TH period	3:42

Teachers Dismissed 4:00

Breakfast & Lunch at Lamar

The Lamar High School provides breakfast and lunch on campus. Services include a cafeteria, a snack bar, and variety of specialty food items (including baked goods). HISD publishes menus on a monthly basis. Information regarding breakfast and lunch prices is provided at the beginning of the school year. **Breakfast is free to all students.**

Students who may qualify for *free* or *reduced-rate* meals should submit an application to the student service center. Forms are available in the student service center at any time. All students are encouraged to apply.

The Rules

A Closed Campus

Lamar is a closed campus. Consequently, students may not leave campus during the lunch period for any reason.

To and From Lunch

- All students must exit the building by the time the tardy bell rings at the beginning of each lunch period.
- No students are permitted to go to their lockers at anytime during the lunch periods without a permit.
- Students at lunch may not re-enter the building until the end of the lunch period unless they have a permit to do so.

Food & Drink (and Trash)

- The consumption of food is allowed only in the cafeteria and at the tables in the patio area. No food may be consumed in other areas of the campus.
- Drink containers with fluids such as soda, water, juice, etc., may be brought to school to be consumed only at the lunch period. "Unsealed" containers such as convenience store cups may not be used at school.
- All trash must be disposed of in the containers provided in the cafeteria. Soda cans should be deposited in the recycling bins provided in the lunch area. After eating, students must clear their table of all food service items and dispose in trash cans. Trays

and flatware may not be removed from the cafeteria.

A Pleasant Lunch

- The opportunity for a pleasant lunch either inside the cafeteria or at the patio tables is dependent on the continued cooperation of all students in keeping eating areas free of trash. Students who are careless are actually committing an offense against their fellow students. Pride in the Lamar campus begins with each student assuming the responsibility for his or her own actions.

If you experience any difficulty while at lunch, several teachers, advisors, and administrators will be available in the lunch areas for assistance. Seek their assistance. Do not take matters into your own hands.

- Students who participate in food fights are subject to disciplinary action.

No Deliveries

- Students are not to order food to be delivered to the campus at lunch or any other time. Such deliveries will be confiscated.

Students are not to order flowers, balloons, or other specialty items to be delivered to the campus at any time. These items will not be accepted and returned to the business that sent them.

If You Don't Eat Lunch . . .

- The library may be used for study and research during the lunch periods. Since the library is in use during the lunch periods, students may not gather near the library doors and must maintain a quiet atmosphere in or near the library for the benefit of those students using the library.
- Students are to remain within the courtyard bordered by the red lines. Students may not use field areas, gym areas, or parking lot areas during the lunch period.

College Corner

- The Lamar College Corner is located in the Library for students concerns regarding college brochures, applications and standardized testing applications.

Why a Dress Code?

There are two fundamental reasons for a school dress code: 1) to ensure the health and safety of everyone on campus; and 2) to avoid any unacceptable disruptions to the learning environment. A secondary, and not altogether unimportant, reason for a dress code is to encourage students in appropriate dress habits (for that world of work “out there”). To some extent, any dress code involves a degree of subjectivity concerning what is and is not acceptable, and what may or may not be disruptive. Again, the primary reason for Lamar’s dress code is to foster an atmosphere conducive to learning for all our students. Therefore, items representing extreme or outrageous fads, provocative dress, or overly casual clothing, to cite some examples, cannot be permitted.

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

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

Please note: Violations of the Lamar dress code will result in disciplinary action. Depending on the number of dress code offenses and the gravity of the offense, discipline can range from being sent home, detention or suspension.

Students who disagree with particular requirements of the Lamar dress code are encouraged to work within the system to request changes. Use your representatives on the Senate

and on Student Council to express your opinions. Of course, there are many interests for the school to consider in deciding policy, but please know that student concerns are given serious consideration whenever policy is developed. As a general rule, however, the Lamar dress code will not be revised more frequently than once a year. Also, courts at both the state and federal levels have recognized the rights of school officials to regulate standards of student dress and grooming.

Student ID

All students are required to carry their ID at all times. The initial Student ID cards are issued free. However, there is a five dollar (\$5.00) replacement fee.

The Lamar Dress Code

All Lamar students are required to adhere to the uniform policy. The policy includes extra-curricular uniforms which may require additional clothing to be in compliance.

The Rules

Head

- Sunglasses, hats, caps, sweat bands (except when approved for PE and dance classes), and head coverings of any kind are not to be worn indoors. These items will be confiscated permanently. Any exceptions to this policy due to religious or medical requirements must be approved by the Lamar administration in advance.
- In some laboratory settings, teachers may prohibit the wearing of dangling or protruding articles or accessories.
- Pierced jewelry may be worn in the ear only. (Nose rings, eye rings, tongue rings, navel rings, and other forms of body piercing are not allowed).
- Jewelry depicting or making reference to drugs, alcohol, tobacco, vulgar or obscene language, sexual promiscuity, the occult, death, violence or gang-related activities may not be worn.

- Teeth grills are prohibited.
- Hair rollers, metal rakes, and combs are not to be worn.
- Hair should be clean and well kept.
- In some laboratory settings, teachers may require that long or free-flowing hair be covered or restrained.
- Hair styles and artificial coloring should not detract from the educational process and are subject to disciplinary action. (No spiked or unnatural hair colors.)
- Jewelry items such as spiked dog collar, spiked bracelets, linked chains (for wallets or necklaces) are prohibited.
- Expensive or irreplaceable jewelry should not be worn to school.

Tops

- Students **must** wear uniform white or navy blue polo shirts with “LAMAR” embroidery. These items may be purchased in the school store. The polo must be a three or four button pique knit with short or long sleeves.
- Students with tattoos and hennas must ensure that the tattoos are covered and not visible.
- All cold weather clothing such as jackets and sweatshirts **must** bear the Lamar logo.

T-shirts worn under shirts may only be white. T-shirts are not required.

- **Athletic and Physical Education practice uniforms are required and consist of a white Lamar t-shirt and blue Lamar shorts. These must be purchased through the school. No personal clothing for these activities is acceptable. These items are required materials for Athletics and P.E. classes.**

Policy on Uniform Shorts

- Students are required to wear khaki uniform slacks, khaki knee length shorts, khaki uniform skirts (no more than 2 inches above the knee). A plaid skirt option will be available for purchase from a local vendor.

Note: these items may be purchased at any nearby uniform store or department store that sells standard school uniforms. These items **must be uniform**. No jeans or pants with outside decorative stitching or patch pockets are acceptable. This includes cargo shorts/pants. **All slacks, shorts, and skirts must be worn at the natural waist height and be of proper length. All must fit properly and may not be excessively loose or baggy.**

- **Writing/painting on or alteration of the school uniform is not acceptable.**

The following brands are acceptable.

- Target Stores – Official School Wear brand by French Toast.
- J. C. Penney – Original Arizona Jean Company Khaki’s and/or St. John’s Bay cotton chino khaki shorts.
- Dockers Grand (men only) 17” khaki front pleat.
- Polo Sport Brand (women only) 17” khaki pleated.

Shoes

- Students must wear shoes at all times.
- Due to safety considerations, teachers may require non-skid, closed toe shoes in some labs during experiments or project work.

IF YOU ARE NOT IN UNIFORM YOU WILL BE SENT HOME.

Personal Items

- **Backpacks** are prohibited on campus during class time (from 8:30 a.m. to 3:50 p.m.). Students may use backpacks to transport their materials to and from school, but they must store the backpacks in their lockers during the school day.
- **Skateboards**, skates, and roller blades are prohibited.
- According to state law and/or HISD board policy, **audio and electronic equipment** such as lasers, radios, tape or CD players, TVs, games, MP3 players, I-PODS, and similar

electronic devices are prohibited on campus during school hours. Such items, if found in a student's possession, will be confiscated and turned in to the Business Office, N211. **Cell phones and pagers are allowed on campus but may not be turned on during the school's instructional hours (8:30 a.m.-3:42 p.m.)**

- ***Confiscated cell phones will be placed in the business office and will not be available for pick up until after 3:42 pm.***

Some items may not necessarily be returned to students. HISD policy requires a fee for the return of cell phones. Texas Education Code 37.082 requires a \$15.00 retrieval fee for cell phones. Each infraction of a Level Offense in the HISD Code of Conduct will result in the appropriate discipline being assigned.

Texas State Law

Texas and Compulsory Attendance

Regular attendance at school is not just a good idea, it's the law. It is also the greatest single factor in determining success in school. (If you're not here, you can't learn). Texas law requires students who have not yet completed the academic year in which their 18th birthday falls to be enrolled in and attend school each school day. Students with excessive absences may be referred to the district attendance officer for further action. The Houston Independent School District expects all students to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

Daily Attendance Reporting

State law requires Lamar High School to record accurately the number of students in attendance daily and report that figure to the state. That official state attendance, known as ADA or "Average Daily Attendance", is taken every school day at Lamar during 2nd period on "A" day and 6th period on "B" day at 10:00 a.m. The state rightly takes student attendance rates

seriously. Not only does our attendance affect HISD's state funding, but it also bears on the perceived quality of the education provided at Lamar. Therefore, the state publishes for state-wide distribution our student attendance rate and compares it with those of other schools statewide.

Absences & Course Credit

Absences and Denial of Course Credit

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

This is a credit issue, not a pass or fail issue. A student may be passing the course, but also have three or more unexcused absences and a resulting asterisk indicating withholding of credit.

Credit Appeals

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

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

Students who desire to appeal for credit should secure appeal forms from the credit appeal station in the cafeteria. Completed appeal forms must be submitted to the credit appeal station along with proper documentation to support the absence. The credit appeal committee will consider the appeal. To avoid appeals, all students are strongly encouraged to clear any unexcused absence before the end of each grading cycle.

3. Credit may be restored if the appeal is approved and the time assigned is completed within the timeframe determined by the Attendance Committee.

4. Single period absences may not be appealed if proper check-out procedures were not followed.

Regular attendance and punctuality are the responsibilities of student and parent.

Course Enrollment

All students must be enrolled in a combination of eight credit and non-credit classes total each semester. Please note that the selection of a degree plan and the monitoring of course choices and progress are the collaborative responsibility of the student, his or her parents/guardian, and counselor. Remember that college admissions requirements vary; therefore, students are encouraged to “look ahead” and plan accordingly by checking with the college of their choice when updating their four-year plans.

Seniors who have satisfied their credit requirements for graduation may have two “off campus” periods, provided their parents approve. Off-campus periods are a senior privilege. The only other students who have permission to leave campus early are those participating in a business internship or co-op work program.

Students who wish to be eligible for U.I.L. activities must be enrolled in at least five classes. Also, for a student to participate in any sport, fine art, or other team or group activity the student must be enrolled in the course during the regular school day. *Example: If a student wishes to play on the baseball team he must be enrolled in the corresponding athletic class and the study lab.*

Off-Campus Activities

Field Trip Absences

Students participating in a field trip are not to be counted as absent from the class taking the field trip. Other classes missed, however, are to be counted as part of the five-day semester allowance for excused extra-curricular absences. Work missed for such activities is eligible for make-up, as are days missed for U.I.L. competitions. Prior approval must be secured for all students participating in a field trip. Students should request advance work from their teachers

prior to missing a class for an extracurricular activity, if such work is available.

A *Field Trip Notification Form* will be distributed to the entire Lamar faculty and staff at least two full class days prior to any field trip. The administration will have already checked the eligibility of students on the list to participate in the activity, and will have crossed off the names of students who are ineligible due to failing grades. If you know you have failed or are failing a class, you should report that fact to the sponsor of your activity before he or she prepares that list. Your teachers will likely communicate as much to the activity sponsor.

Students who are failing any class or who have poor or unsatisfactory conduct may not participate in a field trip that will cause them to miss a class in which they are having difficulty. It will be the responsibility of the teacher sponsoring the field trip to respond to notices of student failure or difficulty from any teacher reviewing the field trip list.

Although students who are *in danger of failing* a class should not miss that class for a field trip, ***under no circumstances may students who are already failing a class have permission to miss that class for a field trip during school hours.*** The only exception, according to state law, concerns students in honors courses, who may be permitted to participate in an extracurricular activity despite a failing grade in an honors course with the principal’s approval.

U.I.L. and Extra-Curricular Absences

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

College Visits

The Lamar SDMC has agreed to allow **seniors** to take *two (2)* college-visit days prior to May 1st and count them as extracurricular absences. All **first semester** college visits **must be approved by the Principal prior to the date of the absence**. All **second semester** college visits **must be approved in writing by the Dean of Instruction prior to the date of the absence**. Permits may be obtained from the Dean's secretary. If entered as extracurricular absences, the absences will be excused on the student's report card and will not count against any senior final exam exemptions that may be offered. However, students should remember that they are limited to five total extracurricular absences during any one semester. Of course, seniors may take more than two college visit days, but only two may be counted as extracurricular – and then only if requested and approved in advance in writing by the Dean of Instruction. Additional college-visit days will be counted as regular excused absences if proper documentation of the visit is presented.

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

Excused Absences

Acceptable Reasons for Excused Absences

- **Personal Illness.** Under certain circumstances (such as during lengthy illnesses, or for illnesses that occur during final examinations, for example), the principal may require a parent/guardian to secure documentation from a physician for 3 to 5 consecutive days absent prior to excusing absences.
- **Death of a Family Member.**
- **Student's Health Services and/or Family or Student's Counseling Therapy Appointments.** The principal requires a note signed by the parent/guardian when the school

is asked to release students for an appointment during the school day. In the note, parents should provide phone numbers for themselves and the service provider so that the school can confirm the appointment. Notes should indicate the type of appointment for which the student is being released. Students should return from any such appointments with official documentation of the visit from the service or office consulted.

- **Religious Holy Days and Major Activities.** Any child of an established religious faith will be excused if his absence is for the express purpose of observing a religious holy day, consistent with his or her creed or belief.

- **Authorized School-Sponsored Activities.** A student may be excused for absences resulting from participation in off-campus school related activities. Absences of this nature will be marked as extra-curricular activity absences. However, the Houston Independent School District may not permit students to participate in activities that would result in the student's absence from any class more than five (5) times a semester.

- **Required Court Appearance** Principal shall require the presentation of an appropriate court document, such as a subpoena, indicating that a student is legally required to appear in court.

Note: Any other request for an excused absence must be submitted to the Principal in writing. These must be provided far enough in advance that the request can be given proper consideration in light of state law and HISD board policy.

Notes for Absences

Students returning from an absence must submit the absence excuse to their Family office by 10:30 a.m. The note from their parents or legal guardian must specify the exact reason for the absence. Although students have up to three school days after an absence to bring a note to school, it is helpful to all if students bring a note on their first day back to school. **Students who return without a note must report directly to class. Students who bring a note will receive a**

receipt. This receipt does not automatically make the absence “excused”.

Parent/guardian notes should be clearly written and include the following:

- Absent student’s name and grade level;
- Date(s) of the absence;
- Exact reason(s) for the absence;
- Parent’s name;
- Parent’s phone number(s);
- Advocacy teacher.

Students are reminded that forgery of parent notes (or of any school documents) is a very serious offense, and, if discovered, will be punished to the fullest extent permitted under the HISD and Lamar Codes of Student Conduct.

Unexcused Absences

Absences That Are Not Excused

An absence for any reason other than those listed shall be classified as **UNEXCUSED**. Absences will be considered unexcused if the parent does not send an excuse note within three school days of the absence. This may also adversely affect the student’s ability to participate in extra/ co-curricular activities.

A student may be denied credit for a class if the student accumulates three or more unexcused absences in a “block” class during the Fall semester. Four or more in the Spring will deny credit in the class. Students are allowed to make up work missed due to any absence. However, teachers may legitimately offer reduced credit for make up work necessitated by an unexcused absence. In exceptional circumstances, a parental request sent to the principal prior to an absence may be considered.

Truancy

Any unauthorized absence from school will be considered truancy and will be unexcused. Disciplinary action will be taken and/or a police citation may be issued. This includes any class that is “skipped” during the course of the school day. Truancy may result in loss of credit and may not be appealed.

Closed Campus Policy

Once a student arrives on campus for the school day, he or she will not be permitted to leave the campus without administrative approval. Students may not leave school for any reason (other than for an approved school-sponsored activity) without **checking out first through their Family office and then through the attendance office**. These checkout procedures must be followed even if parents know the student is leaving. Students who leave campus without following these procedures will be disciplined and may not appeal the absence. Also, students are not allowed to leave campus during the lunch periods.

Make-Up Work

Opportunities for Make-up Work

A student will be given the opportunity to make up work missed due to an absence. However, it is the responsibility of the student, immediately upon his or her return to class from an absence, to request and complete any assignments or tests missed because of an absence. Most, if not all, teachers will have regular make-up policies already in place, and students should be aware of those requirements.

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

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

If a student is going to be absent for five or more days in a row, a parent or guardian may contact their advisor for assignments.

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

“Planned” Absences

Students who establish a pattern of absences on test days and major assignment days will likely lose credibility with their teachers. In addition, such a pattern may necessitate a closer examination of the validity of a student's excuses.

Parents should not request an excused absence for a child who stayed home because of a failure to complete an assignment on time. Nor is it in the best interest of the child for parents to fabricate excuses for absences from school. Students with extenuating circumstances should present such information to the teacher and inquire as to the possibility of completion extensions or minimized late penalties. Parents can be helpful by providing confirmation of legitimate reasons for a student's failure to complete an assignment on time.

Tardies

When is a Student Tardy?

Tardiness is defined as arriving late to class without an approved permit after the tardy bell rings. Students arriving after the first 30 minutes of the class will be counted absent, not tardy. It is imperative that students be prompt and prepared to each class.

The following rules apply:

- Students who arrive late to class because they are taking care of individual responsibilities such as getting a drink of water, going to their lockers, getting lunch

money from a friend, obtaining permits, etc., will be considered tardy.

- Students riding HISD school buses are excused if the late arrival of their bus makes them late for class. Permits will be provided in the Lamar Information Office, N112. This does not apply to Metro buses.
- Students arriving more than 30 minutes late to school during 1st or 5th periods must report to their assistant principal in the Family office.
- Missing more than 30 minutes of instructional time is equivalent to an absence.
- Students who are tardy to 2nd or 6th periods will automatically be assigned to after-school detention.

Penalties for Tardiness (per semester)

- See Addendum

Leaving School Early

Off-Campus Permits

Seniors who have met their credit requirements for graduation may have one or two “off campus” periods, provided their parents have signed an approval. “Off campus” is a *senior privilege*. The only other students who have permission to leave campus early are those participating in a business internship or a co-op work program. Early release permits must be carried by “off-campus” students at all times and must be available for review by police officers and assistant principals.

Off-campus permits for *vocational students* participating in a Cooperative Education program will be issued by the Cooperative Education teacher.

Students participating in the *magnet internship* program will be issued off-campus permits by the internship teacher, who will provide a list of approved students and workplaces to the magnet coordinator and dean.

Students who have off-campus permits are expected to leave school grounds by the beginning of the last period. If transportation is delayed, students must stand outside of the

THEATER. Repeated offenses by students who linger on campus may result in the loss of “off campus” privileges.

To Leave School Early for an Appointment

1. On the day of the appointment, the student must take a note from a parent/guardian to the Family secretary **by 8:30 a.m.** The note must contain:
 - a phone number where the parent or guardian can be reached
 - the name and phone number of the doctor, dentist, or other professional with whom the student has an appointment
2. Upon verification of the appointment, the student, between classes, will pick up from the family office the permit to leave from the attendance office. Please be aware that students will not be released from school without parental contact.
3. The student shows the official permit to his or her teacher at the beginning of the period during which the student must leave for the appointment.
4. After being released by the teacher, the student goes to the attendance office to sign out at the designated time.
5. The student keeps this official permit to show to his or her family secretary following a return to school.

Parents Picking up Students Early

The parent/legal guardian must report to the Family Office and present legal I.D. or proof of guardianship before being permitted to pick up a student. If a parent calls to request early release of their child, they must:

1. Fax a letter with the reason for the release, time, phone number, and a parent signature

Or

2. Come into the Family Office and show proper I.D.

To Leave School Early Due to Illness

If a student becomes ill while at school, he or she should get a permit from the classroom teacher to go to the clinic. If the nurse is absent, the student is to report to his or her assistant principal’s office. Under no circumstance are

students to leave school without proper administrative authorization.

Please Note —

A student leaving school early for any reason (other than on a regular off-campus permit) must sign out in the attendance office and have the approval of an assistant principal (or his or her designee). Failure to follow this procedure will warrant disciplinary action and will be considered an unexcused absence.

To Return to School After Leaving Early the Previous Day

When returning to classes you have missed due to leaving school early, **report to the Family secretary by 8:30 a.m.** Present to her the permit issued by the attendance office or the clinic.

- *Students must be picked up each day by 4:30 p.m.; unless, participating in extra-curricular activities.*

Moving or Changing Phone Numbers

If your family moves during the school year, you must report that address change (and new telephone number) immediately to the registrar’s office. Also, if your parents or guardians receive new work telephone numbers, that information should be updated in the registrar’s office. In order to ensure the safety of our students — especially in an emergency — and to allow for timely parent and student contacts, it is critical that the school have accurate addresses and phone numbers for all its students and their families.

Students should also inform their advisors and individual teachers of changes of home or business phone numbers, and/or a change of address. Transfer students should notify the magnet office of any change in address or telephone number.

In addition, students who are not on valid HISD transfers or do not live in the Lamar attendance zone are generally not eligible to attend Lamar High School and may be withdrawn from school. If students are planning a move or have any questions about their school zone residency or transfer status, they should consult with school officials.

Student Parking

General Regulations

The student parking lot is on the west side of the building. There will be a yearly parking fee of \$100.00 (cash or money order) for students wishing to use the student parking lot.

When purchasing a parking tag, a student must furnish:

- his or her valid driver's license;
- current proof of liability insurance for the vehicle(s) that the student will be driving, with the student listed as a covered driver; and
- current registration of the vehicle(s) that the student will be driving.

Parking stickers must be placed on the front windshield, passenger side. Students must pull into their parking space with the front end in first. You may not back into the parking space.

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

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

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

Students who park their cars on the city streets surrounding the school should carefully observe the City of Houston "no parking" zones. Once school has begun, students may not leave campus to go to their cars until dismissed at the end of the school day.

Parking Violations

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

Bus Transportation

The time spent on the bus is considered an extension of the school day. All school rules apply. A student who misbehaves on the bus may lose bus-riding privileges. Metro bus riders will be held to the same standards.

Students zoned to Lamar who live more than two miles from school may apply for transportation through the Registrar's office.

Students riding the bus should remember:

- Stand away from the road while waiting for the bus.
- Exhibit appropriate behavior at the bus stop. Behavior that is disruptive, destructive, or unsafe for traffic will not be tolerated.
- Be on time. Buses are not required to wait for students.
- Board the bus in an orderly manner. Do not stand when seats are available. Fill seats in the rear first. If it is necessary for you to stand, hold on to the handrail. Do not change seats while the bus is in motion.
- Do not distract the driver by making unusual noises, shouting, or creating a disturbance. Do not speak to the driver unless absolutely necessary.
- Keep belongings and legs out of the aisles.
- Do not throw objects out the window. Do not extend arms, legs, or heads out the window.
- Smoking of any kind is prohibited on the bus.
- Keep bus litter free.
- Ride only your assigned bus and get off at your assigned stop. No variations are allowed.
- Obey the driver. He or she is an HISD employee with responsibility for your safety. If a driver experiences any disciplinary problems, he or she will inform the Lamar administration.

- Know your bus driver's name and your bus route number.
- When your bus arrives at school, come directly on campus. The shopping center directly across the street on Westheimer is off-limits to all students during school hours.
- When crossing the street from the bus stop, use approved crosswalks. Jaywalking is a violation of city ordinance (meaning you could be cited). Also, jaywalking could trigger an accident resulting in serious injury or death.
- When your HISD bus arrives late, immediately go to the Registrar's office N110 to sign in for your late bus pass. Do not go to your lockers or the cafeteria.

Private Car Drop Off & Pick Up

Parents and others who drive students to and from school are encouraged to car pool and to stop only at designated points. During the periods before and after school, the streets and driveways around Lamar are quite congested with both vehicular and pedestrian traffic. To ensure the safety of everyone involved, the cooperation of all drivers is vital. Please drive cautiously, courteously, and legally.

Drivers should drop off and pick up students on Eastside, in the cutouts on Westheimer, or in the student parking lot. Please be advised that the 30 minutes just before the start of school (8:00 – 8:30 a.m.) and the 30 minutes just after dismissal (3:50 – 4:20 p.m.) are the most congested in all these areas. Drivers may want to plan on arriving at Lamar a little earlier in the morning and a little later in the afternoon.

Please Note —

Under no circumstances should motor vehicle drivers enter the bus driveway (off Eastside by the Lamar Theater) between the hours of 7:45 to 9:05 in the morning and 3:45 to 4:50 in the afternoon. Neither should motor vehicle drivers enter the main staff parking lot (by the tennis courts) nor the visitor parking lot. For the security of students and staff alike, these areas are

for HISD buses and Lamar staff only during these times.

Visitors

All persons visiting Lamar must check in at the School Information Office, N110 or the Main Office, N211, properly identify themselves, state the purpose of their visit, sign-in, and secure a "visitor's pass."

Student Visitors

Lamar is a closed campus. Students may not have visitors without prior approval both from their parents and the school administration. Approval will be granted only in rare and unusual circumstances. Students' visitors are subject to all school rules and regulations.

Parent Volunteers & Other Visitors

Visitor parking is available in the small front parking lot off Eastside. Be sure not to park in any numbered spaces; these are assigned faculty and staff parking places.

Students may not park in visitor areas at any time during the school day. Violators will have their cars towed at the owner's expense.

PTO volunteers may get a parking permit from the Business Office, N211 to park in unreserved spots on the west side of the school.

Courses of Study

To meet the diverse interests and needs of its students, Lamar High School offers a challenging and comprehensive curriculum. Several levels and content areas are available so that a student can select from a variety of courses to best match his or her individual goals, interests, abilities, and needs.

Students who entered 9th grade before the 2007-2008 school year must complete 24 credits approved by the state to earn a diploma. Students who entered 9th grade in or after 2007-2008 must complete 26 credits approved by the state to earn a diploma. In addition, students are required to demonstrate competency skills by passing all sections of the Texas Assessment of Knowledge and Skills (TAKS) Exit Level Test, which is administered to students for the first time in their ninth (9) grade year.

Students may choose to graduate under **any one of three diploma programs for which they qualify. The programs are the Minimum High School Core Program, the Recommended Advanced School Program, and the Distinguished Achievement Program.** All programs prepare students for college.

It is important to work with your advisor to determine the areas of study best suited to your aspirations.

Curriculum Features

International Baccalaureate Diploma Programme (Honors)

Lamar is an International Baccalaureate World School, and its honors students engage in coursework in the IB Diploma Programme, a rigorous, pre-university course of studies. The IB Diploma Programme is designed for highly motivated and academically talented students who take courses specifically intended to prepare them for international examinations at the end of their junior and senior years. Students who successfully complete the IB Diploma Programme can meet the academic challenge of the best foreign and domestic universities. IB Diploma Programme Certificates may be earned by students not pursuing the full IB Diploma.

Honors students in the ninth and tenth grades take pre-IB Diploma Programme courses.

The IB Diploma program is a system of syllabuses (or course descriptions) and examinations based on the idea that general education at the upper secondary level should encompass the development of all the main powers of the mind through which man interprets, modifies, and enjoys his environment.

With these principles in mind, an international group of educators designed a program that requires each student to become proficient in a broad, yet flexible course of study. IB Diploma Candidates must demonstrate proficiency in language and mathematics (two critical tools of communication and analysis) and at least one subject that exemplifies the process of scientific inquiry. Additionally, students must develop an acquaintance with aesthetic and moral values; engage in creative, aesthetic, social service, or physical activities; and participate in a common course that reflects upon the truth, criteria, values, and interrelations of the “subjects” being studied.

The program’s broader range of subjects accommodates diverse student interests and intentions while adhering to the objectives of a cohesive liberal education. As a result, students and teachers are motivated to fully develop their academic talents.

Students who wish to take honors-level courses at Lamar must apply to the IB Diploma Programme. Applications can be obtained from the IB office. Depending on the information in a student’s application, students may be unconditionally admitted into the IB Diploma Programme, in which case they may take IB Diploma courses in any content area, or students may be admitted into select subject areas. Students who anticipate working toward the IB Diploma are considered Diploma Candidates. Students who choose to take only certain IB Diploma courses are considered Certificate students.

IB Diploma Candidates prepare for international examinations in three subjects at the Higher Level (HL) and three at the Standard Level (SL). Study for the Higher Level

examination generally requires two years of study, and study for the Standard Level may require either one or two years, depending on the student's own skills and the nature of the course and available instructional resources. **Students who score well on Higher Level tests usually receive university credit for their efforts.** IB Diploma tests are administered to juniors and seniors in May.

Lamar High School also offers AP testing. The counseling staff will facilitate the registration of any qualified student who wishes to take AP tests for college credit if the student's subject teacher agrees to certify that the student is generally prepared for the test desired. Students who wish to take both IB and AP tests must plan carefully to avoid conflicts in scheduling between the two tests, since both are offered in May.

When the registrar calculates grade point averages, grades earned in IB Diploma courses and AP classes are given greater "weight" and are based on a 5.0 scale.

Magnet School of Business Administration

The Lamar magnet business program, one of HISD's most successful magnet school-within-a-school programs, is an innovative college preparatory course of study for students interested in careers in business administration. The School of Business Administration complements existing curricula while offering specialty business courses at both the honors and advanced levels. The program is in partnership with the Houston business community, which sponsors business internships and college scholarships for seniors. **Magnet students take their courses in the IB and/or advanced academic program only.** Admission to the magnet program is through an application process. Forms are available in the Lamar magnet office.

Recommended High School Program Texas Scholar Program

Lamar students that are not enrolled in the IB Diploma Programme are encouraged to take the Recommended Academic Program which leads to all Texas Scholars designation. These

courses are designed to prepare students to enter college with a sound background in subject content, learning strategies, thinking skills, and work ethic.

Requirements for the Texas Scholars Program:

English Language Arts

Four credits must consist of:

- English I, II, III, IV
- English I and II for Speakers of Other Languages may be substituted for English I and II only for immigrant students with limited English proficiency

Mathematics

Three credits must consist of:

- Algebra I
- Geometry
- Algebra II
- Students who enter 9th grade in or after 2007-2008 must complete 4 years of Math.
- Students who earn credit for Algebra 1 in middle school must take 3 years of Math above Algebra 1 in high school.

Science

Three credits chosen from four areas (no more than one credit may be chosen from each of the four areas):

- Integrated Physics and Chemistry
- Biology
- Chemistry
- Physics
- Students who enter 9th grade in or after 2007-2008 must complete 4 years of Science.
- Students who earn credit for IPC in middle school must take 3 years of Science above IPC in high school.

Social Studies

Three and one-half credits must consist of :

- World History Studies (one credit)
- World Geography (one credit)

- U.S. History since Reconstruction (one credit)
- U.S. Government (one-half credit)

Economics

One-half credit

Languages Other Than English

Two credits in the same language

Fine Arts

One credit

Communication Applications

One-half credit

Technology Applications

One credit from the following:

- Business Computer Information Systems
- Desktop Publishing
- Computer Applications
- Computer Science
- Business Image Management and Multimedia (BIMM-Magnet course)

Physical Education

One and one-half credits

Students may substitute:

- Drill Team - fall semester only
- Marching Band - fall semester only
- Cheerleading - fall semester only
- JROTC
- Athletics
- Dance I – IV
- Certain CTE Courses

Health Education

One half credit

Electives

Three and one-half credits:

- Option I: Math, Science, Technology
- Option II: Career and Technology
- Option III: Academic Option
- IV: Foreign Language

HCC Dual Credit

Houston Community College (HCC) and Lamar High School have entered into partnership to offer dual credit courses on the Lamar campus. A dual credit course is a college course taken by a high school student where the student earns both college and high school credit. Dual credit enables students to make a substantial progress toward college degrees before they finish high school.

At the present time, Lamar High School offers the following courses: psychology, sociology, college algebra, finite math, U. S. Government I & II. Tuition is free. The only expense students will have is paying for their textbooks. Dual credit students must satisfy the following criteria: junior or senior standing, passing TAKS scores, B or better average (official high school transcript), permission from the high school and permission from his/her parent to take the course. You must also have a TASP score or be TASP exempt.

In addition to the above criteria, students taking dual credit courses must be Texas Academic Skill Program (TASP) exempt or have padding TASP or Alternate TASP scores in the skill areas relevant to the college courses they are taking at HCC. Students are TASP exempt who fulfill one of the following criteria: SAT scores (500Verbal/500Math/Composite1070), ACT scores (19 Verbal/19 Math/Composite 23), TAKS scores (86 Math/89 Reading).

Students who are not exempt must take the TASP or the Alternate TAPS and pass those skill areas of the test that are applicable the courses they are taking.

Core Academic Program

Lamar's core academic program provides students with the solid skills and concepts necessary to prepare them for post-secondary educational and/or work experiences. Coursework required exceeds the state's minimum graduation requirements.

Career and Technical Education (CTE)

Career and technical education courses are an integral part of Lamar's curriculum. CTE

provides skills that are appropriate for technical employment, technical post-secondary education, and/or college work. Lamar students from all academic levels participate in CTE. Categories of course offerings include agriculture, horticulture, business education, culinary arts, industrial technology, technology education, and marketing. Internship students graduate with on-the-job career experience in the various CTE areas. CTE students may take their required courses and other electives in any of the Lamar academic programs.

Admission to CTE classes is based on interest, motivation and, aptitude. See your Academic Advisor if career and technical education interests you.

Electives

An array of elective courses complements Lamar's strong major academic curriculum.

- **Foreign Language.** Lamar students may select from several foreign language offerings that include Spanish, French, German, Italian, Latin, Russian, and Japanese. The department also offers Spanish classes for native speakers. In most cases, Lamar students can take up to the fifth year of a foreign language. IB foreign language sections are also offered.
- **Fine Arts.** The fine arts program includes beginning, intermediate and advanced courses in visual arts, choir, band, jazz ensemble, piano, string orchestra, dance, theatre arts, speech and debate. Students may participate in one or more of these areas, and for one to four years depending on their interests, aptitude, and demonstrated ability. Advanced levels require auditions in many cases. IB and honors sections are offered in select courses. Students should consult the Lamar *Course Catalog* for specific details on the fine arts program.
- **PE, Health, & Athletics.** Lamar students have a comprehensive selection of quality physical education, health, and athletics classes from which to choose. Specific opportunities are listed in the "Student Activities" section of this publication.

- **JROTC.** Army Junior ROTC is an elective that provides students with vocational training in military science and leadership. JROTC program participants reflect the diversity of Lamar students. Students who participate in JROTC can substitute this course for physical education credit. The Lamar JROTC unit continues to be one of the top programs in HISD. Students who participate fully may have opportunities to secure ROTC scholarships to major universities and all of the US military academies. Each year Lamar has students who qualify for these special honors.

- **Technology Applications.** Among the technology applications offered are courses in computer science, desktop publishing, digital graphics and animation, and web mastering. Some honors sections are offered.

- **General Electives.** Lamar's general electives include courses in journalism, creative writing, psychology, sociology, special social studies topics, study skills, and student leadership.

Graduation General Requirements

The student and his or her parents must accept responsibility for the proper choice of subjects for graduation and/or for college entrance. There are, however, teachers, advisors, assistant principals, a registrar, and a principal who are available to offer any assistance needed in planning a program for the completion of graduation requirements.

There are three diploma programs in which students can complete graduation requirements: Minimum Diploma Program, Recommended Diploma Program, and Distinguished Diploma Program. For additional information on the various diploma options and graduation requirements, see the charts following.

A maximum of two credits in PE (including drill squad, marching band, dance, and JROTC credits when substituted for PE) may be taken toward meeting the 24 credits required for graduation.

In addition to the course credit requirements listed above, all students must complete mastery requirements for the Texas Assessment of Knowledge and Skills (TAKS) Exit-Level Examinations prior to graduation day.

Seniors do not receive their actual diplomas at the graduation ceremony. They are given their diploma holders and are instructed to pick up their diplomas from the registrar on a given date shortly following the ceremony.

Students may not participate in the graduation ceremony unless all graduation requirements have been met.

GRADUATION REQUIREMENTS (Students entering 9 th grade prior to 2007-2008)			
Subject	Diploma Program (credits required)		
	Core	Recommended	Distinguished Achievement *
English	4	4	4
Math	3	3	3
Science	3	3	3
Soc. Studies	4	4	4
PE	1½	1½	1½
Health	½	½	½
Computer	1	1	1
Foreign Lang.	1	2	3
Fine Arts	—	1	1
Speech	½	½	½
Electives	5½	3½	2½
Total Credits	24	24	24
* To receive the Distinguished Achievement Diploma, students must earn four credits in dual-credit courses and/or meet IB/AP assessment requirements.			
GRADUATION REQUIREMENTS (Students entering 9 th grade in or after 2007-2008)			
Subject	Diploma Program (credits required)		
	Core	Recommended	Distinguished Achievement *
English	4	4	4
Math	3	4	4
Science	3	4	4
Soc. Studies	4	4	4

PE	1½	1½	1½
Health	½	½	½
Computer	1	1	1
Foreign Lang.	1	2	3
Fine Arts	—	1	1
Speech	½	½	½
Electives	5½	3½	2½
Total Credits	24	26	26
* To receive the Distinguished Achievement Diploma, students must earn four credits in dual-credit courses and/or meet IB/AP assessment requirements.			

Graduation Honors

- Seniors who hold membership in Arrowhead (4.0 GPA), Lamar's highest academic honor, may wear a *gold cord* to symbolize this accomplishment.
- *White stoles* and *IB patches* symbolize participation in the IB program. Students who wear the white IB stole have earned scores of "4" or better on two Standard Level IB examinations and have taken at least two Higher Level examinations in the spring of their senior year. In addition, each student must have maintained an academic average of 3.5 or better. Any student who has otherwise met these requirements but did not take an IB exam for which he or she was registered is not eligible to wear the IB stole at graduation.
- IB Diploma Candidates receive *gold medallions* prior to graduation.
- Members of the National Honor Society who are in good standing at the time of graduation may wear *white stoles* with the NHS emblem.
- Students enrolled in Lamar's Magnet Business School of Administration wear *gray stoles*.
- Seniors who rank in the top 5% of their graduating class will graduate *with highest honors*. Students who rank from 6% to 15% will graduate *with honors*.

Scheduling

Course Load

- A normal class load for a Lamar student is eight classes per semester.
- All students in grades 9 to 11 will be assigned to eight classes per semester. Seniors who qualify may apply for “off campus” privileges.
- Students may not earn more than eight credits per school year (including summer school, night school, and correspondence school) or more than four credits in any one semester without approval of the advisor. Only two credits for courses taken by correspondence or credit-by-exam will be accepted as part of graduation requirements for designated schools in Texas.
- Under most circumstances, students may enroll in only one required course each semester in English, math, social studies, and science. The primary exception to this policy is when a student has failed a course needed for graduation and there is space available in a class for the student to repeat the course while he or she also attends the subsequent course.
- A student may not earn more than two credits during the summer without written approval of the advisor.
- Students who must work during the day and cannot attend a regular secondary school may enroll tuition-free in Houston Night High School. A student interested in this option should consult his or her advisor before registering for any regular daytime programs.
- Students wishing to graduate early must work out a plan with their advisor. This plan must be submitted in writing to the principal for approval. Plans may not include “doubling up” on required core courses. Options for securing the required additional credits include Houston Night High School, Houston Community College, and correspondence courses.
- Students who are over the compulsory school-attendance age and who are seeking a GED (general equivalency diploma) must confer with their advisor.

Schedule Changes

To change a schedule, students must complete a *Drop/Add Form* and submit it to the counselor. All requests are processed in the order in which they are received. Parent phone calls, pages, voice mail messages, and faxes will not be acted on. Only a Lamar High School Drop/Add form completed and signed will be processed **Unless an advisor sends for a student, he or she is to remain in class and follow the original schedule until notified otherwise.** If a change can be made, then a new schedule will be sent to the student. If a request has been denied or a change is not possible, a written response will be sent to the student.

Schedule changes will be made **only** for the purposes of **correcting improper course placements and leveling classes**. The school’s highest priority is placing each student in his or her required core-curriculum classes at the appropriate degree of difficulty. Elective requests will be honored on availability, grade level, and pre-requisites. The computer will randomly select students for electives, and once the class limit has been reached, the section will be closed to other students. **Remember that all schedule adjustments must be completed by the 15th day of a new semester. Do not wait until the 15th day to make a request for a change of schedule.**

Course Selection & Sequence

Students entering Lamar from Lanier, Pershing, Hogg, Rice Lab, Ryan, or Gregory-Lincoln Middle Schools should have made ninth-grade course selections while still in the eighth grade. Lamar students in the ninth, tenth, and eleventh grades will make course selections in the spring when course selection sheets are issued in advocacy. These sheets are to be taken home, reviewed and signed by parents, and returned to the counselors. Students who do not return their course selection sheets will have a schedule created for them by their advisors. When Lamar students return for the following school year, they will be permitted no changes in the schedule they originally requested other than those necessary to qualify for graduation.

In the areas of core curriculum, it is necessary to take courses in sequence. For example in math, Algebra I must be taken before Algebra II. Read the *Course Catalog* carefully to become aware of any prerequisites for particular courses. The advisor will help the students create four-year plans. Check with your advisor if you have questions concerning course selections.

Credit

Course Credit

- Students must maintain a grade average of 70 or above on a scale of 100 in order to receive credit for a course.
- Students may not be given credit for a class if they have attended fewer than the required number of days. (90% of the semester)
- Students must comply with all attendance requirements for each course taken. An *Appeal for Credit* form may be submitted at the end of a semester during which a student has not received credit due to excessive absences. Appeals will only be considered when the student has passed the course with a final semester average of 70% or better.

Composite Grading

Applies to core courses (A & B sequential) with the exception of any one semester course (i.e. Health, government, economics, etc.)

- Students who fail the first semester with a 60 or above and pass the second semester and the two average at 69.5 or higher, will receive credit for both parts (A&B). Students who fail the second semester are not eligible for whole course credit. Students with excessive absences in the fall semester course are not eligible for composite grading.
- At the end of the spring semester, teachers must indicate students who have earned whole course credit. The registrar will provide the form to the teachers and composite credit will be awarded in August.

Note: Students must have a total of 139 points from both semesters with the second semester being 70 or more.

Credit by Examination

In certain situations it is possible to obtain credit for high school courses through an examination. There is a fee for the examination, and a student must have failed the course after being previously enrolled in the course. If interested, see your advisor for more detailed information.

Your Grade Level & Homeroom

The registrar will assign each student to a homeroom on the basis of the number of credits earned at the end of the previous school year. **Students are not ordinarily reclassified during the school year. Reclassification may occur at the end of the first semester.**

The credits needed for each grade level are listed below:

GRADE LEVEL CLASSIFICATIONS		
Grade & Advocacy		Credits Earned
9	Freshman	0.0 — 5.5
10	Sophomore	6.0-11.5
11	Junior	12.0-17.5
12	Senior	18.0+

Grades

Grading System

Report card and transcript grades are reported in accordance with state law as follows:

COURSE GRADES		
Letter Grade	Numerical Average	Description
A	89.5 — 100.0	Excellent Progress
B	79.5 — 89.4	Good Progress
C	74.5 — 79.4	Normal Progress
D	69.5 — 74.4	Poor Progress
F	0.0 — 69.4	Failure
I	(n/a)	Incomplete

Progress Reports

At the end of the first three weeks of each grading period, Lamar High School sends “*progress reports*” home with every student. Progress reports are an excellent way for both parents and students to monitor a student’s academic progress, behavior, and attendance. Progress reports can also serve as an effective “early warning” device for students who might otherwise find themselves with a failing average too late in the six-week grading period for recourse.

Of course, parents are strongly encouraged at any time to notify teachers if they suspect that their son or daughter is struggling and in need of additional help. If a progress report is lost before it gets home, go the Registrar’s office and request an additional copy.

For the 2008-2009 school year, school-wide progress reports will be sent home with students on or about September 17th, October 29th, December 2nd, January 28th, March 25th, and May 6th.

These regular progress reports are distributed in advocacy. It is the responsibility of the student to take the report card home and give it to his or her parents. Students who miss advocacy when progress reports are distributed should see the registrar or advisor for a copy. Receipt of a progress report has no impact on a student’s six-week grade; it is used solely to inform. The grade ultimately earned by a student will be the grade listed on the report card.

A student should have received a progress report warning that he or she could fail before an “F” appears on a report card. Under certain circumstances, however, it is possible that a student could have been passing until just before the end of the six-week grading period when poor performance on a major test or assignment caused the student’s average to fall below 70. In this case, the teacher should notify the parent.

Report Cards

Report cards are distributed at the end of each grading period through Advocacy. A reporting cycle is established on the HISD and Lamar High School calendars, and those

calendars are distributed to each student and are published on the Lamar website and PTO newsletters. The final report card is available for pick-up on June 10th if students have clear financial and book records with the school. Final report cards will be mailed if not picked up by June 17th.

Parents should accept no excuse from their children for not producing a report card at the end of each grading cycle. If needed, call your child’s advisor for missing grades or additional information.

Each grading cycle counts for 25% of a student’s final semester average. The final exam counts for 25% of the final semester average.

For the 2008-2009 school year, report cards will be sent home with students on October 15th, November 19th, January 14th, March 4th, and April 22nd. Final report cards will be mailed June 18th if not picked up between June 10th and June 17th. However, a student may not receive their final report card if their record is not cleared.

Incomplete Grades

Teachers may elect to give students an “incomplete” grade on a report card rather than a failing one if there are extenuating circumstances explaining a student’s failure to complete assignments during a grading period. An “I” allows a student to finish his or her work, but it also makes a student ineligible to participate in extracurricular activity events and competitions. Students must complete all incomplete work before the end of the following grading cycle.

Incomplete grades must be changed to a numerical grade before the end of the next six-week period. Teachers may not give “incomplete” grades during the last six-week grading period of a semester. If incomplete work is not made up, then the “I” mark becomes a “50” and is averaged with the other six-week grades to determine a semester average.

Students who miss a final examination will receive a zero. Students who have a valid excuse for missing a final exam should telephone the dean of academics immediately and explain the situation in full. Should the dean approve of the excuse after receiving adequate written

documentation, then a make-up exam may be scheduled. Students should be aware that spring semester make-up finals might be administered during the summer months after graduation.

Final Exam Exemptions for Seniors

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

- an 85 or better semester average in the course;
- at least an “S” conduct average in the course; and
- no more than 3 absences (either excused or unexcused) in the course.

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

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

Parent Communication with School Personnel

Lamar High School encourages parents to contact the school concerning the education of their children. A healthy partnership between parents and staff members is likely to benefit all involved. Parents who wish to contact their child’s teachers, counselors, assistant principals, or even principal may communicate via letter or e-mail, by telephone, or by meeting face to face.

Parents requesting a telephone conference, especially with their son or daughter’s teachers, should provide both a day and an evening telephone number with their message. While many teachers and staff members choose not to make telephone calls from their homes, some do.

Please give teachers at least 24 hours to respond to your message. Many teachers are only able to check their mailboxes for messages at the beginning and at the end of the school day. As a rule, teachers cannot be called to the phone (or to a conference) while they are teaching. Should you not receive a return call from the staff member you called within a reasonable amount of time, please call the office again and note that you are making a second call.

Should parents wish to arrange a conference, they may call the school office at (713) 522-5960 to make an appointment or request a return call. Due to the various duties and commitments of school personnel during the school day, teachers and other school officials may not be able to meet with parents who arrive at the school without an appointment. Parents can leave their names and phone numbers with the main office receptionist and request a return call.

Teachers will be unable to meet parents during their instructional time, but they should be able to conduct a parent conference, when arranged in advance, during their daily planning period. Please keep in mind that staff members’ days are very full. Advanced notice is necessary for staff members to prepare adequately to assist you when you arrive for your conference. Parents should report to the Lamar main office upon arrival to sign in and receive a visitor’s pass.

Tutorials

- Individual teachers provide special help for their students upon request.
- The National Honor Society and the Spanish National Honor Society provide tutorials for students experiencing difficulty.
- SAT / ACT / PSAT preparation is offered as a credit elective for students wanting extra help for their college admissions tests.
- Students who have not passed any or all portions of the TAKS test are required to take the non-credit TAKS tutorial. The only exception would be for a senior who is enrolled in eight core-curriculum and required courses needed for graduation.

Grade Point Averages (GPA) & Class Rank

Lamar twelfth-grade students receive both a preliminary and a final class ranking during their senior year. The registrar calculates tentative class ranks in October based on a student's grades from all courses taken for high school credit through the spring semester of his or her junior year (including any courses taken for high school credit in eighth grade). At the close of the fall semester, the registrar then calculates final class ranks for twelfth-graders based on all grades earned through that senior-year fall semester. Class rank is determined in the following manner:

- Grade points are assigned to each semester grade according to the HISD grade distribution chart (printed on chart).
- All high school credit courses are included (including, for example, any courses in which the student may have earned an "F", any repeated courses, and any eighth-grade courses taken for high school credit). In summary, every grade on the transcript is included in the GPA calculation.
- The registrar divides the number of grade points earned by the number of grades to determine a student's grade point average (GPA).
- The numerical ranking of seniors is determined by listing all students according to their cumulative GPAs from highest to lowest. The student with the top GPA is ranked number one, the student with the second highest is number two, and so on. The same list is used to divide the class into percentage groupings (i.e. top 10%) and into quartiles.

GRADE DISTRIBUTION CHART				
Grade	IB	Adv / Core	Remedial	
A	90 — 100	5 pts	4 pts	3 pts
B	80 — 89	4 pts	3 pts	2 pts
C	75 — 79	3 pts	2 pts	1½ pts
D	70 — 74	2 pts	1 pt	1 pt
F	0 — 69	0 pts	0 pts	0 pts

Transcripts

Students who desire an official transcript of their academic record must complete a transcript request form through PrepHQ. Transcript requests will only be processed through PrepHQ. Walk-in and written requests will not be processed. Instructions for registering with PrepHQ and requesting transcripts are below.

PrepHQ Student Registration

Getting Registered

1. Go to the Lamar website at www.lamarhs.org
2. Access the PrepHQ website using the link in the bottom right-hand corner of the Lamar home page.
3. Register by clicking the "Click here to register" link (grey box on left). *Last name, student ID, student e-mail and parent's e-mail will be required for registration.*
4. Create unique Username and Password to log-in. *Creating a user profile at the time of registration will be required for login.*

Requesting Transcripts

1. Login to PrepHQ.
2. Click on "Transcript Requests" link.
3. Click on the green "Add Transcript Request".
4. Click on the college you are requesting a transcript for, or type in the college name.
5. Type in the address and add any notes you have for the Registrar.
6. Click on submit request.
 - a. You can check on the status of your request by clicking on "transcript request" link (i.e....in office, materials missing, transcript sent, etc.
 - b. You will be sent e-mails when the status has changed.

At certain times during the school year, the demand for transcripts is very high. **Please allow at least one week to process a transcript**

request. Personal copies of transcripts are \$1.00 each. Students may request up to three official transcripts at no charge. Any additional transcripts will cost \$1.00 each. All transcripts requested over the summer break will cost \$1.00.

Any senior who needs the registrar to send his or her *final* transcript to a college or university must request that final transcript before the end of the school year in May. Lamar High School has limited staffing during the summer and any transcripts requested then may take one week or more to process.

Conduct & Behavior

Classroom Conduct Marks

Conduct grades affect eligibility for participation in school activities. Poor conduct interferes with a student's ability to learn and a teacher's ability to teach. It is also disruptive to other students in the class who want to learn. Poor conduct will be reflected in conduct cuts on one's report card. Conduct infractions, however, may not be used to affect a student's academic grade. Office conduct cuts do affect eligibility and senior exemption status.

Students who have been sent to the office for discipline problems may receive conduct cuts from the teacher as a result of misbehavior.

A student must maintain at least an "S" average in conduct to qualify for certain honors and other special recognition, awards, clubs, and offices. For each grading cycle, the overall conduct average is computed by averaging numerically the individual class conduct marks as follows:

COURSE CONDUCT			
Conduct Grade	Value	Conduct Average	
E	Excellent	3 pts	2.5 — 3.0 = E
S	Satisfactory	2 pts	1.5 — 2.4 = S
P	Poor	1 pt	0.5 — 1.4 = P
U	Unsatisfactory	0 pts	0.0 — 0.4 = U

Office Conduct Marks

The principal or an assistant principal may reduce a student's conduct grade for persistent disciplinary infractions. This conduct grade overrides the student's overall conduct average.

The Lamar Academic Honor Code

Recognizing Lamar's tradition of excellence, students are expected to uphold a Code of Honor. *Truth* and *Integrity* are the basic precepts of Lamar's Academic Honor Code.

Truth: This principle is maintained through each student's understanding of his or her responsibility to tell the truth and make sure the truth is known. This precludes lying, cheating, stealing, plagiarism, and evasiveness; there is no fundamental distinction among them.

Integrity: This principle stresses the obligation of all students to demonstrate uprightness of character. Students should commit themselves to academic excellence and to full acceptance of responsibility for their actions.

IB students will adhere to the Three Strikes Policy regarding academic dishonesty during their entire stay in the IB Programme. (Please contact the IB Office if additional information is desired.)

The following examples will help students understand what kinds of behavior are dishonest:

Cheating:

- Looking on someone else's paper during a test or quiz;
- Giving or getting information about a test or quiz before or while taking it;
- Looking in a book or at notes during a closed-book test or quiz;
- Collaborating with someone on an assignment or project unless such work has been specifically cleared with the teacher in advance;
- Getting information from someone under false pretenses.

Plagiarism:

- Copying sentences or parts of sentences manually or electronically from someone

else's writing without proper credit, and/or writing someone else's idea(s) without giving the source credit from the original idea(s).

Any student who is aware of another student's violation of the Honor Code is obligated to report the incident to the teacher.

Actions or attempted actions that run counter to these principles are violations of the Lamar Academic Honor Code and the Student Code of Conduct. The teacher will handle violations in accordance with the following:

- A zero will be given on the assignment.
- Contact will be made with the parents.
- A "P" will be given for conduct on the progress report.
- A "P" will be given for conduct on the report card for that six-week period.

It is the student's responsibility in cases that seem unclear to check with the appropriate teacher. Ignorance of the Honor Code is not an excuse for a violation.

Definitions

Curricular —

A part of the regular school day; constitutes the delivery of instruction.

Co-curricular —

These are an extension of classroom instruction in which participation is by the entire class or a significant portion of the class, such as field trips. Co-curricular absences that occur in classes other than the one taking the field trip will be counted as extracurricular absences.

Extracurricular —

School-sponsored activities that are not directly related to instruction of the essential elements but that offer significant contributions to a student's development. Participation in extracurricular activities is a privilege and not a right. Students must meet specific requirements in order to participate. Absences due to extracurricular activities will be limited to five per semester.

Academic Requirements

First Grading Cycle

All students are eligible for participation in extracurricular and co-curricular activities during the first six-weeks of a new school year, as long as the student has been promoted to the next grade level.

If a student has not been promoted or does not earn enough credits by the beginning of the new school year, the student is considered ineligible for at least the first three weeks of school. If, at the end of three weeks of ineligibility, the student has achieved a passing average in all classes, he or she becomes eligible to play or perform. However, if a student's average remains below 70 in any class, the suspension continues for at least three more weeks.

- **Summer School Credits**

Credits earned in summer school, night high school, or in approved correspondence courses may be used to determine eligibility for extracurricular activities.

- **Dropping a Course**

A student may not drop a course after the first three weeks of the semester. An exceptional situation may be considered by the principal; however, any grade earned by the student in the course he or she dropped after the first three weeks of the semester will be recorded and used for purposes of determining or maintaining eligibility. If the grade is below 70, it is treated like any other failing grade in computing the grade point average (GPA) and determining U.I.L. eligibility.

Subsequent Grading Cycles

A student whose officially recorded six-week grade in any course is lower than 70 shall be suspended from participation in any extracurricular or co-curricular activity event for at least three weeks during the next six-week grading period. The only exception involves honors-level courses (such as IB or Advanced Placement). A student suspended under these "no pass, no play" rules would still be eligible to practice or rehearse with the team or group. If, at the end of three weeks of ineligibility, the student has achieved a passing average, he or she once again becomes eligible to play or perform.

However, if a student's average remains below 70, the suspension continues for at least three more weeks.

Suspensions due to six-week (report card) grades shall become effective seven calendar days after the last day of the six-week grading period in which the failing grade was earned. (For example, if the fourth six-week grading period ended on Tuesday, March 5, and a student received a failing grade in that fourth six-week period, he or she could participate in any activity that occurred during the next week until Tuesday, March 12, at 3:30 p.m.).

Incomplete Grades

A student receiving an incomplete (I) six-week grade in a course is considered ineligible seven days after the end of the six-week grading period in which the incomplete was recorded. Such students remain ineligible during the next six-week grading period or until the incomplete grade is officially replaced with a passing grade for the grading period.

Activity Eligibility

Eligibility rules apply to all athletic teams including freshman and junior varsity, all other U.I.L. (University Interscholastic League) and vocational competitions, marching band, drill squad, cheerleading, school-sponsored clubs and organizations, and so on. Students not meeting the designated grade requirements may practice but may not compete or perform in any of these activities, even though that activity would not require them to miss any class time.

Students who have failed a class are also ineligible to participate in *any* field trips that would require them to miss instructional class time.

Progress Reports

At the end of the first three weeks of each grading period, Lamar High School sends student "progress reports" home with every student. If a progress report is lost before it gets home, call the counselor and request an additional copy. Progress reports can be an effective "early warning" mechanism for students who might

otherwise find themselves with a failing average too late in the six-week grading period.

Attendance Requirements

Two-Period Rule

In order to participate in any extracurricular activity, the student must have attended school for at least one-half of the school day on which the activity is scheduled. Under Lamar's block schedule, this rule would require attendance in two "block" classes. Exceptions must be approved in advance by the principal and sponsor of the activity.

Five-Day Rule

Students will not be permitted to participate in such activities that would require a student to be absent from any class more than five times during the semester.

An exception to the five-day rule may be made on behalf of individual students who are competing in U.I.L.-sponsored activities. These exceptions must be based on circumstances that are unforeseen and result from the student's earning the right to compete at post-U.I.L. district levels. Exceptions shall not exceed a total of five additional absences per year.

Students Requesting a Campus Transfer

Students transferring from one senior high school attendance area to another will not be eligible to participate in the varsity-level extracurricular program of the new school for a period of one calendar year following the granting of the transfer unless an athletic release has been signed by his or her former coach. The eligibility of a student is not affected when there is a change in school due to a documented change in the family's primary residence.

Note: Students who choose not to participate in a group's required practices or after school events may be removed from that group or receive an academic penalty (if that group is a part of a graded course). When selecting courses, a student should investigate practice and event requirements.

Other Requirements

Conduct Requirements

Students with discipline problems of a severe nature are subject to probation. Students placed on probation are not allowed to represent the school, participate in extracurricular activities, nor seek or hold an elected position in the school. In addition, sponsors of a group may suspend a student from participating in a particular activity of that group because of a student's misbehavior or lack of preparation.

Dress Requirements

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity.

Note: Students should be aware that there are additional expenses that may be required for some extracurricular activities such as cheerleading and drill team. The sponsor will provide a written estimate of required expenses.

School Honors & Student Offices

In order to be eligible for school honors and student offices, a candidate must currently have a conduct average of at least an "S". An "S" or better must have also been earned in the preceding semester. The student must also have passing grades in all subjects, and have an overall average of 75 or better in the preceding semester.

Elected students must maintain the outlined standards in citizenship and scholarship, or else relinquish their honors and offices. Students who do not meet the standards for continued participation will be placed on three weeks of probation, during which time the student may practice, but not participate or compete. If at the end of the first three-week probation, the student has an unsatisfactory academic or conduct average, a second three-week probation will be allowed. If unsatisfactory academic average or conduct problems remain at the end of the second three-week probationary period, the student will

be dismissed from the student office or honors activity.

In order for a student to be eligible for school honors based on academic achievement, the student must have a general average of "B" (80 or better) and must earn his or her last five credits at the school where the awards are presented.

The *National Honor Society* has special requirements related to leadership, service, character and academic achievement. *Arrowhead* is an extension of the National Honor Society for seniors only. Arrowhead candidates must have attained a cumulative GPA of at least 4.0 at the end of their seventh semester of course work. These seniors must also have an exemplary conduct record and no more than two "S" averages for the seven semesters of course work. Arrowhead is a special organization honoring exceptional students. Questions regarding Arrowhead should be directed to the Society's sponsor.

General Information

Approval, Scheduling, & Supervision

All student activity events must be approved in advance by the principal (or designated assistant principal) and listed with the campus communication coordinator. The campus communication coordinator maintains a schedule for each of Lamar's major facilities and venues. Timely scheduling will minimize conflicts between competing activities and allow adequate preparation for student events. The assistant principal in charge of buildings and grounds will ensure that the physical plant is maintained and secure for all events.

A Lamar faculty sponsor must attend and supervise all scheduled extracurricular activities. In addition, the administration may require security, additional chaperones, and/or other types of supervision for certain events. Regardless of whether a Lamar-sponsored event is held on-campus or off-campus, the same "school-day" rules of student conduct apply.

Official Recognition

The only activities that may use the school name or “nickname” are those which are approved by the school administration. Any person or organization that uses the school name without proper permission is subject to disciplinary action. No school clubs and organizations may be affiliated with college fraternities and sororities.

Note: Initiations and “hazing” are strictly prohibited. Also, all club and organization activities must be approved and chaperoned by a faculty sponsor.

The number of fundraisers may be two per year with the duration of a specific fundraiser not to exceed a two-week period. These limitations apply to booster club fundraising as well. Students may not sell unauthorized items or services on campus at any time.

School-Sponsored Trips

Student travel can be a very worthwhile educational experience, but the benefits come with unique challenges for all involved. In order for the objectives of student travel to be achieved fully, school officials must have the full and complete cooperation of participating students at all times. Due to the tremendous responsibility placed on school sponsors during any trip of this sort, there may be special rules that the students are expected to follow.

Students are allowed to participate in travel away from school only when their academic, attendance, and conduct records are acceptable. The principal (in collaboration with trip sponsors) has the right to make a final determination on whether a student may participate in a school activity involving travel. Students should remember that participating in such school-sponsored trips is a privilege, not a right.

Absences for school-sponsored travel will be counted as extracurricular or excused absences and will be subject to the limits of such absences.

Students must be willing to cooperate completely with their sponsors and their fellow group members so that the trip is enjoyable and

beneficial for everyone involved. Certain rules violations can be of such a serious nature when traveling with a student group as to cause a student to be sent home early at his or her parents’ expense. In addition, the student may be subsequently removed from any future activities in which the student would be representing Lamar. Trip sponsors will make both parents and students aware of the applicable rules when asking for parent permission for student travel. Also, because of the binding contractual requirements of some travel arrangements, students who find themselves unable to participate in planned student travel (due to a loss of eligibility or other reasons) may not be able to receive refunds of their travel deposits.

Lamar Organizations & Clubs

Special Interest

American Field Service
Amnesty International
Asian Cultural Exchange
Automotive Innovation Installation Design
Best Buddies
Bike Club
Biology Club
Chess Club
Christian Student Union
Computer Service Club
Culinary Arts Club
Drama
Elevate Christian Club
Entrepreneurs of America
Fellowship of Christian Athletes
French Club
Future Farmers of America
Gay Straight Alliance
German Club
Hebrew Club
Industrial Technology Club
Italian Club
Japanese Club
Junior State of America
La Vida Dulce
LAWS – Lamar Animal Welfare Society
Loading Dock Productions
Model United Nations
Name That Book
Photography & Film Club
Ping Pong Club
Pokemon Club
Russian Club
Scrabble
Sub Log Indian Club
Technology Student Association
Yu-Gi-Oh Club
Young Democrats
Young Ladies of Distinction
Young Republican Club of America

Performing Arts

Art Club
Band & Colorguard
Choir Men
Choir Women
Chorale
Concert Band
Concert Women
Drama Club/Thespians
Lamar Dance / Dance Theater
Madrigals
Orchestra
ROTC Color Guard

Academic and Honors

Academic Decathlon
Arrowhead (4.0+ GPA)
Debate – National Forensic League
DECA (Marketing Club)
German Honor Society
IB Diploma Candidates
Magnet
Mu Alpha Theta
National Honor Society
Odyssey of the Mind/Project Creativity
Quill and Scroll
Quiz Bowl
Robotics/Science Club
Spanish National Honor Society
UIL

Sports

Baseball
Basketball (Boys)
Basketball (Girls)
Cross-Country & Track (Boys)
Cross-Country & Track (Girls)
Football
Golf (Boys & Girls)
Soccer (Boys)
Soccer (Girls)
Softball
Swimming (Boys)
Swimming (Girls)
Tennis
Volleyball
Water Polo
Wrestling

Club Sports

Field Hockey (Girls)
Ice Hockey(Boys)
Lacrosse (Boys)
Lacrosse (Girls)

Service and Spirit

Cheerleaders
Diamonds
Interact
Junior ROTC
Key Club
Muslim Student Association
Rangerettes
Senior Class
Wakonda (Freshman Club)
Warriors

News

Lamar Cable TV
Lamar Life
Orenda (Yearbook)

Leadership

Lamar Student Council

Conduct & Discipline**Campus Distributions**

No materials, circulars, advertisements, notices, or similar materials may be sold or distributed on the campus or at school-sponsored activities unless approved by the principal or his designee.

Damage to School Property

Anyone who accidentally or intentionally destroys or damages anything on campus must pay the cost for repair and/or replacement. Students who are caught in the act of vandalizing the school in any way will be prosecuted to the fullest extent of the law, and they and their parents will be billed for the cost of repairs.

Hall Passes

During instructional time, a hall pass is required of any student outside the classroom. Staff members should ensure that all the information requested on the hall pass (including student name, destination, and date and time) is included in ink.

Students in the halls without permits are in violation of school rules and may be taken to the assistant principal's office for disciplinary action. Students leaving a classroom for any reason during class time should be certain to get a permit from the teacher before entering the hallway.

No Smoking

Smoking and the use or possession of any tobacco product is prohibited on all HISD campuses and facilities. This includes Lamar and all district athletic stadiums and arenas.

Saturday Morning School Service (SMSS)

Saturday Morning School Service is a unique form of detention-like discipline for students who have broken school rules. SMSS begins promptly in the school cafeteria at 8:00 a.m. and lasts until 11:00 a.m. Time spent in SMSS involves either a study hall or service projects to improve the campus environment.

Students must be on time and must serve all assignments. Failure to serve SMSS will result in a SAC (in-school suspension) assignment by the assistant principal and may result in reassignment or suspension from school.

Use of the School Name and Mascot

Unauthorized use of the school name or mascot by any student for the purpose of advertising a non-school sanctioned activity is prohibited. Only school-approved organizations may use the Lamar name and/or mascot for approved activities. Use of the mascot is limited to a choice of the visual representations that have been approved by the principal.

Communications

Assemblies

Assemblies are intended to be informative and instructional. Students are to behave in a responsible and respectful way at all assemblies. When possible, seating will be assigned for assemblies.

Deliveries to Students from Off-Campus

In order to avoid unnecessary disruptions of classroom instruction, the delivery of flowers, balloons, gifts, and related goods to Lamar High School is not permitted. Also, there will be no food deliveries made to students on campus unless administrative approval has been secured.

Only emergency phone messages will be delivered to students. In case of an emergency requiring contact with a student, please call the Family office and the clerk will ensure that the student is notified promptly.

If a student forgets a lunch, science project, club dues, uniform, or similar school materials, deliveries can be made to the secretary of the student's Family office. The student will then be notified, and he or she can pick the item(s) up at lunch or after school.

Posters, Signs, & Advertisements

Dr. Mosby must approve all posters, signs, and/or advertisements. **These may be posted only in the designated areas.** After the advertised event or deadline has passed, the organization or individual that posted the notice must remove the posters promptly.

Publications

The principal is responsible for all publications edited, produced, or distributed on the Lamar campus, and therefore he may exercise editorial control over them. All school publications at Lamar must be supervised and approved by a faculty sponsor, and reflect the high ideals and expectations of the citizens of the Lamar community. No unauthorized publications may be produced or distributed on campus.

Release of Student Information

At the beginning of each school year, the parents or legal guardians of all students and all eligible students (18 years of age or older) will be notified by the school about the *Lamar Directory* information. Parents or eligible students who wish not to have their personal information released in the school directory will be given an opportunity to put this request in writing.

"Release of Information" forms will be sent home during the first two weeks of school to facilitate the process. If the "Privacy Statement" is on file, no directory information will be released without written consent of the parent, legal guardian, or student if 18 years of age or older.

After notice has been given and other requirements of the Federal Regulations have been met, all *Directory* information in which no privacy interest has been asserted is public information and will be disclosed upon request under the Texas Open Records Act.

Student Health & Safety

The School Nurse & Clinic

The school nurse provides clinic services in the event of illness or injury occurring during the day. A student may go to the clinic only after obtaining a permit from a teacher. The clinic is also open during all lunch periods, at which time students may visit without a note. At all times, the student must sign in and out – showing time he/she arrived in the clinic and time left the clinic. There is a Nurse's Daily Registry in the clinic for this purpose. Students who feel ill and go home without going through the clinic and attendance office will be considered truant and are subject to disciplinary action.

Available in the clinic is a Physician's Request for Administration of Medication During School Hours form. This form must be filled out, signed by the physician or dentist and parent or legal guardian, then returned to the nurse to be kept in the clinic. No medication – prescription or non-prescription – will be dispensed by the nurse without this form being on file. The medication must in the original container and be

appropriately labeled by the pharmacy. Non-prescription medication must be in an unopened container with the pharmacy label attached.

NOTE: This form must be renewed each year.

Pesticides

Lamar periodically applies pesticides. Information concerning these applications may be obtained from the Lamar Business Manager.

School Visitors

A Qualified Welcome

Lamar High School is glad to have as visitors, parents and guardians who have an interest in the welfare of the school and its students. However, all visitors must come directly to the School Information Office, N110, upon entering the school and there properly identify themselves, state the purpose of their visit, sign-in and receive a visitor pass. Former students may not come on campus during the school day to visit school personnel without arranging an appointment in advance.

Rules for All Visitors

All visitors to the Lamar High School campus must obtain a "visitor's pass" from the School Information Office, N110 immediately upon entering the building.

No visitors are allowed during standardized testing periods or during formal classroom observations being conducted by district appraisers. Parental classroom visits must be approved by both the teacher and an administrator. Persons other than parents are not permitted to visit in classrooms with two exceptions:

- Educational professionals from in or outside the district may be escorted by campus or central office staff on classroom visits with prior approval from the campus administrator.
- Parents of handicapped students who are being considered for placement in a new setting by an ARD committee may visit the proposed setting. The campus administrator must approve the visit in advance and the

parent must be escorted by campus or central office staff during the course of the visit.

The Texas Education Code (in Section 4.23) states: *"Any person loitering upon school property after being warned to leave by the person in charge shall be guilty of a misdemeanor... School property...include[s] the grounds of any public school and any grounds or buildings used for school-sponsored assemblies or for activities."*

Campus Security

Fire and Evacuation

On occasion, there may be a need to evacuate the Lamar school buildings due to emergency conditions (or due to a drill for such an emergency). In each room of the school, a map is posted that illustrates the appropriate route to use for evacuating the building. The routes for evacuation are designed to avoid excessive crowding at building exits. The map should also show alternate routes to be used should a primary route be inaccessible. Teachers should review with their students various evacuation routes to avoid possible confusion during an evacuation.

Students must remain with the teacher at all times. When leaving the building, students are to move in a safe and orderly manner away from the building to the outer perimeter of the campus closest to the exit point. All windows and doors in the classroom must be closed upon evacuation. Students are to take nothing with them except their valuables.

The teacher will take class attendance after the students have moved a safe distance away from the building. Make sure you stay with your teacher throughout the evacuation or drill. All students must remember the seriousness of fire drills. The drills are preparation for the reality of fire or imminent disaster. The school administration, faculty, and staff expect each student's absolute cooperation in abiding by these rules.

No person shall re-enter the building until the “all clear” signal is given.

Emergency Signals - 1 extended bell or alarm

- 3 Bells Evacuate the building immediately without talking. Stay with your teacher and classmates in the designated area.
- 2 Bells Return to class.
- 1 Bell Halt! Remain where you are until you are given additional instructions or bells.

Student Services

Driver’s License Eligibility

State law related to driver’s license eligibility states that the Department of Public Safety may license a person as a class “C” driver who is under the age of 18 years, provided the person has obtained a high school diploma or the equivalent, or a student is enrolled in a school and has attended school for at least 80% of the fall or spring semester before the date of application, or the student has been enrolled for at least 45 days and is currently enrolled in a program to prepare persons to pass the high school equivalency exam.

For the purposes of computing attendance for driver’s license eligibility and for meeting the intent of the legislation, students must meet the attendance requirement for each class in which they are enrolled.

Homebound Instruction

When a student is seriously ill, he or she may receive academic instruction by a homebound teacher through HISD’s Department of Community Services. This service is only for a student whose physician provides the Lamar nurse with a written diagnosis and prognosis explaining that the student will be out of school for a *minimum* of four weeks. This process is started with the student’s advisor at Lamar.

Other eligibility requirements include that the student be free of any infectious disease, and that there will be an adult in the home at the time of the teacher’s visit.

For a student who is absent more than five days but fewer than four weeks, the advisor can obtain make-up work from the classroom teachers. Please allow a three-day turn around from the time of the request to the pick-up date of the assignments. Be sure to empty the student’s locker so that all school materials will be at home.

Locker Use

Students will be issued a locker at the beginning of each school year. Any property, money, or other valuables left in lockers are the responsibility of the student to whom the locker is assigned. Locks should be secured at all times when the student is not present at the locker.

Students may not share lockers.

Lockers are the property of the Houston Independent School District and are subject to inspection by authorized school personnel.

Student Insurance

Student insurance is available to all students. Lamar High School acts as a service agent only. The school receives no proceeds for this service and is not responsible for claims resulting from injuries. Additional information will be presented to the students each year, and the school will assist in any way possible. Students and parents should read and evaluate the insurance information carefully to determine its particular usefulness to you and your family.

Student Pictures

Pictures are taken each school year for the entire student body. These pictures are taken for the school yearbook at no charge to the student. However, if students are interested, they can order a packet of pictures for personal use. There will be a charge for this packet. More information will be available at the beginning of the school year through homeroom notices. Senior pictures are scheduled in the summer prior to the new school year.

State & District Testing

Lamar students take several standardized tests during the school year. The school calendar lists these examinations and the dates of administration. Special schedules will be developed for the TAAS and TAKS examinations. This will allow for the best possible testing environment for this crucial examination, while still including an abbreviated day of classroom instruction.

Textbooks

Each student is responsible for all books issued to him or her. Textbooks will be distributed directly to students by the Lamar bookroom at the beginning of the school year, during lunches, and before and after school. A schedule for distribution will be published for students and parents at the beginning of each school year.

Textbooks must be completely covered at all times. Students are not to write in their textbooks unless directed to do so by their classroom teacher. Students will be charged a fine for textbooks that suffer excessive wear and tear. Textbooks will be "bar coded" to track distribution and return. Textbooks that do not have the appropriate bar code when returned will not be accepted.

Lost textbooks and book fines must be paid for before any new books will be issued and before final semester report cards will be released.

HISD Stadium Regulations

- HISD stadiums are an extension of the school campus. Consequently, students at stadium events are under the authority of the principal and the athletic administrators and must abide by all school rules.
- No alcoholic beverages, cigarettes, or tobacco products of any kind may be used or possessed on stadium premises, including in the parking lot.
- No air horns or mechanical noisemakers are permitted.

- Food and drink cannot be brought into the stadium.
- Spectators are not allowed on the playing areas at any time.
- No loitering is permitted in the aisles, exits, or outside the stadium. All persons shall either enter the stadium and be seated, or leave the premises.
- Admittance to the stadium is by ticket or authorized pass only.
- Videotaping of athletic events may be done only with the prior approval of the principal.

Notes:

Lamar High School Tardy Policy

A tardy is defined as being late after the tardy bell. **There is a 10 minute exception for periods 2 & 6.** All students tardy to class will report to their family office for a pass or detention before being admitted to class. Students more than 10 minutes late will be marked absent. An excused absence note from a parent must be on file with the family office for the absence to be considered excused.

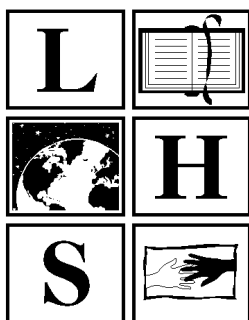
The following applies to tardies per semester:

1st and 2nd = warning / pass to class
3rd = detention
4th and 5th = warning / pass to class
6th = Saturday School
7th and 8th = warning / pass to class
9th = SAC
10th + = Suspension/Behavior Contract

Failure to attend detention = Saturday School

Failure to attend Saturday School = SAC

*Student
Handbook for*



Lamar High School
Houston, Texas

*Give me the liberty to know,
to utter,
and to argue freely
according to conscience,
above all liberties.*

— *John Milton*