

ROBERT E. LEE HIGH SCHOOL



LANCER PRIDE

Rich in diversity, Robert E. Lee High School in many ways represents an exciting microcosm of the world in which we live. The curriculum of this four-year comprehensive high school is designed to meet the needs of its students, who speak 53 different languages and represent over 82 countries. Robert E. Lee High School is a community of student and staff learners and is proud to be an International Baccalaureate (IB) World School. Offering a wide variety of courses from challenging IB courses and the opportunity for students to earn the IB Diploma to courses leading to industry certification, Lee strives to offer something for everyone. Lee offers extensive classes in English-as-a-Second-Language, Career and Technical Education, Fine and Performing Arts, Special Needs, and other programs designed to meet our students' educational needs. Robert E. Lee High School has high academic standards and high expectations for our students. Available to the student population are service, art, music, literary, instructional, honor, and student leadership clubs and activities, as well as varsity, junior varsity, and freshmen sports. About 88 percent of Robert E. Lee graduates pursue post-secondary education, with almost 51 percent entering four-year colleges.

MISSION STATEMENT

Robert E. Lee High School, a multi-cultural community, promotes academic excellence, encourages ethical behavior, and fosters responsible citizenship through collaboration among students, staff, parents, and the community.

We offer a broad and flexible curricular and extracurricular program that:

- Challenges students as individuals.
- Prepares students for advanced education and vocational pursuits.
- Helps students prepare for life and success after high school.

To fulfill its mission, the staff and community work together to:

- Improve all students' academic success and behavior skills.
- Increase student, teacher, parent, and community participation in PTSA and other school-sponsored activities.
- Improve student and staff morale and school pride.
- Encourage and facilitate an increased use of computer technology among students and staff.

UNIQUE PROGRAMS

LANCER TIME

New for 2009-10, Lee High School is excited to implement Lancer Time. Every other day, students will meet in mixed grade level groups with their assigned motivating teacher. Seniors, Juniors, Sophomores and Freshmen will get to know each other and their teacher and make connections to each other and to the school as we seek to build and develop strong relationships in our school. During this time, students will have the opportunity to make up work, get extra help, or, if they are failing a class, they will be required to report to that class for extra help. This is academic time for students, and it is our hope and expectation that our students will experience greater academic success with this time built into the school day for intervention, enrichment, or remediation.

INTERNATIONAL BACCALAUREATE PROGRAMME

The International Baccalaureate Programme provides motivated students with an opportunity to pursue a rigorous university preparatory curriculum. There is open enrollment in IB courses and, therefore, no application process. We do, however, encourage students to enroll in freshman and sophomore Pre-IB classes in the subjects they plan to pursue at the IB level in their junior and senior years and to discuss their options with their teachers and counselors. Lee High School offers IB certificates in individual IB courses as well as the full IB diploma. Students choosing to pursue the IB diploma should make an appointment with the IB coordinator for planning purposes no later than sophomore year.

LANCER LEADERS

The Lancer Leader Program pairs seniors with freshmen. The seniors act as mentors to the freshmen throughout the school year. Seniors who are interested in participating can apply in the spring of their junior year. Freshmen are recommended for the program by teachers, counselors or parents.

PEER MEDIATION

The Peer Mediation program is a dynamic class where students learn to help reduce and eliminate personal conflicts through a confidential mediation process. Trained mediators listen and guide students in conflict to resolve their personal issues. The Peer Mediators provide activities throughout the school year that help the students of Lee High understand issues relating to tolerance, reducing conflict, and generating a positive student environment. To become a Peer Mediator, students can apply for the class in the spring of their Freshman, Sophomore, or Junior year. The application process includes completing an application, providing teacher recommendations, and participating in an interview with current Peer Mediators. Once selected and trained, the mediators continue to mediate issues at Lee until they graduate.

POSITIVE BEHAVIOR SUPPORT

Lee HS is implementing the Positive Behavior Support (PBS) program. PBS is a *collaborative*, assessment-based *process* to developing effective interventions for problem behavior.

This program emphasizes the use of *proactive*, *educative*, and *reinforcement*-based strategies to achieve meaningful and durable behavior and lifestyle outcomes.

The aim is to build *functional*, effective environments in which appropriate behavior is more effective than problem behavior.



Robert E. Lee High School

The Lancer Way	HALLWAYS	CLASSROOMS
Ready	Be out of hallways when the bell rings	Attend class on time Be ready to work when the bell rings
Respectful	Be considerate Use appropriate language Behave appropriately while moving through the halls	Be an active participant Be considerate Use appropriate language
Responsible	Help keep hallways and common areas clean	Care for LHS and FCPS property Produce your own work Follow FCPS Internet policy

50 Years of Lancer Pride

Student Planner

This book belongs to:

Name _____

BLUE DAY

Period	Class	Teacher	Room
1			
3			
5			
7			

GOLD DAY

Period	Class	Teacher	Room
2			
4	Lancer Time		
6			
8			

BELL SCHEDULE

First Block (Period 1 & Period 2) 7:20 – 8:47
Second Block (Period 3 & Period 4) 8:54 – 10:23
Third Block (Period 5 & Period 6) 10:30 – 12:30
Fourth Block (Period 7 & Period 8) 12:37 – 2:05

A Lunch
Lunch 10:23-10:58
Class 11:03-12:30

B Lunch
Class 10:30-11:12
Lunch 11:12-11:43
Class 11:48 – 12:30

C Lunch
Class 10:30-11:57
Lunch 11:57-12:30

ROBERT E. LEE HIGH SCHOOL

<http://www.fcps.edu/LeeHS/>
Main number (703) 924-8300

ADMINISTRATION

Principal: Abe E. Jeffers.....	ext. 8308
Principal's Administrative Assistant: Suquesta Myers	ext. 8308
Assistant Principals: Dudley Johnson.....	ext.8304
Denise Katz.....	ext. 8305
Evelyn Russell	ext. 8306
Director of Student Services: Donna Eldridge.....	ext. 8322
Director of Student Activities: Dale Eaton	ext. 8350
Safety and Security Specialist: Keith Walker	ext. 8317
Main Office: Kathy Leger.....	ext 8301
Cafeteria: Shirely Sun.....	ext 8321
Finance: Catherine Walton	ext 8315
International Baccalaureate Program: Betty Lansburgh	ext 8462
Library: Priscille Dando.....	ext 8370

STUDENT SERVICES/GUIDANCE

Fax number (703) 924-8314

Parent Liaison: Ana Howard.....	ext 8307
Administrative Assistant: Katherine Kidd	ext 8322
Counselors: Mike Miller (student alpha A-Cam).....	ext 8331
Donna Spitzer (student alpha Can-Flz).....	ext 8327
Jennifer Hogan (student alpha Fm-Jz).....	ext 8325
John Quarles (student alpha K-Mog).....	ext 8328
Vaughnetta Bailey (student alpha Moh-Pre).....	ext 8488
Lisa Ingrasci (student alpha Prf-St)	ext 8330
Dave Checcino (student alpha Su-Z)	ext 8329
Attendance Office: Sherry Hutchinson	ext 8312
Student Information Assistant: Sharon DeBardi.....	ext 8319
Transcript Secretary: Diane Wink.....	ext 8333
Career Center: Carla McIlInay-Shaw.....	ext 8335
Clinic Aide: Maria Skriniski	ext 8310
Public Health Nurse: Carol Hutchinson	ext 8311

STUDENT ACTIVITIES / ATHLETICS (<http://www.lancersathletics.org>)

Administrative Assistant, Joan McDonald..... ext 8352

Student Activities Hotline (703) 883-4616

FREQUENTLY CALLED NUMBERS

Main Office: 703-924-8300

Activity Hot Line :	703-883-4616	Special Ed.:	703-924-8390
Athletic Office:	703-924-8352	Career Center:	703-924-8335
Attendance:	703-924-8312	Clinic:	703-924-3910
Student Services:	703-924-3922	Transportation :	703-329-3600
Parent Liaison:	703-924-8307		

After School Emergency: 703 642-2400

WHOM TO SEE FOR WHAT

Accidents :	Ms. Myers	Lunch:	Ms. Sun
Money/Finances:	Ms. Walton	Announcements:	Ms. Leger
Career/Coll. Info:	Ms. McIlInay-Shaw	Parking:	Mr. Walker
Personal Problem:	Counselor	Address Change:	Ms. Kidd
Poster Approval:	Ms. Scott	Clubs:	Mr. Eaton
Pre-Arranged Abs:	Attendance	Dances:	Mr. Eaton
Registration:	Guidance	Driver Education:	Mr. Arthur
School Activities:	Mr. Eaton	Fundraisers:	Mr. Eaton
Security:	Mr. Walker	Immunizations:	Clinic
Student Schedule:	Counselor	Lockers:	Mr. Walker
Tutor:	Counselor	Lost & Found:	Security
Work Permit:	Ms. Kidd (Student Services)		
International Baccalaurate (IB):	Ms. Lansburgh		
Scholarships :	Ms. McIlInay-Shaw		

STUDENT GOVERNMENT ASSOCIATION

Our Student Government Association plans, organizes, and facilitates all major student activities, such as Homecoming events, LHStival, Pep Rallies, International Night, etc. It also assumes responsibility for expediting all of the major elections held at the school, including Class Office, Homecoming Court, & SGA.

Furthermore, the group also facilitates and participates in activities that support the entire school community. These activities focus on performing acts of community service, recognizing and increasing class and school spirit, honoring our esteemed faculty, supporting all of Lee's activities and sports, and recognizing students within the school.

Students within the organization also study and hone practical skills that build strong leaders, such as public speaking, decision making, leadership styles, goal planning and assessment, priority planning, maintaining a budget, and time management.

Most importantly, SGA officers and representatives, along with all class officers, serve as role models throughout the entire school and community.

SGA Officers for the 2009-10 School Year

President	Harbi Olhaye
Vice President	Fatima Mohammed
Secretary	Susan Tewolde
Treasurer	Andrew Higgins
Historian	Nhut Pho
Sponsor	Ms. Melissa Scott

Class Officers

Class of 2010

President	Paul Lee
Vice President	Anna Jugo
Secretary	Maria Andrade
Treasurer	Michael Meholick
Historian	Zohra Khan
Senators	Vickie Mai Morgan Rushin
Public Relations	Nattasha Srikongyos Melissa Vargas
Sponsors	Ms. Babineaux Ms. Gonzalez

Class of 2011

President	Hamza Ijaz
Vice President	Hilary Seward
Secretary	Reem Hashim
Treasurer	Kyoung Park
Historian	Fatima Farhan
Senators	Abdul Gesey Mariam Yaktieen
Sponsors	Ms. Altenhaus Ms. Jensen Ms. Wilber

Class of 2012

President	Jordan Adams
Vice President	Natalie Heinitz
Secretary	Alyssa Farooque
Treasurer	Mereb Russon
Historian	Haziq Ghani
Senators	Haley Stickell Chris Williams
Sponsors	Ms. Creel Mr. Hirsch

Class of 2013

Elections in Fall 2009

LEE HIGH SCHOOL CODE OF ACADEMIC INTEGRITY

Lee High School provides a learning environment in which all students are treated fairly. Cheating and plagiarism, in addition to being unethical, disadvantage students who behave honestly and take pride in their academic accomplishments. Cheating and plagiarism, discussed below, are strictly prohibited at Lee High School, in keeping with the Lancer Code of Conduct.

Cheating encompasses, but is not limited to, the following:

-Attempted cheating.

-Willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in school work over other students. Some examples are: deception; the use of talking, signs, or gestures during a quiz or test; copying from another student or allowing another student to copy; passing test or quiz information to members of another class period; unauthorized use of electronic translators, study aids, notes, books, tutors, data or other information.

Plagiarizing encompasses, but is not limited to, the following:

-Presenting as one's own, the works or opinions of someone else without proper acknowledgement through documentation and bibliography/works cited page.

-Borrowing of the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgement.

Teachers will:

-Take immediate action when cheating or plagiarism is discovered. These actions may include:

A. Counseling the student, and working together to establish consequences such as:

a. reducing the grade or score on the assignment or examination, possibly to zero.

b. allowing the assignment to be redone, or the examination retaken under a strict time limit, but with a maximum of 63 points (out of 100) available.

B. Reporting the violation to the student's counselor and administrator as well as IB Coordinator, National Honor Society Sponsor, coaches and activity sponsors as appropriate.

C. Contacting the student's parent. One suggested method: The teacher might tell the student to notify his/her parents and request that the parent call the teacher within 24 hours. If the teacher is not called, then the teacher calls the parents. This procedure puts the responsibility on the student to converse with the parent; such discussions may serve as a deterrent to further violations.

-Specify the types of collaboration that are discouraged and those that are

encouraged, in order that students will fully understand the difference between cheating or plagiarism and appropriate collaborations on joint projects. This also includes the appropriate times to use outside resources such as electronic devices, tutors, etc. for assistance and the appropriate times to work independently.

- Teach or review correct use of documentation when assigning work.

- Review the Code of Academic Integrity during the first week of the school year. Teachers are encouraged to review periodically the Code of Academic Integrity as related to a specific discipline and perhaps include a version of the code (to be signed by students) on the top of all major papers.

Administrators will:

- Assure that all faculty, students and parents have knowledge of the Lee High School Code of Academic Integrity.

- Create a school-wide environment that encourages adherence to the Code of Academic Integrity. Encourage teachers to enforce the Code of Academic Integrity.

- Along with counselors, maintain cumulative records of reported violations of the Code of Academic Integrity.

- Facilitate Code of Academic Integrity violations conferences among the student/parent/teacher/counselor when follow-up action is appropriate.

- Subscribe to the turnitin.com service for use by teachers and students and supervise adherence to Fairfax County guidelines for its use.

2009-10 SCHOOL ACTIVITIES CALENDAR

SEPTEMBER	8	FIRST DAY OF SCHOOL
	22	Back to School Night
OCTOBER	12	Columbus Day Holiday
	14	PSAT/Early Closing
	23	Homecoming Game
	24	Homecoming Dance
NOVEMBER	11	Touching Bases Conference / Late Opening
	25	2-Hour Early Closing for Students
	26-27	Holiday – Thanksgiving
DECEMBER	24-Jan. 1	Holiday – Winter Break
JANUARY	4 - 22	SOL Exams
	18	Holiday – M.L.King, Jr.'s Birthday
FEBRUARY	11	Touching Bases Conference / Late Opening
	15	Holiday – Presidents' Day
MARCH	1 - 5	SOL Exams - English
	29 - April 2	Spring Break
MAY	3 - 21	IB Exams
	17 – June 4	SOL Exams
	31	Holiday – Memorial Day
JUNE	21	Graduation
	22	LAST DAY OF SCHOOL

ATTENDANCE

Students are expected to attend all classes and to arrive on time for each class.

Please carefully read the entire attendance policy.

ATTENDANCE OFFICE DIRECT PHONE LINE (703) 924-8312

UNEXCUSED STUDENT ABSENCE REPORTING PROCEDURES: Section 22.1-258 of the Code of Virginia has been amended to require school districts to refer students to the county attendance officer when a student has accumulated five days of unexcused absences.

FULL DAY ABSENCES: When a student is absent, it is the responsibility of the parent/legal guardian to call the attendance office to give the reason for the absence by calling 703-924-8312. If a phone call is not made on the day of the absence, the parent must call the next day or have the student bring a note to the attendance office by 7:20 a.m. the next day.

Absences that are not excused within two (2) school days by either a parent/guardian phone call or note will be unexcused. Parent/guardian notes should include the student's full name, the date of the absence/tardy, the reason for the absence, and the parent/guardian daytime phone number. Calls are made to the home to confirm notes. Students who are absent four or more consecutive days because of illness or medical problems should provide a doctor's note to have these absences excused.

If a student accrues fifteen (15) absences in any one class (excused and/or unexcused) throughout the year, the administration may require medical verification for any future absences to be excused.

Proof or verification of absences and tardies may be required by an administrator for an unusual pattern of absences or tardies. Parents are reminded that whenever an absence is anticipated for a future date, such as required family trips, college visits, etc., it must be pre-arranged with the attendance office (see details below).

REASONS FOR EXCUSED ABSENCES:

- Illness of student
- Death in family
- Medical or dental appointment
- Religious observances
- Suspension
- School sponsored field trips
- Approved pre-arranged absence
- Other reasons accepted by the principal or designee

REASONS FOR UNEXCUSED ABSENCES INCLUDE BUT ARE NOT LIMITED TO:

- Babysitting/Child Care
- Senior Skip Day and Prom Prep
- Working on a school project/Studying
- Oversleeping
- Missing a ride or a bus
- Car trouble

- Failure to excuse absence within two days

In summary, an absence will be unexcused unless the parent or guardian contacts the attendance office within two days to explain the reason for the absence, and the reason is approved.

15 MINUTE RULE: Students will not be allowed to leave class during the first 15 minutes of class or the last 15 minutes of class unless there is an emergency. Teachers will enforce this rule.

Parents/Guardians will receive an automated phone call from the attendance office when their student has an unverified absence from a class. Parents/guardians should call the attendance office the next school day to clarify the absence, after 10 :30 AM please.

CHECK-OUT: Students are not to leave the school building for any reason during the day without a check-out pass from the attendance office. Students feeling ill **must** receive a check-out pass from the clinic prior to leaving school and sign out in the attendance office. Parent/guardian must provide a note for early dismissal. It must be brought to the attendance office by 7:20 a.m. The note must state the time and the reason for dismissal and must include a daytime phone number where the parent/guardian can be reached. **All notes will be verified before students will be allowed to leave school. Parents must contact the school and give permission in order for their student to leave the school grounds for any reason.**

PRE-ARRANGED ABSENCES: Whenever an absence is planned for the future, such as required family trips, college visits, religious holidays, etc., it must be pre-arranged with the attendance office. Requests for Pre-arranged Absences are limited to a **maximum of five (5) school days excused absence** upon approval by a student's Administrator. Examples of valid reasons would be: college visits, religious holidays, planned hospitalization, family trips (max. five days per year).

Absences for days 6-15 may be UNEXCUSED. After 15 missed school days a student will be withdrawn from school.

Approval is not automatic and will be granted on a case by case basis. Excessive unexcused absences may lead to lost credit for missed work, changes to the student's class schedule, or a reassignment to audit status. Completed form **MUST** be returned to the Attendance Office three (3) school days prior to the requested absence.

TARDINESS: Students arriving late to class will be subject to disciplinary action.

EXTRACURRICULAR/Co-CURRICULAR COMPETITION

PARTICIPATION RULE: Students must be in school the entire day to be eligible to participate in any student activities scheduled on that day. Exceptions

to this standard may be made with the prior approval of the principal or her/his designee

MAKE-UP WORK: For excused absences, make-up work receives credit; for unexcused absences, make-up work will not receive full credit. Any exception to this practice shall require the administrator's approval. Make-up work is encouraged whether credit is received or not so the student can benefit from future instruction. **It is the student's responsibility to contact the teacher of each class missed to arrange make-up work the first day back in school.** If a student is absent one day, work must be made up in one day; if absent two days, work must be made up in two days, and so on up to ten days. Exceptions to this rule may be made by each individual teacher.

MOVING: Parents must notify the Student Services Office when their home address changes. If families move out of Fairfax County, children are no longer eligible to attend Fairfax County Schools and will be withdrawn. If you have a question regarding your new address, go to the boundary locator on www.fcps.edu to verify the base school that corresponds to your new address.

GENERAL INFORMATION

Alpha by topic

AFTER-HOURS EMERGENCY TELEPHONE NUMBER : If a child has not returned from school on the expected bus, call the **FCPS school security office at 703-764-2400** to contact transportation staff members after 5 p.m.

BUS SCHEDULES: Late buses are provided for students after school one day per week. Our late buses this year will be provided on Mondays. Students may stay after school any other day of the week; however, they are responsible for their own transportation home. Unless meeting with a teacher or participating in an activity, all students must leave the building and grounds by 2:20 p.m.

CAFETERIA: Having lunch in the cafeteria with friends and peers is a privilege. The cafeteria is a place where general rules of good conduct are practiced – polite, mannerly, and respectful behavior is expected at all times. Students are to clear the tables of all trash, depositing items into the appropriate trash cans. Students may not leave school grounds for lunch.

CAREER CENTER: The Career Center is located just inside the Main Office lobby. It provides college-planning services through the use of computer software, DVDs, catalogues, and scheduled visits from college representatives. Career planning, military options, scholarships and financial aid information are also available. Many special programs are presented throughout the year for both

parents and students.

CLINIC: The clinic is located in the main hallway opposite the Auxiliary Gym. Any student wishing to visit the clinic **must first get a pass from his/her teacher.** The clinic hours are 7 :30 to 2 :00 PM. If the clinic is not open, students should report to the Student Services. Parents must check in at the main office before picking up students from the clinic. The Clinic provides many services to the Lee student community. In addition to taking care of the sick and injured, the Clinic Aide works with the school planning annual hearing and vision screenings. Parents can help the Clinic provide good service to their student by noting and adhering to the following procedures:

- **Checking out ill students:** Students who don't feel well during the school day should ask the classroom teacher for a pass to the Clinic. If student needs to leave school because of illness, the Clinic Aide will call the parent/guardian listed on the Emergency Care Card. **Students should not call parents from the classroom or personal cell phones.** This can result in disciplinary action. **Students will not be checked out of school without authorization from the person or persons listed on the Emergency Care Card.** It is very important that you keep this information updated as required. Students who leave school without prior authorization from a parent will receive an unexcused absence for the time missed. For the health of the Lee community, please do not send your sick student to school. Illness can spread quickly in a school environment.
- **Health Information Form:** Please complete and return this form at the beginning of every year. This is the way for you to alert the Clinic and teachers of any medical or health conditions that may affect your student during the school day.
- **Prescription medications:** Parents and the physician need to complete and sign an authorization form. The medication needs to be brought to the school by a parent. Medication must be in the pharmacy container with the pharmacy label and the student's name noted.
- **Over-the-counter medications:** The Clinic does not stock or dispense any medication without parental consent. Parents need to complete an authorization form. The parent or student may bring these medications to the clinic in their original container. Students are allowed to carry over-the-counter cough drops, in original packaging, as well as contact lens, and nasal saline solutions, but they are not allowed to share with classmates.

CLOSED CAMPUS: According to Fairfax County School Board policy, students are not allowed to leave the school building during the day without checking out through the Attendance Office. Students who leave the school building without permission will be subject to search upon their return and disciplinary measures which may include Timeout room, suspension, and unexcused absence for the period(s) missed.

DETENTION NOTIFICATION POLICY: Students assigned a detention will be provided with a copy of the detention form and one will be mailed home.

DRESS CODE: FCPS and Lee High School would like parents and students to know that there are certain types of clothing expressly prohibited, and we need everyone's help to uniformly adhere to our dress code. Students not complying with this code will be asked to cover the non-complying clothing, change clothes, or go home. Repeated infractions will result in further disciplinary action. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats such as gang symbols is prohibited.

The following garment choices are inappropriate for the school environment:

Tops/Shirts: Low-cut necklines that reveal cleavage; Halter tops; Tube tops; Thin or spaghetti straps; Backless blouses or blouses with only ties in the back; See-through materials; Tops that expose undergarments; Tops that expose midriffs; Tops that are otherwise provocative; Fish net tops or tank tops without sleeves or with large arm openings; Underwear visible; Private parts visible;

Shorts/Skirts: Shorter than the reach of fingertips when arms are held on the side of the legs; if wearing leggings, appropriate length shorts/skirts must be worn over them.

Pants: Pants below the waist/hips; Baggy jeans or pants that drag on the floor.

Shoes: Shoes must be worn at all times and the fit and style should be appropriate for school and the activity the student is participating in.

Accessories: Headgear (hats, scarves, bandanas or ear covers) unless required for medical or religious reasons; sunglasses (unless prescribed); gloves; towels/shirts and other like items may be draped over the shoulder or around the neck

Procedure for Students Dressed Inappropriately: Student will be asked to adjust clothing if possible; Student will be required to put on additional or alternative clothing if they have it; student will be sent to the main office and required to call parent or guardian to bring alternative clothing or go home.

Repeated offenses will be viewed as insubordination and will result in disciplinary action.

DRIVER'S LICENSE/LEARNER'S PERMIT: Students must be enrolled in

school in order to get a Virginia Driver's License or Learner's Permit. Students must also meet certain age and educational requirements. Information about how to obtain a Driver's License or Learner's Permit is located in the Guidance Office. Schedules and registration forms for Behind-the-Wheel classes given through the Fairfax County Public School system are also located in the Guidance Office.

ELECTRONIC DEVICES: Electronic devices are not to be used/seen throughout the school day. Electronic devices include but are not limited to IPODS, MP3 Players, cell phones, laptops, etc. Any device that is capable of sending and/or receiving audio, video, pictures, electronic mail or text messaging is considered an electronic device. Confiscated devices will be turned in to school security. Violation of this policy will lead to the following disciplinary actions.

First Offense: Confiscation with parent pick up from 2:30-3:30 after school
Second Offense: Confiscation with Saturday Detention, student may pick up at the end of Saturday Detention
Third Offense: Confiscation with two day out of school suspension (OSS) and loss of privileges for two weeks
Fourth Offense: Confiscation with two day OSS and loss of privileges for thirty days

FIELD TRIPS: To provide ample preparation to our students for the SOL and IB testing, field trips during school hours will not be approved after the third Friday in April. In keeping with our message that failure is not acceptable, students who are in danger of failing one or more classes may not be eligible to participate in field trips that would take them out of school. Students/parents may appeal to the Principal or her/his designee.

FINANCIAL OBLIGATIONS: Please use checks or money orders when paying school fees or other financial obligations. Make the checks payable to Lee High School. Write your student's name and the purpose for the payment on the check or money order. Students must return all textbooks to the issuing teacher, at the end of the school year. Students must pay for books that are lost or damaged beyond normal wear. The Student Obligation Letter will be mailed to students for lost or damaged books, unreturned athletic uniforms, unreturned library books or fines, unpaid classroom fees, and unreturned fundraising materials. If a check is returned due to insufficient funds, an additional \$10.00 will be added to the check amount. Cash or a money order for the total amount must be brought to the Finance Office within five days.

FIRE, TORNADO, AND LOCK DOWN DRILLS: Students are to follow teacher instructions when a drill alarm is sounded. Tampering with an alarm box or a fire extinguisher is a School Board Policy violation and a felony in the Commonwealth of Virginia. Criminal charges will be filed against any person activating a false alarm.

GANG RELATED ACTIVITIES: Taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is strictly prohibited. Students exhibiting gang related dress/paraphernalia/behavior may be photographed. Parents or guardians of students who exhibit gang related behavior will be contacted by school administration for a conference. Parents or guardians will receive a letter warning them of the consequences of their student's involvement in gang activities. Further instances will result in progressive discipline up to and including a recommendation for expulsion.

HALL PASSES: Any student who leaves the classroom during class must have a pass written in the *student planner*. Written passes shall include the **date, time, destination, student's name, and teacher's signature, all written in ink**. The student must show the pass to any teacher or administrator upon request.

HOMEWORK: Work outside of class is an integral part of academic course work at Robert E. Lee High School and is viewed as practice for success. On average, students and parents should expect a minimum of two hours of homework each night. As a part of daily homework assignments, students are expected to be prepared for class discussion, quizzes, and other class exercises.

ITEMS LEFT FOR STUDENTS : It shall be the responsibility of the student to pick up any items that are left for them in the Main Office during the school day.

LIBRARY: The library staff encourages all students to use the library. Along with class time research, the library is open before and after school everyday for research, study, doing homework and reading. All students may check out library books by providing their student ID numbers. Late fees are ten cents per book, per day (\$1 for reference books). For further information, see the library web page at www.fcps.edu/LeeHS/library.html. Students are welcome to visit the library during 4th period—Lancer Time. Students must pre-arrange a visit by picking up a pass from the library the day before. Only a limited number of passes will be available. Only students requiring the library to work on an assignment will be given a pass. Studying for a test or completing homework should be done with the classroom teacher during Lancer Time. For access to online databases and their passwords, research assignment guides and other helpful tools, log-on to Blackboard at <http://fcps.blackboard.com> and select **Lee Library** under **My Courses**.

LITERATURE/POSTER DISTRIBUTION: The Robert E. Lee High School Activities Office shall coordinate the distribution or display of literature and posters by clubs, organizations, and individual students enrolled in the school. Clubs,

organizations, and individuals not directly connected to the school must seek the approval of the principal or designee to distribute or post any literature or poster on the school premises.

LOCKERS: Students will be issued a hall locker once emergency care forms are turned in and all fines are paid. Lockers are assigned by class. **Lockers should not be switched or shared. Lockers and their contents are the sole responsibility of the student to whom the locker was issued. Students must not share locker combinations.** Lockers are for books and clothing. **Items of great value and money should not be kept in lockers.** Students who have locker problems should complete a locker complaint form available in the Main Office. Lockers are the property of the school and thus may be opened and examined if there are reasonable grounds to believe that the locker contains illegal drugs, contraband, weapons, or stolen property. Personal locks will not be permitted on lockers. Students need to see Mr. Keith Walker in the Security Office if they have any problem with a locker; or, if parents have any concerns, please call **Mr. Keith Walker at 703-924-8317.**

LOST AND FOUND: Students should take all found items to Security personnel in the Time Out Room. If a student loses anything, check with security in the Time Out Room. Items not claimed will be donated to charity.

MESSAGES: The school will deliver parental messages that are an emergency. **Please contact the Main Office by calling 703-924-8300 for assistance.**

MONEY: Students are discouraged from bringing large sums of money to school. All money from fund-raising activities, ticket sales, etc., must be turned in to adult sponsors at the end of each day. Lost money or items for sale are the students' responsibility. Payments to the school of any kind should be made by check and made payable to "Robert E. Lee High School."

PARENT LIAISON: Lee High School's Parent Liaison provides services such as interpreting, serving as a parent advocate in conferences, translating correspondence sent home, introducing parents to the career center, encouraging parents to volunteer, and explaining school rules and regulations.

PARKING: Due to the limited number of on-campus parking spaces available, students are encouraged to ride the bus, car pool, or find alternative means of transportation. On-campus parking is a privilege that is available at a cost of \$200 per parking space. Parking spaces are allocated based on need and medical conditions, with preference given to seniors. ***To obtain a parking sticker, a completed application form and payment must be submitted to Mr. Keith Walker.*** Upon approval, a parking sticker will be issued. Cars parked on campus without a valid parking sticker will be subject to ticketing, towing, or booting. **Students with chronic attendance or discipline problems may have their parking privileges**

revoked. Students may not go to their car during the school day without permission. If you would like to contact Mr. Walker, you can do so by calling **703-924-8317**.

SALE OF GOODS: Only approved clubs and activities at Robert E. Lee High School may sell goods as scheduled through the Director of Student Activities. No individual may sell for personal profit.

SCHOOL RESOURCE OFFICER: Lee is proud to have a School Resource Officer from the Fairfax County Police Department. The SRO works with students, parents, and staff in class presentations, group meetings, and individual conferences. **Officer Eva Robertson can be reached at 703-924-8442.**

TUTORING: Your academic teachers can provide the best tutoring recommendations; they know who amongst their past or current students both understand and can effectively explain the material to another student. Members of the National Honor Society are also available to tutor fellow students free of charge. Students who are interested in working with a NHS tutor should contact their counselor. Counselors have access to the most current NHS tutor list. Students may also contact the NHS sponsors directly.

VISITORS: As a general rule, *student visitors will not be permitted during the school day*. All visitors must report to the Main Office upon entrance into the building. Persons who fail to do so may be considered trespassers and are subject to legal action. No person whose presence or action interferes with or disrupts the operations of the school, its students, or school activities may enter or remain in any school vehicle or building or on school grounds, roadway, or sidewalk.

WEATHER CLOSINGS: During inclement weather, schools may either be closed or delayed. The FCPS Website and local TV and radio stations announce this information.

DEPARTMENT OF STUDENT SERVICES

Student services are provided by certified professional counselors who assist students in individual development and adjustment. As a result of individual and group counseling, students are assisted in the areas of educational, personal, and career development. Students receive help with course selections, testing, college selection, and individual assessment. Counselors assist parents by making referrals, scheduling teacher conferences, and serving as liaisons with the school and community. Students and parents are encouraged to contact the Department of Student Services for assistance with counseling services.

ACADEMIC COUNSELING: School Counselors help students with academic planning and implementation appropriate to each student's abilities, interests and life goals. School Counselors also provide a sequential program for college/postsecondary decision making and involve educational and community resources to assist with student's development.

ACADEMIC REPORTS: Report cards are distributed at the end of each nine-week period. Interim reports are given to students at the mid-point of each quarter.

ADDRESS CHANGE: If a student moves, he/she must have proof of residency by providing a copy of the lease or deed.

BLACKBOARD 24/7: This is a valuable website for parents and students to keep up with class assignments. Parents can sign up for a blackboard account in the main office and link to it from our website.

BULLYING/HARASSMENT PREVENTION: Lee High School has a no-tolerance policy for bullying/harassment. If you witness someone being bullied/harassed, or if you are being bullied/harassed, please report it to your School Counselor immediately.

CAREER CENTER: The Career Center is located outside the Main Office lobby. It provides college-planning services through the use of computer software, DVDs, catalogues, and scheduled visits from college representatives. Career planning, military options, scholarships and financial aid information are also available at the Career Center. Many special programs are presented throughout the year for both parents and students.

COURSE CHANGE REQUESTS: Students may not drop courses before the end of 1st Quarter. Sometimes students panic a little in the first few weeks of school and wonder if they are in over their heads. However, in most cases, discussion with the teachers and some time spent after school resolve the issue and the students go on to succeed for the rest of the year.

After the 1st quarter, decisions to allow students to drop a course are made on a case-by-case basis by the administrator for that subject area. Generally, students may be allowed to drop a course only after demonstrating that they have made significant effort to get extra help and are still not able to succeed in the class.

If a student drops a course during:

- 2nd quarter WP (withdrawn passing) or WF (withdrawn failing) is recorded.
Exception: For semester classes a WP or F for failure is recorded.
- 3rd quarter WP or WF is recorded

4th quarter WP or F for failure is recorded.

Please note: If a course change request is approved and the requested course is the equivalent to the course being dropped (e.g., transferring from pre-IB Biology to Biology), the grade earned in the original class will transfer to the new class. Additionally, students who withdraw from an IB course that requires an exam will be charged the registration fee and test fee for that course if they withdraw after November 15, 2009. The registration fee is \$ 129.00 and the test fee is \$88.00 per course.

DIPLOMA REQUIREMENTS: For detailed information regarding different diploma types and graduation requirements, please see the Course Description booklet. Students receive this booklet in the third quarter but it is also available on our website.

FINANCIAL AID: Parents and students can visit www.fafsa.gov for scholarships, financial aid and for assistance in filling out the Free Application for Federal Student Aid.

FAMILY CONNECTION: This is a useful planning and advising website through Blackboard24/7 giving parents and students access to resources for college, career planning, and scholarships.

GRADE OF INCOMPLETE: An incomplete grade may only be given under extenuating circumstances. Students are expected to make up incomplete grades by the end of the next grading period.

GROUP COUNSELING: Lee High School offers a variety of group counseling. Please contact your School Counselor for more information.

NCAA: Student-Athletes interested in participating in a Division I or Division II college sport must apply and meet the requirements for the NCAA at www.naaclearinghouse.net.

NEWCOMERS RECEPTION: This program welcomes all new students, grades 9-12, and provides them the opportunity to become aware of the various activities, athletics and clubs offered at Lee High School.

PATHWAY TO THE BACCALAUREATE PROGRAM: This program enhances opportunities for students who have both the desire and capacity to achieve a baccalaureate degree, but whose likelihood of academic success and access to higher education would be significantly enhanced by receiving the special support and structural guidance provided by the Pathway Program. The program provides an environment for a smooth transition and increased retention of students

from high school, through Northern Virginia Community College, to George Mason University or another university of the student's choice. Spaces are limited; please see your School Counselor for an application.

PERSONAL DEVELOPMENT: School Counselors promote students' personal, social and emotional growth and implement appropriate intervention techniques when needed.

SAT/ACT: Students can register for the SAT at www.collegeboard.com or for the ACT at www.act.org.

SCHEDULING AN APPOINTMENT WITH YOUR COUNSELOR (PARENTS): If you would like to meet with your student's Counselor, please make an appointment in advance to ensure he/she is available at your requested time. Our counselors frequently check their voicemail and email.

SCHEDULING AN APPOINTMENT WITH YOUR COUNSELOR (STUDENTS): If a student would like to meet with their School Counselor, they may come before or after class or with a teacher's permission.

SCHOLARSHIPS: Parents and students can access scholarship information through Family Connection, the Career Center or their School Counselor.

SUBSTANCE ABUSE PREVENTION: If you or friends have questions or concerns regarding substance abuse, please see your School Counselor.

TRANSCRIPTS: For an official transcript to be sent, parents and students must complete the transcript request form found in the Student Services Department.

WEIGHTED GRADES: Students who take a year-long IB course are granted an additional 1.0 weight added to their GPA calculation with the exception of IB Physics I and IB Math SL I.

WORK PERMITS: Permits are required for 14 and 15 year olds before they are allowed to work. Students over 15 years of age do not need work permits. Information and forms are available in the Department of Student Services; please see Ms. Kidd after an employer hires them.

ROBERT E. LEE HIGH SCHOOL STUDENT ACTIVITIES

How to get involved in athletics:

- Contact the Student Activities Office outside of the main Gymnasium (room 100).
- Have a valid Virginia High School League physical on file.

- Fulfill all other VHSL and Northern Region eligibility requirements.

How to start your own club:

- Find a sponsor.
- Talk with Miss Scott, SGA Sponsor.

ATHLETIC TEAMS

Fall	Winter	Spring
Cheerleading – R. Searle	Basketball Boys – M. Harris	Baseball – B. McColley
Cross Country – B. Mensh	Basketball Girls – H. Jackson	Lacrosse Boys – D. DiPirro
Golf – C. Illes	Cheerleading - R. Searle	Lacrosse Girls – J. Diana
Field Hockey – S. Cranston	Gymnastics - S. Rosenbaum	Soccer Boys – M. Sim
Football – R. Everett	Indoor Track – G. Powell	Soccer Girls – K. Quaglia
Volleyball – S. Rosenbaum	Swim & Dive – J. Firman	Softball – J. Tadlock
	Wrestling – C. Martin	Tennis Boys – B. Kim
		Tennis Girls – S. Carey
		Track & Field – G. Powell

CLUBS AND ORGANIZATIONS

Afternoon Art Club – L. O’Shaughnessy	French Honor Society – P. Green
American Sign Language – K. Juhn	GSA - TBA
Auto Tech Club – A. Gray	German Club – J. LeBlanc
Band – K. May-Magee	German Honor Society - J. LeBlanc
Bollywood Fusion – D. Downing	Humane Society - TBA
Book Club – P. Dando	Invisible Children – G. Powell
Breast Cancer Awareness – T. Shjeflo	It’s Academic – M. Morris
Child Abuse Awareness – D. Arthur	Japanese Cultural Exchange – M. Sprester
Class of 2010 - T. Babineaux/ L. Gonzalez	Japanese Honor Society - M. Sprester
Class of 2011 – S. Altenhaus/ L. Jensen/K. Wilber	Junior Civitans – S. Karp/M. Younossi
Class of 2012 – J. Creel/S. Hirsch	Junior Math Team - TBA
Class of 2013 - TBA	Knitting Club – S. Debaradi
Chemistry Club - R. Priest	The Lance – R. Soule
Chorus – K. Sheppard	Lancer Dancers – I. Joshua
College Partnership – G. Powell/ J. Quarles	Lancer Girls Club – H. Kunicki
DECA – M. Patch	Lancer Leaders – K. Sheppard
Diversity Dance Team – S. Kessenich	Latin Club – B. Kerner
Drama Club – G. Bennett	Latino Dance Crew – R. Thomas
Ecology Club – M. Knickmeyer/ G. Mathes	Lee-Git Dance Team – T. Babineaux
FBLA – D. Birch/C. Wilt	Math Honor Society – P. Ihle
Fellowship Christian Athletes – R. Priest	Model Judiciary – C. Daly

French Club – S. Lewis	Muslim Student Association – M. Osman
National Art Honor Society – L. O’Shaughnessy	Spirit For Humanity – B. Mensh
National Honor Society - S. Carey/M. Corsino	South Asian Student Assoc – D. Collin
New Era Dance Team – M. Fulmore	Step Team – V. Bailey/B. Wesley
Orchestra – B. Slocumb	SGA – M. Scott
PAAMAS – M. Fulmore	Tech Club – P. Saunders
Peer Mediation - T. Shjeflo	Tech Crew – G. Bennett
Salsa Dance Club – S. Ferriolo/J Kelch	Thespians – G. Bennett
Science National Honor Society – G. Matthes	Tri-M – K. Sheppard
Senior Math Team – P. Ihle	Troubador – M. Gilbert
Spanish Honor Society – S. Moggio	Yearbook – S. Altenhaus

PUBLICATIONS

The Lance (The Lee Newspaper)
The Shield (The Lee Yearbook)
The Troubadour (The Lee Literary Magazine)

PERFORMING GROUPS

Concert Band	Orchestra
Guitar Ensemble	Percussion Ensemble
Ladies Chamber Choir	Symphonic Band
Lancer Theatre	The Madrigals
Marching Band	Treble Choir
Men’s Ensemble	Wind Ensemble

HONOR SOCIETIES

French Honor Society	German Honor Society
International Thespian Honor Society	Japanese Honor Society
Math Honor Society	National Art Honor Society
National Business Honor Society	National Honor Society*
Spanish Honor Society	Tri-M Music Honor Society

*Eligibility requires a scholastic average of at least 3.5 and candidates must exhibit leadership, service to school and community, and good character.

Robert E. Lee High School
Discipline Guidelines 2009-2010

Robert E. Lee High School is committed to providing a safe and orderly school environment. All students must be aware of both their responsibilities and rights. The following guidelines are based upon Student Responsibilities and Rights. Students and their parents should discuss these guidelines so as to ensure full and complete understanding. Please note that expulsion is the denial of access to school and programs operated by Fairfax County Public Schools for a period of one year. Any acts committed during school hours and/or on school grounds, which are in violation of Virginia Code, could result in disciplinary action. Acts committed away from school during non-school hours which could interfere with a safe and orderly school environment, may be subject to disciplinary action by the school. The principal may require a parent conference prior to readmission of any student to the school after a suspension or any disciplinary action.

Lee students are responsible for their own behavior and are expected to act in a manner that is a credit to themselves, their families, and Lee High School. During the first few weeks of school, The Fairfax County Public Schools Student Responsibilities and Rights Policy (Regulation 2601) will be reviewed with all students. Everyone is expected to be courteous, cooperative, and respectful and to follow basic school safety regulations both within the school building as well as traveling to and from school.

Robert E. Lee High School subscribes to the PBS (Positive Behavior Support) system, which establishes clear expectations for conduct and behavior and encourages and rewards students to behave properly rather than focus solely on punitive measures. Students have certain privileges and all students will be afforded those privileges unless they violate school rules. Privileges include: parking on school grounds, eating lunch in the cafeteria with friends, participating in extracurricular and co-curricular events, going on field trips, attending school dances, attending pep rallies, attending prom, attending sporting events, or riding the school bus.

In our discipline summary below, you will see listed numerous inappropriate behaviors and their penalty, but students should refer to SR&R for a more detailed description of offences and possible discipline consequences. Punishment for a violation of school policy may include warnings, loss of privilege, lunch detention, time out, Saturday school, community service, suspension, and possibly a recommendation for expulsion. Discipline is generally progressive, with penalties increasing if a behavior is repeated, but administrators may administer any

punishment that they deem appropriate due to the particulars of the situation – this table is provided as a guideline only for students and parents.

Offense	Disciplinary Measures
ALL DAY Unexcused Absences	1 st - Attendance Office-Notification 2 nd - Counselor/Parent Liaison- parent notification 3 rd & 4 th - Administrative referral, 5 th Attendance referral
Cheating, plagiarism.	Forfeiture of credit. Parent notification by teacher. Repeated violation could result in suspension.
Class Cuts (Each)/Tardy Policy (3)- Per quarter	1 st - LD/LP 2 days, 2 nd - LD/LP 1 week, 3 rd -Referral (Saturday detention/LP), Subsequent Cuts- possible 2 days OSS
Classroom disruption.	Teacher Warning, Parent Contact, Time out assignment Repeated time out assignments will result in Saturday Detention and Out of School Suspensions
Causing a substantial disruption of the school environment.	Minimum 5-day suspension and possible expulsion request.
Violation of the dress code.	Violation must be corrected. Repeated violation- Referral
Non-prescription drugs.	Distribution or sharing: Maximum 10-day suspension. Possession or using: Principal's discretion.
Possession or distribution of drugs on school property or at school sponsored events.	10-day suspension with recommendation for expulsion and police notification.
Cell phones, electronic devices , etc. (Turn devices over to security immediately)	Electronic devices 1 st Offense- Confiscation (parent pick up M-F 2:30-3:30 pm only) 2 nd Offense- Confiscation (Student pick up after Saturday Detention- no extra-curricular activities until served) 3 rd Offense- 2 days OSS
Extortion.	5 day suspension and police notification.
False activation of a fire alarm.	5-day suspension and police notification.
Fighting or conduct that endangers others.	Minimum 3-day suspension/Loss of Privileges.
Gambling.	Lunch Detention, Saturday Detention, or suspension

Gang Activity	1 st Offense- Warning, Gang Letter 2 nd Offense- 5 day OSS, Parent re-entry conference 3 rd Offense- 10 day OSS, Expulsion Recommendation
Gang-related behavior.	Parental and police notification. 2 nd Offense- suspension 3 rd Offense- possible expulsion.
Harassment , threats, or verbal intimidation.	Minimum 2-day suspension. Dependent upon history, duration, and severity.
Hats or Head wear (Not to be visible during school hours)	Violation corrected, confiscation, Repeated violations- Referral.
Hazing (with bodily harm).	10-day suspension with recommendation for expulsion and police notification. Notify Commonwealth Attorney
Inappropriate behavior at after school activities including throwing objects.	Suspension. No school activities for a specified period.
Inciting a fight or disruption.	Minimum 3-day suspension and possible recommendation for expulsion with police notification.
Indecent exposure.	Minimum 5-day suspension and possible recommendation for expulsion with police notification.
Direct insubordination or open defiance of authority including lying to a staff member or refusing to identify self.	Minimum 2-day suspension.
Leaving school grounds.	First violation: Lunch Detention/Loss Privileges (2 days) Second violation: LD/LP (1 week) Third violation: Saturday Detention/LP Next Offense 2 days OSS.
Mob assault.	10-day suspension with recommendation for expulsion and police notification.
Offensive and inappropriate language.	Warning, Lunch Detention, Saturday Detention, or Suspension.
Parking violation.	Vehicles may be booted, ticketed, or fined \$50.00. Repeated violations could result in towing and or loss of privilege.



