

Roaring Like Lions!!



Student Handbook

Dear Parents,

On behalf of the faculty and staff at Lydia Patterson Institute, I am happy to welcome you to the 2017-18 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities.

We ask that you guide and support your child's learning by ensuring that he/she:

- 1) Attends school daily and arrives on time, ready for the day's learning experience
- 2) Completes all homework assignments given by teachers
- 3) Reads daily to develop a love for reading and to improve literacy skills
- 4) Shares school experiences with you so that you are aware of his/her school life
- 5) Informs you if he/she needs additional support in any area or subject
- 6) Knows that you expect him/her to succeed in school and go on to college

Please consider joining our school volunteer program as our students can greatly benefit from your involvement and contributions to the school's program and its operations. We seek volunteers to help us with school-wide events, outreach, and recruitment of parent and community volunteers

In this policy handbook you will find our school rules so that you and your child can review them together. If you have any questions about the rules and expectations, please feel free to contact me or to discuss them with your child's teacher. It is very important that you and your child are fully informed regarding standards related to appropriate behavior for a safe and productive school year.

The wonderful Lydia Patterson Institute faculty/staff and I feel privileged to be a part of this school family. We thank you for your support and are looking forward to an excellent year!

Sincerely,



Ernesto Morales
Principal

FACILITIES AND SERVICES

General Information: 533-8286

Office of the President:
Dr. Socorro Brito de Anda

Contact Office of the Principal: Administrative and general problems, school
policies, **Ernesto Morales** teacher conferences, and general
information.

Contact office of the Chaplain: Retreats, Chapel use, spiritual formation, pastoral
Rev. Tom Garmon counseling, religious classes, community service,
and general religious activities.

Contact Office of Vice-Principal: Schedule changes, teacher conferences,
Maria Cristina Woo scheduling
information, registration and enrollment, permanent
records, transfers, grading system, transcripts,
teacher's grades, immunizations and graduation
matters.

Contact Office Chief Financial Officer: General financing matters
Fernando Acosta

Contact Office of the Business: Takes tuition payments. Opens for student
business before school (8:00 a.m.), during lunch, and after school
Sylvia Garcia p.m.
until 4:00

Contact Office of the Counselor: Personal problems, guidance assistance,
enrollment, scholarships, SAT and PSAT examinations,
Monica Rueda Counseling.
general

Contact Office of the Principal's: Questions of attendance, absences, tardiness,
change of address.
Becky Ortega

Contact Office of Student Activities: Club and registration of club activities, fundraisers,
general **Fernando Rivera** student activities, and of student
government and elections.

STUDENT INFORMATION

Lydia Patterson Institute is a fully accredited middle school and high school. It is Accredited by the Southern Association of Colleges and Schools Advance Ed. Any student attending Lydia Patterson Institute who has established a good record has equal opportunity with any high school graduate of gaining admission to the college or university of his/her choice.

Students are selected without regard to race, color, gender or national origin.

School Organization

Registration is completed during July and August at which time student's register for the fall semester. Students are expected to enroll in six courses.

Lydia Patterson Institute is on the semester system. All courses are one semester long with students receiving 0.5 credits at the end of each semester for each class with a passing credit.

Building and Grounds

All of our facilities have been well maintained. We have facilities and equipment that everyone should be proud of. It is YOUR obligation to see that these facilities are properly cared for. The appearance of the building to a visitor often reflects the attitude of the student body.

Please help:

- A. Keep the grounds and building clean.
- B. Take care of the building and equipment.
- C. Discourage those who do not.

This is your school, if you do not take care of it, no one else will.

Lockers

The student lockers are available to rent for a non-refundable \$10 fee per year. Only ONE student per locker will be assigned. If the locker is damaged, the student will be held responsible for the cost involved. You can pay your fee with Ms. Fourzan in the Business office and take your receipt to Ms. Woo for the assignment of your locker. She will also give you the combination of the lock at that time.

Cafeteria

The Cafeteria is provided for the students. Everyone is expected to collect their own paper, food scraps, etc. and return their food trays to the proper place. Students are not allowed to take trays and plates out of the Cafeteria. Students are discouraged from eating inside the building except in the Cafeteria.

Lydia Patterson Institute participates in provision 2 to the National Lunch Program and School Breakfast Program which allows all students to be served meals at no charge.

Consequences will be issued to students if caught selling items that are not approved through the business office for a school sponsored student activity and items will be confiscated. All food items sold through student activities must be sold after school only.

Parking

Students who drive cars to school must park in the street adjacent to the school. **No students will park his/her car in the school grounds (teacher's parking lot).**

Fire Prevention

Evacuation procedures are posted in each room. Fire drills will be held at least once a month. They will be unannounced and everyone is expected to cooperate and conduct themselves as young adults. Evacuation procedures will be covered by each teacher, the school Administration, and El Paso Fire Department.

Lock Down

In case of an emergency situation, a lock down alert will be called through our PA system in which all students are to go to the nearest room for protection. The Lock down will remain in position until Law Enforcement announces otherwise. During this time, all cell phones and technological devices should be turned off for safety purposes. A "lock down over" message will be announced through our PA system.

I.D Cards

Identification Cards will be issued to every student and this will certify your identification as a student of *Lydia Patterson Institute*. To replace a lost ID card will cost \$3.00.

Chapel Manners and Procedures

- A. Be prompt to reach your designated area and be seated.
- B. Give undivided attention as soon as the person responsible indicates the start of Chapel services.
- C. Treat all participants at Chapel as you would like to be treated if you were in their place.
- D. Never stomp your feet, or whistle while in Chapel.
- E. Attending weekly Chapel services is required of all ***Lydia Patterson Institute students and faculty***. Non-attendance or misbehavior at Chapel may be grounds for suspension. (Refer misbehavior to administration)

Textbook

Textbooks are furnished free to each student. All books must be kept covered at all times. Each student is responsible for the care and treatment of his/her books and for returning them at the end of the course or when he/she transfers. If books are lost or damaged, students will be held responsible for the cost involved.

If a book is lost and you are sure you cannot find it, an additional book will be issued upon payment of the lost book.

All those students who owe \$60.00 or more on books, a \$20.00 additional charge will be assessed.

You are responsible for taking care of your books at all times. They are your responsibility from the time they are checked out until they are checked in. When you drop a class, you need to return your textbooks to Miss Woo, immediately.

Freedom of Expression

Students may express their point of view provided they do not seek to coerce others to join them, and provided they do not intrude upon the rights of others. The use of

unpatriotic insignia, the distribution of controversial literature on campus will not be permitted. Violations which are not corrected when called to the offender's attention will be dealt with accordingly.

Inter-School Communications

Lydia Patterson Institute Student Council is an organization which is open to discuss and to develop better communications between the administration, faculty, parents and students. Discussions will be open to any phase of student life that seems to be a problem in hopes of making recommendations and endorsements to the Administration.

School Hours

The first bell rings at 8:00 a.m. At this time you may enter the building. Students arriving before 8:00 a.m. are to remain in the Cafeteria area or in the Gymnasium area. The bell for the start of the first period rings at 8:20 a.m. The tardy bell for the first period rings at 8:30 a.m. and the last period of the day ends at 3:05 p.m. Students are to clear the building as soon as possible after the last class unless they have business at school.

Students who complete their day before 3:05 p.m. must clear the campus within fifteen minutes and may not return during the day without checking through the Principal's Secretary Office. This includes the parking areas. Only students involved in sponsored activities with a teacher and/or supervisor are to be on campus after 3:05 pm.

There will be times when the school will be on a special schedule. Refer to the Bell Schedule page for the different schedules.

Attendance

If you miss school or any class and your parents fail to call, your absence is considered unexcused.

If you are present during the morning classes and will not be back for the afternoon classes, you must notify the Principal's Secretary Office and/or bring a written statement from your parents or guardian stating the reason for your absence. Students who do not return to school after lunch without notifying the Principal's Secretary Office will be counted as truant, the student will be suspended. Your parents or guardian must telephone the Principal's Secretary as early as 7:45 a.m. to 2:00 p.m. each day that you are absent. This will assure that the Principal's Secretary will record your absence as excused for the day.

Attendance Policy

Student attendance is a key factor in student achievement and any absence from school represents educational loss to the student. Excessive tardiness also represents an educational loss to the student. *Lydia Patterson* recognizes that some absences are unavoidable.

The procedures in the regulation are designed to minimize student absenteeism and tardiness, and provide students the opportunity to make up schoolwork missed due to unavoidable absences.

A. Definitions of Student Absences.

1. *Excused Absence.*

Temporary absences are excused when they result from personal illness, sickness or death in the family, quarantine, weather or road conditions making travel hazardous, or extenuating circumstances acceptable to the Principal.

Absences due to observation of specific religious holidays which are not school holidays shall be excused by the Principal upon receipt of advanced written notice from the parent/guardian.

Students participating in school-sponsored activities receive excused absences and are counted as present for attendance purposes.

No student is to be absent from any class for more than 10 days (excused or unexcused). Failure to comply may result in the loss of credit(s).

2. *Unexcused Absences.*

An unexcused absence is one which may or may not be known and may not be approved by the parent, and cannot be classified as excused according to item one below. Unexcused absences will include but are not limited to the following:

- a. Activities of non-school clubs and organizations.
- b. Baby sitting not related to family emergency.
- c. Family trips not related to family emergency.
- d. Truancy.
- e. Suspension.

B. Effects of Absences on Grades.

1. Work missed during excused absences.

Teachers are to provide make-up work for excused absences when the student is in compliance with attendance requirements. Make up work will be allowed for any excused absences. It is the responsibility of the student to make up school work within a reasonable time to be determined by a teacher-student conference. A minimum of one school day for makeup time is allowed for each day's absences. Failure to make up the assigned work by the deadline may result in a grade of zero.

2. Worked Missed During Unexcused Absences.

Make up work is not allowed for an unexcused absence unless the Principal or designee determines that there is an extenuating circumstance. A grade of zero will be recorded for any written or oral work for which a grade is entered in the teacher's grade book for all the other students. A student may be allowed to participate in an alternative learning activity. Upon satisfactory completion of the activity, a grade of 70 will replace each zero in the grade book.

C. Five minutes are allowed between class periods. This is plenty of time to go from any point on campus to another.

1. Excused Tardies.
An excused tardy is one which is justified by authorized school personnel.
2. Unexcused Tardies.

A tardy will be unexcused if the student is not inside the room or at the area designated for class when the tardy bell rings unless he/she has an authorized excuse.

D. Effects of Unexcused Tardies.

Students will be referred to the Principal's Office for unexcused tardies in a given class. The student will be warned about his/her tardies and parent contact will be made.

If the student continues to be tardy and has reached a total of six unexcused tardies in any given class a mandatory parent conference will be required. If the student continues to be tardy after the parent conference he/she will be suspended from school. Suspended student is considered unexcused and will receive a grade of zero for any work missed.

E. Truancy.

A student will be given an unexcused absence for truancy. A zero will be recorded for any written or oral work for which a grade is entered in the teacher's grade book for all students.

1. Truancy - First Offense.
 - a. Student is suspended from classes for three days and absences are unexcused.
 - b. Parent conference must be held in school before student is readmitted to classes.
2. Truancy – Second Offenses.
 - a. Student will be dismissed from school.

Hall Pass

During class periods, students are not permitted in halls or about the campus unless they have a pass with them.

Leaving the Campus

No student is to leave the school grounds at any time before his/her school day is completed, without a pass from the building. Parents may call or send a note requesting permission for their son/daughter to leave the campus during class time. In cases where the parent is coming to school for the student, the parent is requested to meet the student in the Principal Secretary's Office.

Cellular phones, Radios, Laptops, MP3/iPods, Video Games, any type of electronics

Students are not allow to bring cellular phones, MP3/iPods, radios, cd players, video games, cameras, tablets, ipads or any type of electronics to school unless authorized by a teacher in the classroom. **Parents will have to pick them up and there will be a \$15.00 charge for each item and each offense.**

The school will not be responsible for lost or stolen cell phones or for any other prohibited items.

On any subsequent violation, the items will be kept in the office until the end of the school year.

Student Medication

Students who find it necessary to take medication (such as liquids, capsules, tablets, pills) during school hours are to leave such medications with Miss Woo. The medication will be taken to her only as prescribed.

Trips

In order to receive an excused absence, a student must secure in advance of the trip a "Trip Request Form" and follow the procedures outlined:

- A. Obtain a trip request form in the Student Activities Director (Mr. Rivera) Office at least a week before the trip
- B. Present form to each teacher during the regular school schedule for their signatures.
- C. Take completed form home for parent signature.
- D. Return form to the Student Activities Director Office with parents' signature prior to date or dates to be out of school.

Transcripts

The first copy of a transcript will be free of charge. A fee of \$4.00 will be charged for all others. Request must be made 24 hours in advance in the Vice-Principal's Office.

Request for Assignments

If a student is going to be absent for more than three days, a request for assignment may be made at the Principal Secretary's Office. Twenty four hours will be needed to obtain these assignments.

Withdrawing from School

Before withdrawing from school, you must have your parent come to the school. You should then go to the Principal Secretary's Office to obtain a withdrawal slip and begin the procedures for withdrawal. Textbooks must be returned to Miss Woo.

All registration fees once paid are non-refundable.

Jurisdiction

The school has jurisdiction over its students during the regular school day. The school's jurisdiction includes any activity during the school day on school grounds, attendance at any school - related activity regardless of time or location, and any school related misconduct regardless of time or location. The school also has jurisdiction over its students on any social media platform regardless of time or location.

Students will be expected to conduct themselves in a manner becoming of young adults from the time they arrive on campus until they leave. **There shall be no necking, petting or any other display of affection in the building or on campus.**

Any student involved in serious misbehavior will be subject to disciplinary measures and must appear before the Principal accompanied by a parent.

All teachers are expected to enforce school policies with any students involved in an infraction of rules. A student who refuses to comply will be subject to disciplinary measures. If a student feels he/she has been treated unfairly, the matter should be discussed with an administrator after complying with the teacher's direction.

Students Grooming and Dress

***Lydia Patterson Institute* should take pride in being well groomed at all times.**

Appropriate dress and grooming (hair-cut, no mustaches or beards) will be considered acceptable if it does not violate any of the following principles:

- A. Students who attend LPI will wear uniforms.
1. Girls will wear dark navy blue skirts (2" Above the knee) with white polo blouse with school logo.
 2. **Only knee high white socks (there will be a \$10.00 fine for those girls who do not comply with the correct socks, a pair a long socks will be included) and black shoes or all black tennis-shoes.**

Girls will be allowed to wear pants only at the Principal's discretion due to change in climate. The Principal will announce it.
 3. Boys will wear straight navy blue pants and a belt, white polo shirt with the school logo.
 4. White socks will be worn at all times with black shoes or all black tennis shoes.
 5. **All students must have the blouse/shirt tucked in at all times (there will be a \$10 fine for those students who do not comply).**
 6. Regulation school sweaters must be worn with the uniform. If a sweater is lost, students will purchase the sweater for whatever price is in effect at the time.
 7. All Students will wear navy blue jackets or navy blue wind breakers. **(No other type of Jackets will be permitted.)**
- B. Students will not be allowed to do any alterations to the school shirt or wear another type of shirt to school. Those students, who come to school with the school shirt already altered or wearing another type of shirt will, **be sent to the Business Office to obtain another one and it will be charged to their account.** (The school Polo Shirt is required to be bought in the business office) The Polo Shirts from other uniforms stores (Juarez or El Paso) will not be allowed.
- If a student comes to school with the pants already altered, **he/she will be sent home and he/she will be able to come back the following day with the correct uniform pants.** The same applies to both, boys and girls, if they bring their pants ragged especially at the bottom area around the feet.
- C. Clothing worn must not be suggestive or indecent.
- D. Clothing or appearance is not to be the type that would cause a disturbance or interfere with the instructional program.
- E. Clothing and general appearance must enhance personal hygiene and to be such as not to constitute a health or safety hazard.
- F. Articles of clothing that the Administration construes as unacceptable in school are:

1. Male students will not be allowed to wear headbands or other objects to support the hair.
2. **Pants that hang down below the waist and around the buttocks area will not be allowed.**
3. Hair length must be clean cut. **No spiking or hair tints will be allowed.** (Parents must make sure that their sons have the proper haircut).
4. **Caps, hats, arm bands, necklaces, pierced earrings, and tattoos of any shape or size will not be worn or carried and should not be on campus at all.**

G. Free dress:

1. Sleeveless shirts will not be worn as an outer garment. Tank tops or half t-shirts will not be allowed.
2. Any combination, which exposes a bare midriff when standing or seated, will not be worn.
3. Short shorts for girls and blue jean cutoffs for both male and female students are not allowed.

If student's dress or grooming is objectionable under these provisions, the Principal shall request that the student make appropriate corrections.

If the student refuses, the Principal shall notify the student's parent and request that person to make the necessary corrections. If both the student and parent refuse, the Principal shall take disciplinary action.

Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such a period as the Principal or sponsor may determine.

Vandalism and Damages to School Property

Students shall not vandalize or otherwise damage or deface any property including furniture and other equipment belonging or used by *Lydia Patterson Institute*. Parents of students guilty of damaging school property shall be liable for damages in accordance with the law and the student will be assessed disciplinary action leading to possible expulsion.

Hazing

Hazing includes any willful act done by a student, either individually or with others, to another student for the purpose of subjecting the other student to indignity, humiliation, intimidation, physical abuse, or threats of abuse, social or other ostracism, shame or disgrace.

Students shall have prior approval from the Principal of any type of a school club or organization. No student shall engage in any form of hazing, nor shall any student encourage or assist any other person in hazing.

Bullying will not be tolerated at any time. Violation of the above will be grounds for expulsion.

Tobacco, Use

Students shall not possess or use tobacco products, including to but not limited to cigarettes, electronic/vapor e-cigars, cigars, pipes, snuff, or chewing tobacco, on school premises or at school related functions.
Violation of the above will result in suspension.

Drug/Alcohol Use

No student shall possess, use, transmit or attempt to possess, use or transmit, or be under the influence of any of the following substances on school premises during any school term or off school premises during any school related activity, function, or event:

- A. Any controlled substance or dangerous drugs as defined by law, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- B. Alcohol or any alcoholic beverage.
- C. Any abusive of glue, aerosol paint, or any other chemical substance of inhalation.
- D. Any other intoxicants, or mood changing, mind altering, or behavior altering drug.

“Use” means a student has smoked, ingested, injected, imbibed, inhaled, drunk, otherwise taken internally a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, or speech.

“Under the influence” means a student’s faculties are noticeably impaired, but the student need not be legally intoxicated.

The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances is also prohibited under this rule.

A student who uses a drug authorized by a licensed physician through a prescription specifically for that student’s use should not be considered to have violated this rule. Consequences will follow including expulsion if there is any violation of the above.

Weapons

A student shall not enter the school premises with a firearm, explosive weapon or illegal knife. The student shall not interfere with normal activities, occupy, or use any building or portion of the campus while exhibiting, using, or threatening to exhibit or use firearm, explosive weapon, stink bombs or illegal knife. Students are also prohibited from bringing to school or a school related activity any other weapons. This prohibition will not normally apply to school supplies, such as pencils, compasses, and the likes, unless they are used in a menacing or threatening manner.

Weapons included but are not limited to:

- A. Fireworks of any kind.
- B. Clubs or night sticks.
- C. Razors.
- D. Metallic Knuckles.
- E. Chains.
- F. Any other object used in a way that threatens to inflict bodily harm to another person.

The possession or use of articles not generally considered weapons may be prohibited when apprehension or danger exists to the students in possession, or other students, staff, or school property by virtue of possession or use.

Violation of the above may be grounds for expulsion.

Assaults

Students are prohibited from assaulting anyone on school property or at any school related event. An assault is defined as:

- A. Intentionally, knowingly, or recklessly causing bodily injury to another person.
 - B. Intentionally or knowingly threatening another with imminent bodily injury.
 - C. Intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.
 - D. Entrance into a classroom without consent of either the Principal or teacher and either through acts of misconduct and/or use of loud or profane language causing disruption of class activities.
- Any violation of the above will be grounds for expulsion.

Disruption of Lawful Assembly

A lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to use of force or violence or due to a reasonable fear that force or violence is likely to occur.

Conduct by student, either in or out of class, that for any reason, whether because of time, place, or manner of behavior, materially disrupts class work or involves substantial disorder or invasion of the rights of other students or employees at school related activities is prohibited.

Consequences may include suspension, and/or expulsion. Student demonstrations and similar activities shall be prohibited when there is evidence that may reasonably lead school authorities to forecast substantial disruption of, or material interference with, normal school operations or approved school activities.

Consequences may include suspension, and/or expulsion.

Interrogations and Searches

School officials may search a student or a student's property with reasonable or probable cause or the student's free and voluntary consent. However, consent obtained through threat of contacting police authorities is not considered to be freely and voluntarily given. Vehicles on school property are also subject to search. Parents will be contacted for any of the above.

Areas such as lockers, which are owned and jointly controlled by the school, may be searched if reasonable cause to believe that contraband is inside the locker. Students shall not place, keep, or maintain any article or material in school owned lockers that is forbidden by the school or that would lead school officials to reasonably believe that it would cause a substantial disruption on school property of a school-sponsored function.

Searches of student's outer clothing and pockets may be conducted if reasonable cause exists. Highly intrusive invasion of a student's privacy, such as searches of the student's person, shall be conducted only if probable cause exists to believe that the student possesses contraband.

Administrators and teachers have the right to question students regarding their conduct or the conduct of others.

Physical Restraint

Any school employee may, within the scope of the employee's duties and self defense, use and apply physical restraint on a student if necessary in order to:

- A. Protect a person, from physical injury.

- B. Obtain possession of a weapon or other dangerous object.
 - C. Protect property from serious damages.
 - D. Remove from a specific location, a student refusing to obey a lawful command of school employee, in order to restore order or impose disciplinary measures.
 - E. Restrain an irrational student.
- Parents/guardians will be immediately notified.

Students Pregnancy

It is the policy of Lydia Patterson Institute not to accept students who are pregnant. Students will be dropped from enrollment: Tuition will not be reimbursed.

Miscellaneous

Students are prohibited from:

- A. Cheating or copying work of another student.
 - B. Throwing objects that can cause bodily injury or damage property.
 - C. Leaving school grounds or events without permission.
 - D. Directing profanity, vulgar language, or obscene gestures toward other students.
 - E. Exhibiting disrespect or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
 - F. Insubordination, including failure to comply with lawful directives from school personnel or school policies, rules, and regulations.
 - G. Inappropriate gestures, language and/or behavior
 - H. Committing arson.
 - I. Committing robbery or theft.
 - J. Damaging or vandalizing property owned by other students or school employee.
 - K. Engaging in misconduct, as defined by school policies and regulations on school vans.
 - L. Fighting.
 - M. Committing extortion, coercion, or blackmail; i.e., obtaining money or other objects of value from an unwilling persons, or forcing individual to act through the use of force or threat of force.
 - N. Engaging in verbal abuse; i.e., name-calling, ethnic or racial slurs, or derogatory statements publicly to others that may precipitate substantial disruption of the school programs or incite violence.
 - O. Engaging in inappropriate sexual conduct, disrespectful to other students and/or school staff within the school environment.
 - P. Engaging in any other conduct that disrupts the education process or school environment.
 - Q. Administration reserves the right to determine actions that deserve consequences.
- Violation of any of the above will result in disciplinary action by the Principal or his designee.

Departments, Clubs, and Organizations

To be eligible for participation in extra-curricular activities throughout the school year, students must meet the following requirements:

- A. To remain eligible during the year, a student must pass five classes with at least a 75% mastery at the end of each grading period.
- B. All students are required to take six courses.
- C. Students are allowed to be in as many clubs as they desire. There are two types of clubs and organization at *Lydia Patterson Institute*.

1. School Sponsored. Completely and totally school oriented with no outside affiliation.
 2. State and nationally affiliated clubs, such as the National Honor Society and Student Council. These groups must meet and maintain standards and requirements of *Lydia Patterson Institute*.
- D. New students groups may be started if they meet the following criteria:
1. Must have a good reason for being organized.
 2. Must have a sponsor.
 3. Must have definite membership standards and must accept all candidates for membership that meet these requirements.
 4. Must not function as a fraternity or sorority.
 5. Must be approved by the administration.

The Student Council is the active governing body for all student activities. The *Lydia Patterson Institute* Student Council is a member in good standing of the National Association of *Student Council* and the *Texas Association of Student Councils*. The Students Council is involved in many activities, being primarily responsible for all homecoming week activities. The Student Council serves as liaison body between student body, faculty, staff and administration. Student Council representatives will be selected by 1st period class throughout the school. Each class will have two members selected by the whole class.

Athletic Department

The Athletic Department develops teams for competition in basketball (boys and girls), cross country (boys), volleyball (girls), track (boys and girls), and soccer (boys and girls). There are definite rules set by the TAPPS Texas Association Private and Parochial School as well as local rules and a code of ethics.

Boys Athletics – Basketball, Cross Country, Soccer, Track.

Any boy, who desires to participate in any of the above sports, may do so provided he is eligible under TAPPS rules and is in good standing with the school and his fellow teammates. All boys are given an equal opportunity. Some sports have freshmen, Jr. Varsity and Varsity squads; however, some sports have Varsity Sports only.

Basketball – Varsity, Jr. Varsity, freshmen

Cross Country – Varsity, Open, freshmen

Track – Varsity

Soccer – Varsity

Girl's Athletics – Volleyball, Basketball, Track, and Soccer

Any girl who desires to participate in any of the above sports may do so provided she is eligible under TAPPS rules and is in good standing with the school and her fellow teammates. All girls are given equal opportunity. Some sports have freshmen, Jr. Varsity and Varsity squad thus enabling more girls to participate; however, some sports have Varsity squads only. All students that are participating in sports will be required to register for major sports.

Guidance and Counseling Department

Guidance and Counseling Services are available to all students. Students may take appointments at their convenience. Available to the students are college catalogs, vocational, and occupational information, scholarship information, college application

blanks, as well as facilities for testing and personal guidance. Should there be any question regarding course selection, scheduling or college entrance tests or requirements, parent and students are urged to consult with the counselor.

Publication department

The *Pattersonian* is the school yearbook and is given to the student body each year. The journalism yearbook production staff compiles this book.

Library

The Library will be opened and schedule will be posted once hours are available. There is also a computer lab available to students.

Office of the Chaplain

Lydia Patterson Institute is a parochial school sponsored by the United Methodist Church. Thus, *Lydia Patterson Institute* promotes a holistic education, which includes spiritual dimensions. **Under complete respect for the student religious preference**, the Office of the Chaplain serves to this purpose providing activities of religious emphasis such as retreats, spiritual formation groups and community service activities. The Office of the Chaplain is also in charge of the weekly Chapel service. All the religious activities are open for each and every student. Pastoral Counseling such as, personal and family problems, religious development concerns as well as pastoral services are also provided to the student. Contact the Chaplaincy Office for more information.

Final Note

Lydia Patterson Institute is dedicated to recognizing the rights and responsibilities of all its students. To that end, the violation or infringement of anyone's civil, social or physical rights will not be tolerated. Activities, language (written or oral), pictures, gestures or teaching that in any way disparages a person's dignity, race, ethnic origin, gender, religion, or creed is not acceptable. Anyone who feels that any of his/her rights as stated above have been violated should contact the Principal.

SPECIAL COURSE INFORMATION

In the semester system, students are enrolled in each course for a minimum of 50 minutes a day, five days per week and for 18 weeks. Students are awarded credits and students are awarded one-half credit per class period of instruction for a semester in the class which the student receives a passing final grade (70).

All credits earned at *Lydia Patterson Institute* are based on the semester system. Students having earned credit under any other system must have their credits evaluated and converted to semester credits for calculation toward graduation.

High School Graduation Requirements

Lydia Patterson Institute high school graduation requirements comply with the requirement stipulated by the *Texas Education Agency* to cover all subjects required by law. *The Board of Trustees approves Lydia Patterson Institute requirements.* Effective fall of 2011, students entering Grade 9 in the high school program, are required to complete twenty-six approved credits for graduation. Requirements for graduation are as follows:

<u>Subject</u>	<u>Credit</u>
1 English Language Arts	4
2 Mathematics	4
3 Science	4
4 Social Studies	3 1/2
5 Economics	1/2
6 Language other than English	2 (same language)
7 Physical Education	1
8 Speech	1/2
9 Fine Arts	1
10 Religion	2
11 Elective course	3 1/2

Course Credit Determination

A student failing a course must repeat that course before credit may be earned. In sequenced courses where continuity from one course to the other is required, we recommend that students complete (pass) these courses before consideration is given for taking the next higher-level course.

Grades will be determined individually. The basic consideration for evaluation is that of assessing the individual student's ability to function in relation to performance objectives established for the various academic areas and grade levels. The following notations are important:

- A. Grades earned in a school not accredited by a State or regional accrediting agency with the Texas law will not be included in the computation of the student Grade Point Average when determining rank in class or honors.
- B. Numerical scores are used in determining student academic achievement. Daily grades, homework, tests, and similar student work are recorded numerically in the teacher's grade book. Numerical scores are used in determining promotion and course credit.
Maintenance of a grade of 70 in each course is required for participation in extracurricular and other activities. Numerical scores are used on all academic achievement records (transcripts) and maintained on the permanent record.
- C. If a student repeats a course, the last numerical score is also recorded. In computing grade point average, both scores are used.
- D. Students completing requirements for graduation at the end of the fall semester will be ranked with the following spring semester class.
- E. Those completing requirements during the summer will be ranked with the preceding spring semester class. Duplicate ranks may occur.
- F. Students are to be informed of all numerical scores recorded by the teachers. Papers for which numerical scores have been recorded must be returned to the student for review.

Advanced Placement

This program allows students to receive college credit for a course, for which they have had previous formal instruction, (55 hours for a semester or 110 hours for a full year) through an examination. In order to receive credit, students must score 70% on the subject area examination. Dual Credit Program is available through designated colleges for high school credit and college credit.

Basis for Grade

State regulation and the Board of Trustees of *Lydia Patterson Institute* rules mandate a certain basis for grades, which include the following:

- A. Numerical scores for each secondary course will be based on performance on examinations, essays or papers, performance, projects, and/or other measures appropriate to the subject matter, but may also include consideration of other criteria appropriate to the subject area. Class work, homework and class participation are specific examples of such criteria.
- B. Grades will reflect academic achievement and **will not be based on or adjusted for non-academic criteria as discipline, tardies, and participation in extra-curricular activities or attendance.**
- C. Mastery of the essential elements, as well as mastery criteria set by the teacher which are above the essential elements, will be demonstrated by a student's mastering 70% of the course work.
- D. The following score is utilized in grade determination.

93 – 100 =	A
85 – 92 =	B
76 – 84 =	C
70 – 75 =	D
69 and below =	F

Final Examination

Every course taught in grade 9-12 must have a final examination. The examination must measure the student's level of mastery of the essential elements. Every student enrolled in a course must take the final examination to be awarded credit for the course.

A copy of the semester final examination must be on file in the Principal's Office. The weight given to each six weeks grade in determining the final semester grade shall be as follows:

First Six Weeks Grade =	1/3 of Semester Grade
Second Six Weeks Grade =	1/3 of Semester Grade
Third Six Weeks Grade =	1/3 of Semester Grade

The final examination shall be inclusive enough to require the average student one hour to complete.

Student Classification

The chart below lists the number of credits required for the grade classification indicated:

<u>Credit Earn</u>	<u>Classification</u>
0 – 6.5	Grade 9
7 – 13.0	Grade 10
13.5– 19.5	Grade 11
20 +	Grade 12

Transfer Students

A student transferring to *Lydia Patterson Institute* from another school must be in attendance for three semesters or a year and a half in order to be eligible to qualify for top honors academically.

A student transferring to Lydia Patterson Institute from another school and will be a 12th grader must be in attendance for the whole school year in order to be eligible to qualify for top honors academically and to compete with his class for ranking purpose.

Sexual Harassment: Definition and Prevention

What is Sexual Harassment?

Sexual harassment is an illegal form of discrimination under Title VII of the Civil Rights Acts of 1964 and Title IX of the Educational Amendments of 1972.

Pursuant to Board Policy and in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, it is the policy of *Lydia Patterson Institute* that sexual harassment will not be tolerated. Sexual harassment may involve the behavior of a person of the opposite or same sex, when that behavior falls within the following definition.

Sexual harassment of employees and students of LPI is defined as any unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature when;

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or grade;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or grade decisions affecting that individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or performance or educational experience, or creating intimidating, hostile, or offensive work or educational environment.

Effects of Sexual Harassment

Sexual harassment may make a person feel angry, afraid, embarrassed, degraded, and/or intimidated. In some cases, it may result in serious or long-lasting problems (physical illness, withdrawal from social or public activities, drug or alcohol abuse, or difficulty with relationships). Students may also be discouraged from entering fields that have traditionally been gender based.

What YOU can Do

1. Respond to the problem. Tell the person that you find his/her actions offensive.
2. Keep a written record of the times, places, and specifics of each incident, including the names of others who may have witnessed the incident.
3. Report harassment to an individual in a position of authority.
4. Assist victims in making their feelings known.
5. Follow LPI policies and procedures.
6. Encourage the reporting of sexual harassment.

How to Recognize Sexual Harassment

It is easy to make a determination about sexual harassment when threats or rewards are involved, but there are other forms that include:

Touching, holding, grabbing, hugging, kissing, “accidental” collisions, other unwanted physical contact, physical assault and rape; offensive jokes and languages, threats, comments or suggestions of a sexual nature; and/or nonverbal actions such as staring at a person’s body, leaning over someone, offensive gestures and motions, circulating letters or pictures/cartoons, and other sexually-oriented behavior: “Would I want my spouse, child, sister, or any family member to see or listen to something like this?”

FOR YOUR INFORMATION

Consenting Relationships

While not prohibited, consensual sexual relationships between supervisors and subordinate employees cause special concerns with respect to the existence or appearance of exploitation, abuse of position, or favoritism. In such cases, apparent mutual consent does not preclude initiation of a sexual harassment complaint or finding of sexual harassment.

Rights and Responsibilities

1. Employees and students have the right to an environment free from sexual harassment;
2. Each employee and student has a responsibility not to engage in behaviors that constitute sexual harassment;
3. If an employee or student feels that he/she is being harassed, that employee or student has the right and the responsibility to either communicate this directly to the harasser or to a supervisor;
4. Supervisors have a responsibility for taking prompt immediate action.

NO FORM OF SEXUAL HARASSMENT WILL BE TOLERATED

Prevention

1. Recognize your role as a member of LPI taking action to prevent sexual harassment.
2. Make a personal commitment to a harassment-free environment.
3. Examine your own behavior.
4. Develop greater awareness of cues in the environment which may suggest a need for preventative measures.
5. Identify behavior that requires preventative measures.
Remind others of LPI’s policy and commitment to preventing and stopping sexual harassment.

COMPLAINT PROCEDURES

Persons who feel that they have been sexually harassed and wish further information or assistance in filing a complaint should contact: Mr. Ernesto Morales.