

LEANDER HIGH SCHOOL



FACULTY HANDBOOK
2016 - 2017

TABLE OF CONTENTS

WELCOME	2
LISD FOUR CHALLENGES.....	3
ACTIVITY FUND.....	3
IB / ADVANCED / PRE-ADVANCED PLACEMENT TRAINING	3
ANNOUNCEMENTS.....	4
ATTENDANCE.....	4
BAD WEATHER.....	4
E-MAIL, MAIL & MASTER CALENDAR	4
CARE OF ROOM & FURNITURE	5
CHANGE OF ADDRESS	5
CHEATING	5
CHECKING IN/OUT (Teachers).....	5
CHECKING IN/OUT OF SCHOOL (Students).....	5
CLUBS/ORGANIZATIONS & SPONSORS	6
COPIERS	6
COPY CENTER	6
COPYRIGHT BASICS.....	6
FACULTY COURTESY FUND	8
DISCIPLINE.....	8
DRESS CODE	9
DRILLS.....	10
DUTIES	10
EVALUATION & PROFESSIONAL DEVELOPMENT.....	10
EXAM EXEMPTION POLICY	11
EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES	12
FACULTY MEETINGS	13
FEES	13
FILM/VIDEO/DVD.....	13
FUNDRAISERS	13
GRADE BOOKS	14
GRADE REPORTING	14
GRADING GUIDELINES	14
GUIDANCE OFFICE INFORMATION.....	15
HELP.....	16
HOMEWORK POLICY	19
INSTRUCTIONAL PLANNING PERIOD/ TEAM TIME	19
KEYS	19
LEAVE REQUESTS	20
LESSON PLANS.....	20
LIBRARY PROCEDURES	20
LOCKERS	21
LUNCHES	21
MAINTENANCE/CUSTODIAL NEEDS.....	21
PARENT VOLUNTEERS.....	22
PARKING LOT	22
POSTERS, SIGNS AND THINGS ON THE WALL/GLASS.....	23
PUBLIC RELATIONS	23

PURCHASING PROCEDURES	23
ROOM SECURITY	24
STUDENTS IN THE BUILDING.....	24
SUBSTITUTE TEACHERS.....	24
SYLLABUS EXPECTATIONS	25
TELEPHONES	25
TEXTBOOKS.....	25
TRANSPORTATION OF STUDENTS	26
TUTORIALS	26
VISITORS.....	26

WELCOME

We have many exciting challenges to meet during the course of this school year. It is our hope that we can work together in meeting those challenges. Our goal is to provide our students with the finest possible educational experience. Through hard work, dedication, and creative thinking, we will meet our goals. Best wishes for a successful year.

BOARD OF TRUSTEES

Will Streit, President
Pamela Waggoner, Vice-President
Grace Barber-Jordan, Secretary
Trish Bode
Russell Bundy
Don Hisle
Aaron Johnson

SUPERINTENDENT

Dan Troxell, Ph.D.

LEANDER HIGH SCHOOL PRINCIPAL

Tiffany Spicer, Pd.D.

ASSISTANT PRINCIPALS

Tom Robbins A - C
Melanie Meyer D - He
Kyla Mills Hi - Mer
Raoul Howard Met - Sal
Moises Trejo San – Z

DEAN OF INSTRUCTION

Shandalyn Porter

LISD FOUR CHALLENGES

- Improve the academic performance of all students, while eliminating the link between economic disadvantage and low achievement.
- Ensure that all students read at or above grade level.
- Prepare all students to be college and career ready, while preserving our focus on the needs of the whole student.
- Strive to do right and good by all while maintaining an unwavering commitment to our culture of continuous improvement and learning.

With our shared values and vision, and the district's challenges in mind, the faculty handbook is provided to you as a tool to assist you in the everyday tasks of education. It is arranged alphabetically by topic. Though it will not answer every question or cover every contingency, we hope that you will find it helpful. Please address any questions to the staff in the Assistant Principal's office.

ACTIVITY FUND

The district has adopted operating guidelines for activity accounts available in Kerri Rose's Office, ext. 11012. All sponsors are required to attend mandatory activity account training at the beginning of the school year, provided by Finance. In order to avoid keeping large amounts of money in the building overnight, teachers are urged to turn in student activity monies each day before noon. DO NOT keep any school monies in your room overnight. Kerri Rose must handle all monies through activity funds. No school group may have an individual bank account. Submit all bills and check requisitions to Kerri, the bookkeeper and she will pay them for your organization. Check requisitions should be turned in by Tuesday at noon. Kerri will cut checks only on Wednesday for distribution on Friday. For any travel related expenses (i.e. registrations), the sponsor is required to turn in a travel form to Kerri. This form is then sent to district who cut checks on Tuesdays only and mail out checks on Thursdays. Kerri does not cut checks for travel in her office. School pro-card can be used in some cases for registration and when traveling with students.

IB / ADVANCED / PRE-ADVANCED PLACEMENT TRAINING

I.B. / ADVANCED PLACEMENT training for teachers will be provided if:

The teacher assigned to teach an I.B., A.P. or Pre-A.P. course has not had appropriate training, The district budget will support the I.B., A.P. or Pre-A.P. training.

It is the desired goal at LHS that any teacher selected to teach an I.B. or A.P. class be provided adequate and appropriate training and have the instructional resources necessary to successfully teach the course. The campus and the district will work together to determine which I.B. and/ or A.P. courses should be offered each year.

ANNOUNCEMENTS

The Pledge of Allegiance, The Texas Pledge, and a minute of silence will be observed at approximately 12: 13 a.m. over the P.A. system. In addition to the Pledge of Allegiance, the Principal or designee will usually present a message to students and/or make special announcements.

If you wish to have an announcement read over the P.A. system or posted on the bulletin board, you should e-mail the school receptionist, Leah Worthy, a typed copy of your announcement no later than 2 p.m. the day before you want the announcement read/posted. It is especially important to communicate student successes, so make sure you provide the office with timely and accurate information.

ATTENDANCE

Students:

General guidelines-students are required to meet the following minimum attendance requirements. A student must be present 90% of the days each class is offered. FDD Legal (State requirements) – A student may be absent 4 ‘A’ days per period per semester and/or 4 ‘B’ days per period per semester.

Teachers:

Accurate records are essential. Information concerning attendance-recording procedures will be provided prior to the start of school.

BAD WEATHER

In event of snow, ice, or other weather conditions which would prohibit classes from being held, an announcement will be made on the following radio and television stations:
KLBJ 590 AM, KVET 1300 AM, KGTV 1530 AM, KTBC, Channel 7, Austin.

You will receive a call or message from the district office advising of either a late start or school cancellation. Please be sure to have updated phone information with the Human Resources department at the district level via the following link:
<http://www.leanderisd.org/default.aspx?name=HR.emp.info>

E-MAIL, MAIL & MASTER CALENDAR

Important messages, tasks, dates, etc. will be communicated via Staff Calendar, e-mail or faculty/staff mailboxes. All teachers should check their mailboxes and their e-mail **once a day** for messages and important information. Typical information to be found:

- Calendar of events
- Notice of faculty or team meetings
- Notice of important deadlines

If you wish to schedule an event during school hours, please go to the Staff Resource page of the LHS webpage and click on the Building Use link. As soon as this request is submitted, the Principal’s Secretary (Debbie Patek, ext. 11011) will receive it, look for any conflicts, then

proceed to create your reservation. Upon completion, a confirmation will be sent to you for your records.

CARE OF ROOM & FURNITURE

Care of the classroom, furniture and equipment is a responsibility of the teacher. All equipment and furniture (including student desks) must be inside the classroom at the end of each day. Be sure that your windows and doors are closed and locked before leaving the room in the afternoon. Students' food and drinks in classrooms should not be encouraged. It is also recommended that teachers have students pick up paper, etc., off the floor and from the desks at the close of the day.

If custodians are not cleaning your room properly, report the deficiency to Moises Trejo, ext. 11020. If an accident has occurred and an immediate clean-up is necessary, call Leah Worthy, the receptionist, at ext. 11000. If a work order needs to be filled out for a non-emergency situation (repairs), e-mail Bonnie Hicks, the Assistant Principal's secretary.

CHANGE OF ADDRESS

If you have a change of address, please go to the LISD Webpage under Faculty and Staff, then Employee Access and update all personal information.

CHEATING

Cheating is a violation of the student code of conduct. Penalties may be assessed for cheating. The type of penalty will be determined based on the individual set of circumstances. A typical penalty might be a phone call to the parent and a zero or point reduction on the assignment. All incidents should be documented on a discipline referral form.

A student should not be accused of cheating unless the teacher is 100% certain that cheating has taken place. If a teacher suspects cheating has taken place but is not absolutely sure, the teacher should contact the student's Assistant Principal to receive help in resolving the situation and making the most appropriate decision.

CHECKING IN/OUT (Teachers)

There will be no formal check in/out policy at the beginning and end of the day. Any teacher needing to leave campus early for any reason during duty hours should sign out using the electronic sign-out form found under the staff section on the LHS Webpage. If your planning time is contiguous with your lunch period, you are not entitled to an extended lunch. In any case, your lunch period is limited to 35 minutes.

CHECKING IN/OUT OF SCHOOL (Students)

Students, who find it necessary to leave school during the school day for doctor, dental appointment, etc., will come to the attendance office before checking out. Students will only be released to their parent, legal guardian or designee. Exceptions will be made for students who drive a vehicle to school and have proper documentation to leave school for an approved reason.

Students leaving campus without an adult must have a permit to leave campus. Upon return to campus, the student will sign in at the attendance office before going to class.

CLUBS/ORGANIZATIONS & SPONSORS

A list of sponsors and other persons in charge of miscellaneous activities/organizations can be found at <http://lhs.leanderisd.org/default.aspx?name=lhs.orgs>. If you would like to get involved in any of these activities, please see the appropriate sponsor. If you want to start a new club, please submit your written proposal with 12 committed member signatures and at least one committed sponsor (preferably two sponsors) to Melanie Meyer, ext. 11023. Please note: we have a strong need for sponsors. We need your help; please get involved.

COPIERS

There will be copiers located in several teacher workrooms and in the front office. All teachers will have access to all campus copiers via your school badge. All teachers will be allocated a designated allotment of copies per semester. Once this amount has been met, the teacher must report to the AP for copies (Moises Trejo) to request more. It is recommended that teachers use the copy center as much as possible since copies on campus cost 3 times as much. If the copier does break down, it needs to be reported to the Principal's secretary and she will notify the maintenance repair contractor.

COPY CENTER

The copy center is centrally located in the district and is to be used when you need to make 50 copies or more of any one item. Forms are located in **Room 1311**. All copy center requests must be returned to **Room 1311**.

When a completed copy center order is returned to the campus, it will be "shelved" by an office staff person or a teacher. Please use the copy center as much as possible for your copy needs. A portion of our general operating budget is automatically assigned to the copy center. If we do not use it, we lose it.

Use of the copy center requires prior planning on your part. There is generally a 48 hour turnaround on copy center requests from the time the copy "tub" is picked up until the time the "tub" is returned with your order.

COPYRIGHT BASICS

As members of the LISD professional community, all teachers and staff are expected to abide by all civil and criminal laws. This includes the US Copyright laws, which are those most likely to be violated by educators, often unintentionally. The following are basic tenets of the copyright laws and a few guidelines teachers must use when using copyrighted material in their classrooms.

Videotaping a program to be used in class:

(More info can be found in "Grading Teachers on Copyright Law -- Videotaping for the Classroom," copyright 2000, nolo.com.)

Only programs broadcast to the general public may be taped. This includes all programs broadcast to homes and schools. The guidelines do not apply to programs available only from cable television services such as Showtime, HBO, The Disney Channel, C-Span and ESPN.

A classroom teacher who wants a particular program taped should ask the school to tape it. The tape may be shown only during the first ten consecutive school days after it is made, and only in a classroom or similar place devoted to instruction. A tape may be shown to several classes if appropriate.

The tape may not be altered in any way. For example, tapes may not be edited to create an anthology or compilation. After the ten-day classroom use period expires, the tape may be used only for evaluation -- that is, to determine whether it should be bought or licensed for permanent inclusion in the teaching curriculum. No later than 45 calendar days after the tape is made, it must be destroyed.

The guidelines do not discuss whether or not a teacher may record a program at home for school use. It seems likely, however, that the practice is permissible so long as all the other guidelines are followed.

Photocopying in the classroom:

(Adapted from "Agreement on Guidelines for Classroom Copying in Not-for-profit Educational Institutions with Respect to Books and Periodicals" as discussed in U.S. HOUSE OF REPRESENTATIVES REPORT NO. 94-1476.) The full text is available on the Internet.

Single Copying for Teachers:

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research (not for students) or use in teaching or preparation to teach a class:

- a chapter from a book;
- an article from a periodical or newspaper;
- a short story, short essay or short poem, whether or not from a collective work;
- a chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

Copying for students:

Basically, a work may not be photocopied in its entirety, although there are some exceptions. The rule of thumb is, do not copy more than 1000 words or 10% of any work of prose, or no more than 250 words of a poem. The inspiration and decision to photocopy is only acceptable if there is not sufficient time to receive a "timely reply to a request for permission." Not planning ahead is not considered a good reason for photocopying. The copying of the material is for only one course in the school in which the copies are made. No more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term. Each copy made MUST include a notice of copyright. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. There shall be no copying of or from works intended to be "consumable" in the

course of study or of teaching. **These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.** The same teacher shall not repeat copying with respect to the same item from term to term.

These guidelines cover most situations. Obviously, they do not address specific courses such as music, art, software, etc., although the same basic rules apply. If there are questions, or teachers need clarification in any subject area regarding copyright, please contact the librarian, Sabrina Hyden.

FACULTY COURTESY FUND

Leander High School recognizes certain situations by sending flowers. If a death should occur in the immediate family (wife, husband, child) or the secondary family (brother, sister, parent), the school will send flowers providing we receive notification.

Each teacher, administrator, clerical and instructional aide is asked to participate by donating \$10.00 per year. Donating to the courtesy fund is strictly voluntary. The donation should be given to the Principal's secretary. Checks should be made payable to Leander High School and should include TDL numbers on them.

DISCIPLINE

A good discipline policy is one that has had careful thought and planning before students arrive in the classroom. Consistency, fairness, and follow-through characterize an effective discipline policy. Prior planning reduces the role of emotion in the decision-making process. Effective classroom management takes on more of a business-like approach, requires less energy on the part of the teacher, and reduces wasted time in the classroom. Students very quickly learn what is expected of them and the consequences for their actions, thereby reducing "behavior problems" in the classroom. Involving students in the development of your classroom management plan is a good way to get student ownership and "buy in." Students will usually come up with the same plan as the teacher, and will probably be stricter.

Teachers will be expected to use their management plans. Before a student is referred to an Assistant Principal, the teacher should exhaust his/her penalty systems unless the student has committed a serious offense requiring immediate attention as described below. A typical penalty system would contain 4 or 5 "steps". It is the school policy that early in the penalty system, a parent contact be made to discuss the student's behavior.

There will be occasions when some students refuse to complete assignments. If a situation arises in which you have exhausted all effort, we recommend some of the following procedures, though not necessarily in this order:

Conference with student

- Conference with the parent and student (if possible) either at school or on the phone.
- Assignment of before or after school detention or lunch detention in your room (a 24-hour notice to the student should be given).

A student should not be sent to the Principal's office until the above-mentioned procedures have been used. At all times, students will be treated with dignity and respect. Avoid confrontational power struggles with students.

There are certain student behaviors that will necessitate direct and immediate referral to a principal. These behaviors are usually severe in nature and excessively disruptive to your class environment. Such behaviors fall into this category:

- Profanity
- Fighting
- Possession of drugs, alcohol, tobacco, inhalants
- Possession of dangerous weapons and objects
- Blatant insubordination
- Destruction and damage of school property
- Stealing
- Cutting class

Students referred to an Assistant Principal should carry a hall pass and a disciplinary report, describing the behavior. These reports should be specific and filled out correctly. The report should not contain specific names of other students due to confidentiality. A copy of the report will be sent to parents; therefore, reports should be neat and free of misspelled words.

From time to time, students will be assigned to a Disciplinary Alternative Education Program (DAEP) called Leander Extended Opportunity Center, LEO. The secondary LEO teachers are responsible for all areas of instruction. Secondary teachers from the home campus should provide LEO teachers with information as to what general topics will be covered during the students' stay in LEO.

DRESS CODE - FACULTY

Individual freedom of choice and expression are justifiable rights enjoyed by all Americans. Individual freedom is directly related to the responsibility that each person is willing to assume for his/her own behavior. The school assumes a large responsibility regarding the behavior of its students, which is exemplified by the behavior of its faculty and staff.

Attire for teachers is considered acceptable if it does not violate the following principles: Clothing must not be suggestive or indecent. Articles of clothing must not be of the type that would cause a disturbance in class or be a health or safety hazard. The general appearance of the teacher should not interfere with the instructional program.

Teachers:

Standards for men:

- Must be clean-shaven at all times with the exception of a neatly trimmed mustache/beard.
- Jeans will not be worn except on designated "jeans day." Every Friday is "jeans day."
- No T-shirts may be worn in the academic classroom unless designated by administration (example – Spirit Fridays).
- All shirts will be tucked in except those specifically designed to be worn outside the trousers.
- Shorts will not be worn in the academic classroom.
- Socks must be worn.
- Body piercing other than the ears is prohibited.

Standards for women:

- Dresses should be of sufficient length to allow for normal activities.
- No T-shirts may be worn in the academic classroom unless designated by administration (example – Spirit Fridays).
- Tank tops may be worn only as a part of a coordinated suit.
- Shorts will not be allowed in the academic classroom.
- Jeans will not be worn except for designated “jeans day.” Every Friday is “jeans day.”
- Body piercing other than the ears is prohibited.

DRILLS

During the beginning of the year in-service, faculty will receive specific information regarding how we handle emergency situations. Each teacher will receive a red emergency folder outlining drill procedures for these events from Assistant Principal, Melanie Meyer, ext. 11023

DUTIES

Duty is essential for establishing a safe, comfortable, positive school environment. All faculty should expect to do a combination of before school, lunch or after school duty. Faculty members will receive information on duty during the beginning of the year in-service. Everyone will have the opportunity to sign up for duty times and stations which will work with their schedule, coordinated by Melanie Meyer, Assistant Principal, ext. 11023.

EVALUATION & PROFESSIONAL DEVELOPMENT

The LISD Evaluation/Professional Development program includes several components and considerations listed below:

- The Leander Independent School District feels strongly that teachers should take an active role in their own professional development and should be active learners as they grow professionally.
- The Professional Portfolio and Professional Responsibilities component will be shared and discussed with all teachers early in the fall semester. Principals or designees will outline expectations of employees at that time.
- Observations – Principals or designees will observe teachers teaching and provide feedback to them. The purpose of this activity is to establish a collaborative approach, between teacher and Principal, to help improve instruction.
- Teachers should stand by their door during the changing of classes and monitor the halls.
- A warm-up activity should be provided for each and every class period. A warm-up activity is an activity that students can begin the moment they enter the room. It can be a graded or non-graded activity. Its purpose is to promote in students a state of mind that will facilitate the beginning of the class, thereby creating more time on task, more productive teaching, and better class control.
- All reports and assignments for the teacher will need to be in on time.
- Classrooms should never be left unattended for any reason unless there is a highly unusual emergency situation.
- It is expected that faculty and staff report to faculty meetings, team meetings, department meetings, etc., on time.

- You are responsible for items checked out to you.
- Students should not be released from class early for any reason unless they have a pass issued by a teacher. The first and last 15 minutes of each class, students should not be allowed to leave the room.
- Students leaving your class should always have a PASS. To assist in keeping the campus clean and orderly, please refrain from allowing students to bring food and drinks into the building. For special circumstances, a teacher must issue a pass to a student who is allowed to bring food or drinks into the classroom.
- It is expected that teachers will be prepared well in advance for their lessons. Therefore, do not send students to the office for copies, paper, or other supplies unless it is an emergency.
- Students will not be allowed in the lounges for any reason. Do not send students to buy soft drinks, get coffee, or retrieve food from the refrigerator.

EXAM EXEMPTION POLICY

All students are required to take their fall semester exams. Students may earn exemptions from their Spring Final Exams if they qualify by meeting the criteria described below. Exemptions from Final Exams are an honor earned by students who attend school regularly, follow the student code of conduct, master the required content and demonstrate required grades.

Qualification for Spring Exam Exemptions will be based on a student's attendance for the entire school year. Students will qualify for an exemption in each class based on a combination of absences and minimum grade requirements:

Number of Absences must not exceed 6 per period for the entire year.

Minimum Average Grade Required is determined by averaging the 5 grading cycles. Students must obtain a grade average of 80 - 100.

Semester Courses are not eligible for exemptions. Students enrolled in semester courses will be required to take the semester exams.

Additional Exemption Considerations:

- Students taking an AP/IB exam for the course in consideration will not have an additional final exam in that class. (except AP Government, AP Economics)
- Students taking a required End of Course (EOC) exam for the course in consideration will not have an additional final exam in that class.
- Students who have earned an exemption for a class may choose to take the semester exam and have the exam count in their semester grade if it improves their grade for the course.
- Students and parents/guardians may check attendance and grade records for accuracy through their txConnect account at: <https://itccsgb.esc20.net/PALN/Login.aspx> .

Exemption Eligibility Process:

- Absence from any single class period or an entire day will trigger a phone call to the number on file to notify the family of an absence.

- Already mentioned above, written verification of the absence must be received by the school within two (2) days of a student's return to school.

Correcting attendance for exemption purposes:

- At the end of each grading cycle, the number of absences per class will be posted.
- At the end of each grading cycle, attendance corrections must be made within ten calendar days.

During the last grading cycle of the Spring Semester:

- An exemption status list will be posted at the end of the three weeks for students to review.
- Any corrections for the last grading cycle of the second semester must be turned in within five (5) school days of the posting. Attendance coding adjustments will not be made past this deadline.
- During the fourth week of the last grading cycle, a timeline will be posted at the Assistant Principal's office to inform students of further posting, deadlines and exemption distribution. Students are responsible for meeting all deadlines. No changes are made after the deadline. Please refer to the chart below for additional clarification.

Early Finals

Early finals will not be given to any student without administrative approval.

EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES

Occasionally conflicts between student activities occur.

The following are general guidelines for coaches and sponsors to consider concerning activity conflicts:

- Coaches and sponsors should communicate with each other on a regular basis to avoid conflicts.
- If a student gives adequate advance notice of the conflict (determined at the beginning of the year by the individual coach/sponsor), the coach/sponsor/teacher should be able to make some adjustments that would not unduly affect the student.
- Each situation involving an activity conflict is different.
- Things are never black and white, and the student should be our first consideration.
- A student should not be punished for being multi-talented.
- At some point the student will probably have to make a choice.

With those thoughts in mind, these guidelines (not rules) should be used as much as possible and should be shared with parents of participating students:

- If athletic seasons overlap, the season that begins first takes precedence, with the student completing that sport's schedule before beginning the next sport.
- A UIL event should take precedence over a non-UIL event.
- A district-level event should take precedence over any non-district, lower-level event.
- A performance/district-level event should take precedence over a practice.
- A practice for a UIL or district-level event should take precedence over a practice for a non-competitive performance/game.

- When there are two activities of equal importance (practices, performances/games, competitions) the student should be allowed to make the choice without fear of reprisals or forfeiture of status/position.
- A practice for a one-time performance should take precedence over a routine, regularly scheduled practice.
- A school event should take precedence over a non-school event/activity, even if that non-school event is a competition. Unless a student's job is necessary for family income, work is not considered a valid reason for missing a school performance/game or practice.

FACULTY MEETINGS

Faculty meetings will usually be scheduled on **Wednesday afternoons at 4:00 p.m.** in the Little Theater, **and again at 8:00 a.m. on Thursday morning.** Faculty meetings will be called on a need basis, and their frequency will vary. Every attempt will be made to provide several days notice; however, there may be times when a 24-hour notice is given. Notices will usually be sent by email and posted on the School Calendar located on the LHS website. Coaches, band directors and any other sponsor having a scheduled practice/meeting before school with students may send a representative to the faculty meeting. The representative is responsible for communicating the content of the faculty meeting to his/her colleagues. Teachers who are involved with morning duty should attend the Thursday afternoon faculty meeting. Duty teachers should check with their colleagues to find out what content they may have missed. All other faculty members should be present and on time.

FEES

Approval must be obtained from Tom Robbins, Assistant Principal, before money is collected from students for any purpose, for example, asking all students to bring \$2.00 for dry erase markers for you to purchase for your classroom.

FILM/VIDEO/DVD

Any video material that is **not** in the library collection should be approved before being shown to students. Only in extraordinary circumstances will such material be approved, and only if the teacher provides a lesson plan describing the relevance of the film to the course. However, carefully edited portions of a Hollywood film backed by extensive planning and preparation while adhering to the copyright guidelines could be a useful instructional tool. P.B.S. and educational television are not considered Hollywood.

While all films and videos in the library are school appropriate, they must be approved before showing if they are not directly tied to your curriculum.

Please click [here](#) to download the form or obtain one from the Library. You should submit your request to your Assistant Principal.

FUNDRAISERS

All fundraisers must receive prior written approval from Melanie Meyer, Assistant Principal. Fill out a Fund-Raising Permission Request form, and if approved, all district, state and federal policies must be strictly followed. You must have a specific purpose or goal in mind before

requesting a fundraiser. Each Bona Fide student group may have two tax-exempt fundraisers per calendar year, with a maximum of three fundraisers, and the third one being taxed.

GRADE BOOKS

Teachers may keep their grade books by hand but must use the computerized grade book. The computerized grade book is preferred because of its speed, efficiency, and its ability to provide parents/students with up-to-date and detailed progress reports. The LHS Technology Coordinator will provide training for the computerized grade book during the beginning of the year in-service. **The expectation is that grade books will be updated weekly, Tuesday, 4:30 pm.**

GRADE REPORTING (Updated July 2010)

EIA Local

The superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects a student's relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. Guidelines for grading shall be clearly communicated to students and parents. In accordance with grading guidelines, a student shall be permitted a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade.

Progress reports are given out during the third week of each grading period. Progress reports should be issued to all students with a grade below **74**. **If a student has a grade of 74 or greater at the time progress reports are issued but falls below a 74 afterward, a progress report or phone call to the parent must be initiated.** Progress reports may be issued for positive reasons as well. Report cards are distributed at the end of each six weeks. Verification of progress report comments and report card grades must meet the deadlines as posted on the calendar of due dates.

GRADING GUIDELINES

The grading record should be a teacher's record of evidence to support grades reported on the report card. Grades should be logical, justifiable, and sufficient in number to assure that the report card grade is an accurate measure of the student's progress and achievement.

- In order to be awarded a grade of "70" in a course or subject, a student must demonstrate 70% mastery of the District's curriculum objectives in any recording period.
- Teachers are encouraged to provide a sufficient number of grades to allow multiple opportunities for students to demonstrate mastery. Teachers are required to have an average of one grade per week.
- Teachers should review and return all graded work to students within a time frame that will benefit the student. This will provide students with feedback and allow them to identify any areas of weakness and arrange for tutorials, extra study sessions or make-up teach/redo.

- Teachers should provide students with ample opportunities for non-graded practice throughout the learning process. Assessment for learning strategies should be employed to continually assess where the student is in relation to the learning target.
- When calculating a six-week average, no single assignment/assessment grade may count more than 25% of the total average regardless of the grade category. It should be noted, however, that some major projects may comprise more than one assignment.
- Late work policies should be developed with a focus on student mastery of the learning. Penalties for late work should be minimal to ensure that grading reflects a student's relative mastery of an assignment.
- Making up missed work due to student absences is covered in the student handbook section under attendance.
- Grading process and criteria should be consistent on a campus for each subject/grade level.

Attendance: Students will be allowed one day to make up work for each day missed (one day absent = one day make-up, two days absent = two days make-up, etc.). Example: if a student misses an A day, he/she will get the assignment missed on the next A day and will have until the following A day to turn in that work.) If a student is absent the day of an exam, he/she will take the exam the day he/she returns unless otherwise arranged by the teacher. In addition to this policy, individual teachers or departments may send home a more specific policy.

GUIDANCE OFFICE INFORMATION

Student Access to Guidance Office

Students are encouraged to see the guidance counselor before school, after school, or during their lunches. If the counselor is unavailable at that time, students may request to see the counselor by completing the online request form, and returning to class. The counselor will call in the students as time permits on a priority basis. The counselor will send passes for students. Please do not send students to the guidance office to see the counselor unless the student is visibly upset, or you determine that the matter is urgent. Visibly upset students should be escorted to the Guidance Office with another student. Please don't let them leave alone.

Student Schedule Correction Procedure

Schedule changes for the fall semester begin by May 1st of the previous year, and continue through most of the summer. Course requests are mailed in early May, and a schedule is mailed in early August to facilitate students in making their changes. Students who still have problems with their schedules after school begins will be able to request a schedule correction the 2nd week of school. Schedule Change Forms will be available in the Guidance Office. Students should pick up forms before or after school or at lunch. Please do not send students to the guidance office during class to request a schedule correction.

*****PLEASE NOTE NEW LEANDER I.S.D. SCHEDULE CHANGE TIMELINE*****

Course Type	Q: When can a student request a schedule change?	Q: What is the last date for students to submit a schedule change request?
Regular Courses	A: During the 2 nd week of school	A: Friday of the 2 nd week of school
Pre-AP or AP Courses	A: During weeks 4-6 of each semester	A: Friday of the 6 th week of school

Notes:

After the 2nd week of school for regular classes, or the 6th week of school for advanced classes, schedule changes will require an appeal form. At this time, schedule changes will only be considered for a compelling educational reason (i.e. scheduling error, scheduling conflict, lack of prerequisite). Schedule changes will not occur to select different teachers or different lunch periods. Deadlines apply to the start of the school year for year-long courses. For semester courses, deadlines apply to both the fall and spring semesters. For pre-AP/AP drop requests, students must consult with teacher, parent, and counselor to drop the courses. Schedule change requests not meeting the above deadlines are required to submit an appeal. **Appeals should be made and will only be considered for a compelling educational reason.** If you have questions or need any forms for the above process, please contact the campus guidance office.

Classroom Guidance Program

The counselor will make presentations in classrooms throughout the year on topics such as decision-making, goal-setting, problem-solving, and communication skills, and ethical principles in support of the graduate profile.

HELP

Activity	Person(s) Responsible	Phone Extension
ACC Liaison	Melissa Wood	11057
Activity Account	Kerri Rose	11012
Alternative School Assignments (LEO)	Bonnie Hicks, Yvonne Chambliss	11018/11024
Assemblies/Pep Rallies	Administrators	AP Office
Assistant Principals	Tom Robbins, A-C	11022
	Melanie Meyer, D - He	11023
	Kyla Mills, Hi-Mer	11021
	Raoul Howard, Met-Sal	11019
	Moises Trejo, San-Z	11020
Athletics	Tim Smith	11041
Attendance	Sue Gutmann	11014
Attendance/Drop Out Specialist	Olga Alvarado	11079

Band	Robert Selaiden	11037
Bookkeeper	Kerri Rose	11012
Budget	Tiffany Spicer, Kerri Rose	11010/11012
Bulletin Boards/Posters	Raoul Howard	11019
Buses	Assistant Principals	
Cafeteria Manager	Dalia Gomez	11055
Cheerleaders	Alicia Carlisle	41024
Choir	Spencer Wiley	11039
Counselors	Duane Teets, Lead, All IB	11026
	Debbie McKenna, Gi-J, (AVID)	11030
	Nancy Byers, A-Gh	11031
	Marsha Simmons, Pi-Z	11028
	Duane Teets, Lead, (IB) 11 th – 12 th	11026
	Christina Vandiver, K-Ph & ESL & Foreign Exchange	11029
Counselors Administrative Assistant	Terri McClain	11027
Curriculum	Department Heads	
	Tiffany Spicer	11010
	Shandalyn Porter	11080
	Tom Robbins	11022
	Melanie Meyer	11023
	Kyla Mills	11021
	Raoul Howard	11019
	Moises Trejo	11020
Custodian	Miguel Ibarra	11056
Discipline	Assistant Principals	
Drill Team-(Blue Belles)	Susan Schubert	11081
Duty Roster	Melanie Meyer	11019
Evaluation (Portfolios)	Tiffany Spicer	11010
	Shandalyn Porter	11080
	Tom Robbins	11022
	Melanie Meyer	11023
	Kyla Mills	11021
	Raoul Howard	11019
	Moises Trejo	11020
Field Trip Approvals	Tiffany Spicer	11010

Fundraising	Melanie Meyer	11023
Furniture	Tom Robbins	11020
Guest Speaker Approval	Melanie Meyer	11023
ISS (In School Suspension)	Sue Raske	41152
Keys	Moises Trejo/Yvonne Chambliss	11023
Librarian	Sabrina Hyden	11033
Lockers	Bonnie Hicks	11018/11024
Maintenance/Custodial	Moises Trejo	11020
Medical Authorization Forms	Tracy Worcester	11007
Nurse	Tracy Worcester	11007
Personal Leave	Tiffany Spicer	11010
Principal	Tiffany Spicer	11010
Principal's Administrative Assistant	Debbie Patek	11011
Purchase Requisitions	Kerri Rose	11012
Receptionist	Leah Worthy	11000
Registrar	Vicki Talley	11015
Safety	Melanie Meyer	11023
Schedules	Guidance Office	11027
School Rules	Administrators	
Sick Students	Tracy Worcester	11007
SPED Coordinator	Alicia Benrey	11061
Student Council Sponsor	Shawna Queen	41144
Student Lists, Labels, and Lunch sched.'s	Terri McClain	11027
Substitutes/Absences	Bonnie Hicks	11018
Supplies and Materials	Department Heads	
Testing Coordinator	Summer Winn	41014
Technology	Randi Harris	10566
Telephones	Debbie Patek	11011
Textbooks	Moises Trejo	11021
Transition Coordinator	Melissa Wood	11057
U.I.L. Coordinator – Academics	Terry Hunt	41005
U.I.L. Coordinator - Athletics	Tim Smith	11041
Work Orders	Bonnie Hicks	11018

HOMEWORK POLICY

Purpose of homework:

- To increase student achievement
- To provide practice for previously taught skills
- To increase class instructional time
- To prepare students for an upcoming instructional event

What teachers expect from students:

- To assume responsibility for independently completing the assignment unless otherwise approved by teacher
- To assume responsibility for turning in assignments within the designated timeframe
- Late work, if accepted by the teacher, may be assessed a penalty, to be determined by the teacher

Guidelines teachers follow in assigning homework:

- If the assignment is worth doing, the work is worth evaluating.
- Teachers shall consider the availability of resources before assigning homework.
- Student shall have prior instruction before being issued homework, or homework should be assigned as a preview of future instruction.
- Homework shall be promptly evaluated and returned.
- Age, maturity, grade level and course level will determine the amount of homework assigned.

Similar courses will give similar assignments. Parents should be kept informed if their student is consistently not doing assigned homework. Homework policies should be put into writing and thoroughly discussed with students. A copy of the homework policy should be given to each student. Homework should never be used as a punishment or as “busy work.” It should have legitimate educational purpose.

What can parents do to help?

Provide structure for the home, including time, place, monitoring, and proper environment.

INSTRUCTIONAL PLANNING PERIOD/ TEAM TIME

Teachers should use their 90-minute daily planning/conference time wisely. Successful instruction, programs, and special activities require careful and thorough planning. Effective communication with parents is essential if we are to have successful students. Ninety minutes per day enables teachers to contact parents in writing, by telephone, or in person via conferences at school.

KEYS

Each teacher will have keys allowing access to his/her classroom. The ID badge will unlock designated exterior doors. If you work in the evenings or weekends, be sure to secure doors and turn off lights and air conditioner as you leave. Please notify the principal’s secretary if you have lost your badge so that it may be deactivated. There is a \$20.00 replacement charge for lost

badges. There is a \$20.00 charge for a lost classroom key plus an additional \$20.00 charge if it opens another door (for example, a lab). Total replacement cost cannot exceed \$100.00.

LEAVE REQUESTS

Leave Request Forms are to be used by Faculty and Staff to request personal or professional leave. The forms are located online on our LHS website under Teacher/Staff Resources then click on the Absence Request Form. This form needs to be submitted as soon as possible and at least 48 hours before you intend to be absent. This request will be sent to Debbie Patek, Principal's secretary electronically. You will only receive a notification if your absence is not approved. **It is preferred that Mondays and Fridays not be used for personal days.**

You must have principal approval if absence falls under any of the following categories:

- Three days after a school holiday
- Days scheduled for end-of-semester or end-of-year exams
- Days scheduled for STAAR/TAKS Tests
- Professional, staff development, or workdays
- The first and last ten days of the school year
- Days and evenings set aside for open house and other special activities

LESSON PLANS

LHS has adopted a new Lesson Design Template to help guide teachers and collaborative teams as they plan for their lessons or units. This template uses an AVID format but was edited by LHS teachers to encompass all the critical areas needed to satisfy the District and Campus Goals for learning. Teachers will place at least 3 Lesson Design Templates per semester in the shared Google Drive for ease of access and sharing among staff.

LIBRARY PROCEDURES

In an effort to maintain an organized library, here are a few procedures to assist you. Due to the large number of students and demand for library time, please try to follow these procedures as closely as possible.

OPERATIONS schedule

- 8:00 - 4:30 Monday through Thursday
- 8:00 - 4:00 Friday

CLASSES

Classes may come on a SCHEDULED BASIS. Please call the library to check our schedule before you send a group of students on a pass. Whenever you need books reserved or pulled or any sort of instructional presentation made by library staff, please schedule in advance. If you have a

schedule conflict or have an unexpected library need, call us and we'll see if we can make arrangements to help you out.

LOCKERS

All students may receive a locker upon request in the AP Office.

LOST AND FOUND

The school's Lost and Found is located in the front office at the receptionist's desk. At semester, all unclaimed items will be donated to the LISD Clothes Closet.

LUNCHES

Teachers must take their assigned lunch. Approval from an Assistant Principal should be obtained before a teacher takes an alternate lunch.

MAIL

Mailboxes are located in room 1311. Each faculty and staff member should check mail at least 2 times daily. Located in the same area are baskets for outgoing school mail, outgoing personal mail, and intercampus mail.

MAINTENANCE/CUSTODIAL NEEDS

If you need a custodian you may call the receptionist or Assistant Principal's secretary, who, in turn, will use the radio to notify the custodian of your need. Every attempt will be made to serve your needs quickly and efficiently. For non-emergency needs, you may drop a note in the mailbox designated for our custodial staff. If you have maintenance needs that are not emergencies, please fill out a work order and give it to the Assistant Principal's secretary. Emergency maintenance needs can be called in to the Assistant Principal's secretary, Bonnie Hicks.

What should be expected from custodial services?

In your classrooms...

- Floor/Carpets to be swept NIGHTLY
- Trash emptied NIGHTLY
- Thorough dusting ONCE MONTHLY (usually on staff development days)
- Whiteboards cleaned ONCE A WEEK (Fridays)

In the hallways...

- Swept and mopped NIGHTLY
- Front entrance should be vacuumed NIGHTLY
- Windows cleaned NIGHTLY

In the restrooms...

- Cleaned NIGHTLY
- Soap/paper towels checked and, if needed, filled

Once monthly, a carpet and tile group will buff the hallways and extract stains/spots on carpets.

What can we do to help?

- Avoid allowing students to use red ink around carpeted areas
- Avoid allowing students to drink red-colored drinks in the classroom

PARENT VOLUNTEERS

If you would like a parent volunteer to assist you on a regular basis, the coordinator will help with locating a volunteer. The LHS parent volunteer program coordinator may be contacted at lhs_volunteers@hotmail.com.

PARKING LOT

General Information

LHS requires students and faculty to have parking tag on their vehicles. Without a visible faculty tag, it is impossible to distinguish your car from an unauthorized student car. Vehicles that do not show a permanent faculty/employee tag may potentially be tagged/ cited. Parking lot speed limit is **10 MPH**.

Where can I park?

Parking reserved for faculty and visitors is off-limits to students. The following parking locations are reserved for faculty or visitors:

- The parking spaces directly in front of the school to the north of the crosswalk
- The spaces north of the ROTC practice pad.
- The striped parking spaces just north of the stadium and east of the athletic entrance
- The area between the portables and the main building
- The row between the Ag. Building and the Show Barn, and
- Any other space(s) striped and designated as faculty/guest parking.

Applications/Decals

Please return your application (filled out completely, except for “permit #”) Ms. Hicks in the AP Office, and your new permit will be placed in your box.

POSTERS, SIGNS AND THINGS ON THE WALL/GLASS

All posters or other such items that will be placed in the hallway bulletin boards or in other public areas on campus must have prior approval of Raoul Howard, the Assistant Principal in charge of bulletin boards.

Bulletin boards are located in the halls and throughout the school. When posting notices, they should be neat, well done, with no spelling/punctuation errors and attached to the bulletin board with staples.

PUBLIC RELATIONS

If you want to receive public recognition via various news publications and school publications (Daily Bulletin or Announcements) for your students or organization you are sponsoring or an activity of which you are proud, submit a concise write-up to the receptionist. Attempts will be made to have the write-up published. Keep in mind the media makes the final decision on what does or does not get printed.

PURCHASING PROCEDURES

No purchases or contracts for purchases should be made prior to obtaining an approved purchase order.

Purchase Orders:

- Purchase Order forms are in the administrative workroom.
- Purchase supplies for the classroom:
- From approved vendors only
- From sole-source vendor with a letter from the vendor
- Fill out PO completely (must have a budget code and a vendor number) and submit this to Kerri Rose, the bookkeeper in the main office. When the items arrive, the packing slip **must be** given to the bookkeeper.

Travel Approval Requests:

- Payment Request Forms are located in the bookkeeper's office.
- Requests are used to pay for fees, dues, memberships and/or workshop registrations (**never supplies**) with appropriate attachments (for example, if you are registering for a workshop, you must include your registration form with your Payment Request Form).
- Fill out the form completely (must have appropriate budget code) and submit it to Kerri Rose.
- Kerri does not cut checks for registration or any travel related expenses in her office. These go through district and checks are cut on Tuesdays only. In some cases the school pro-card may be used for travel expenses when traveling with students.

Warehouse Orders:

- Warehouse Requisition forms are in the front office. The order must be submitted to Kerri Rose, (bookkeeper). Tuesday is our scheduled delivery date.

ROOM SECURITY

The best way to prevent theft is to be proactive. It is expected that teachers lock instructional area(s) when not present or in the near vicinity. Keep personal items under lock and key. In addition, custodians have been asked to lock exterior doors at 4:30 pm. Custodians have been instructed to lock classrooms after they have finished cleaning.

If you take your class to another instructional area, please leave a note on your room door indicating where you and your class have relocated.

SAFETY

During the beginning of the year in-service, faculty will receive specific information regarding how we handle emergency situations. Each teacher receives a red emergency folder outlining drill procedures for these events.

STUDENTS IN THE BUILDING

Student access to the buildings before/after school will be limited.

Reasons for students to have access to the building:

- Students working on assignments with teachers in their rooms before or after school.
- Students working on assignments that need access to the library before or after school.
- Students working on assignments that need access to the computer lab before or after school.
- Students may only work in teacher-attended labs.
- Students who have parent notes to turn in for absences, early dismissal, bus permits, etc.

Students will have access to the cafeteria in the morning for breakfast, and before and after school to use the restrooms.

SUBSTITUTE TEACHERS

In order to provide substitute teachers with the best possible means for conducting quality classes, **each teacher is required to keep a “substitute folder.”** The folder should be easily accessible in your classroom and should include the following:

- Cover sheet introduction
- Up to date seating charts for all classes
- Bell Schedules
- Duty assignments (teachers may not “trade” with substitutes on duty assignments)

Absences/securing substitutes:

We will use Aesop (Automated Educational Substitute Operator) Absence Reporting System. It is important that you remember the following:

All absences must be reported, regardless of whether or not you need a substitute. If you have questions as to how to use the “sub system,” please ask Bonnie Hicks at ext. 11018.

If you are planning an absence, please call it in as soon as possible, particularly if you are requesting a sub. When entering an absence on the system, **please remember to get the job number. If you do not receive a job number, the absence has not been recorded, and a substitute will not be called.** The system needs time to secure subs.

If you have secured a substitute and need to cancel your absence and/or substitute, **you must access the system** and follow instructions on canceling the assignment. At the end of the message you will be given a number; that number is the substitute’s phone number. **You must call the substitute personally prior to the scheduled date of absence and inform him or her of the change.** The system can be prompted to call the sub to cancel, but we ask that you personally call the substitute to cancel.

SYLLABUS EXPECTATIONS

Please prepare a syllabus to share with students the first day of class. These should also be available for parents at open house. Please give a copy to your department head and the Dean of Instruction.

Your syllabus should include, but is not limited, to the following:

- An outline of course content. This should be consistent with all teachers of same subject
- Grading policy. This should also be consistent with subject area teachers
- Make-up/late work policy, consistent with others in same subject area
- Contact information- school phone and e-mail address
- Availability of tutoring and procedure for arrangement of tutoring

TELEPHONES

Contact Debbie Patek, the Principal’s secretary, to make long distance calls relating to school business. An access code, provided by Debbie, must be used to complete a call. Personal long distance calls may be made using your calling card or billing to your home telephone.

TEXTBOOKS

Issuing textbooks:

Textbooks for each course will be issued directly to students within the first couple of weeks of school unless a teacher has been given approval for a class set. Students will be sent to a central location to receive all of their textbooks. Students will be encouraged to write their names in the front of each textbook.

Class sets:

A teacher may be issued a class set of books for special circumstances. Upon being issued a class set, the teacher must create his or her own inventory system that includes numbering each book and making sure that each book is secure before students are dismissed. Your process for monitoring your class set of textbooks must be approved by Moises Trejo, the textbook coordinator. Books from class sets should not be issued for students to take home. Loss of textbooks through class sets may lead to money being taken from that teacher’s department budget.

Schedule changes (adding or dropping classes):

All textbooks issued to a student remain “attached” to that student until he or she physically returns the book and has it scanned back into the textbook computer system. Before an official schedule change, a student must return all books from the class that is being dropped. If the student is changing teachers but keeping the same subject, he or she can keep the same book. A student may request a book for a new class through the AP office.

New students and withdrawing students:

New students after the first couple of weeks of school must get textbooks through the AP Office. Any student withdrawing from school must turn in his or her book into the **library** before being given final transcripts.

Collection of textbooks:

Textbooks will be collected at the end of the semester for one-semester courses and at the end of the year for two-semester courses. Students will have the opportunity to turn in their books the week before finals.

Damaged or lost textbooks:

Charges for damaged or lost textbooks will be assessed by the AP textbook coordinator. Not returning or paying for book(s) by the deadline given can affect a student’s eligibility to exempt final exams and receive his or her final report card.

TRANSPORTATION OF STUDENTS

The preferred method of transporting students is through the district Transportation Department. In the event that sponsors are unable to arrange transportation through the district’s Transportation Department, the next most-preferred method is to charter motor coaches/buses through common carriers that have proper bonds. **Employees must use carriers from the list of approved carriers that the Purchasing Department maintains.** Since a district employee is not the driver under this scenario, employees have no liability for driving

TUTORIALS

Teachers are encouraged to set up times when students can come by their rooms for extra academic help before and after school. The specific protocol for tutorials is established by the teacher and should be included in the syllabus.

VISITORS

All visitors should be cleared with the Principal or Assistant Principals prior to visiting classes. Parents of students are welcome at appropriate times, **and must sign in at the receptionist’s desk.** No other persons of school age will be allowed to visit the school or to converse with students during school hours. Visitors without a visitor’s pass need to be sent to the office. This applies to all buildings on campus. To prevent embarrassment for all concerned, students are requested to acquaint their friends with this regulation.

Procedure for addressing strangers on campus:

- Introduce yourself and ask them if you can help them.
- Try to find out their names and reason for being on campus.
- Inform them about the district policy about visitors reporting to the office.
- Volunteer to walk with them to the office to show them where they need to check in and receive a visitor's pass.
- Be polite but firm, explaining to them that the purpose of this policy is not to inconvenience them but to protect the students and staff on campus.
- Apologize for any inconvenience we may have caused them, and thank them for their understanding.
- Don't hesitate to ask questions and talk with visitors on campus. Be proactive.

The visitor fails to cooperate with district policy:

- If another staff member is near, have that person notify Assistant Principal, SRO, or Principal immediately, and follow the person at a safe distance.
- If you are by yourself, proceed to the nearest phone and contact administration as soon as possible.
- Be prepared to give a description of the unauthorized visitor(s) on campus, name, hair color, height, type of clothing, demeanor, location, etc.
- Do not become confrontational with the visitor, but follow him/her if possible.

Safety is the responsibility of everyone on campus; let's work together to make LHS a safe place to learn.