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DISCLAIMER
This handbook is intended to serve as a guide to help students and their families come to know the Lycée International de Houston's programs and opportunities as well as to set forth basic expectations and agreements. Please take the time to become familiar with the contents. We are hopeful that the handbook will answer many questions parents/guardians and students may have about academics, security, discipline, school rules, safety, and other topics.

Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of the Lycée International de Houston to deviate from the normal rules and procedures set forth in this handbook, and to deal with individual circumstances as they arise in the manner deemed most appropriate by the school taking into consideration the best interests of the school, its faculty, employees, students, or overall school community. The policies may also be revised or updated periodically, even during the school year without notice. Any student or parent with a question about any handbook policy or statement should feel free to speak with the Head of School.

RIGHT TO AMEND
The Administration reserves the right to amend, suspend, or add new rules or guidelines to this handbook. Furthermore, the Administration reserves the right to enforce standards of conduct and behavior not mentioned in this document.
Dear Parents and Students,

Welcome to school year 2022-2023! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students. Communication is vital for a successful school program. Please feel free to contact me with your questions, concerns, and opinions.

Please be aware that the term “parent,” unless otherwise noted, is used to refer to the parent, legal guardian, any person granted some other type of lawful control of the student, or any other person who has agreed to assume school-related responsibility for a student.

The Student/Parent Handbook is a general reference guide only and is designed to be in harmony with school’s policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

Our mission, in partnership with families and communities, is to develop each child intellectually, artistically, emotionally, physically, and socially so that all students are lifelong learners, complex thinkers, responsible global citizens and effective communicators. Ultimately, our goal is for every The School student to be the happiest and best prepared in the world -for anything that they choose to do.

The staff focus is on three key elements: Excellence, Rigor and Kindness, First and foremost, students need to feel safe and welcomed at school and in the classroom. They need to know that all faculty are interested in them as individuals, both personally and academically. Second, it is important that all faculty work to see that their students have a successful year while maintaining a level of academic rigor and relevance that is appropriate at each grade level. Finally, staff will be reflective practitioners who continuously evaluate their best practices and student achievement to make daily informed, instructional decisions in the learning environment. These are my expectations for all faculty at the Lycée International de Houston.

For parents with student in grades 6th to 12th, please complete and sign the Honor Code at the back of the handbook and return to their homeroom teacher.

Please establish a two-way, open relationship with your child’s teacher beginning the first day of school. Your support will go a long way in helping make this a successful school year!

Thank you for your support, and we look forward to an exciting and successful school year!

Sincerely,

Margaret Combs
DESCRIPTION OF LYCÉE INTERNATIONAL DE HOUSTON

The Lycée International de Houston Bilingual School was founded by Ahmad El Naggar and Marva Martinez. The founders set out to create a truly bilingual French and English school, one where faculty would embrace excellence, rigor, and kindness with our students. Their vision was to offer the highest standard of educational excellence through the French Baccalaureate program, where students graduate with confidence and knowledge gained from a highly rigorous, multilingual education that can lead to careers around the world – and to a more culturally enriched life.

Our state-of-the-art campus was built during 2017 and the Lycée International de Houston opened in the Fall of 2017. This incredible space with a capacity for 800 students sits on 10 acres and includes 38 classrooms, 18 plus administrative offices, 2 conference rooms, 3 meeting rooms, a library, physics, chemistry, and biology labs and a lovely spacious atrium. The teachers have two lounges and a workroom. The indoor soccer field play area, called the Olympic, is 30,000 square feet. There is also an outdoor soccer field and two playgrounds, one for KG – 12th grade students and one for Pre-kindergarten students. Lycée International de Houston offers perfect surroundings for perfect learning.

At the Lycée International de Houston, bilingualism is an inherent part of everyday life for our students. They gain full native fluency in both language and culture, as they move fluidly between our two core languages and cultures in an international environment each day. In the classroom, on the playground, in the field, and on the stage, they engage with native-French and native-English speaking teachers, coaches, leaders and staff, and each other. Beginning in Pre-K and continuing through 12th grade, our students thrive in a unique multicultural, dual-language learning environment where instruction is provided in French and English.

The Lycée International de Houston encourages and nurtures the personal growth of our students and creates in them a sense of responsibility and the skills necessary to make a difference. Our students enjoy a wide range of classes. They are immersed in a program that opens doors and allows for opportunities all over the world.

At this point in time, we are proud of our curriculum, which allows children from all over the world to benefit from the classic European education as well as important current issues. Our emphasis on the arts, sciences, and languages is unsurpassed. We can definitely state that the Lycée International de Houston curriculum is every bit as challenging as the French Program and culminate with either the French Baccalaureate or the French American Baccalaureate.

The Lycée International de Houston (LIH) is a bilingual private school for families in the Houston area who share a global perspective and value international education. The only school of its kind in the Houston area.

The Lycée International de Houston School is the only bilingual French Accredited school in Houston. The School is now part of the extensive AEFÉ network of nearly 500 French schools with over 370,000 students enrolled in 139 countries.

The Lycée International de Houston offers the International Baccalaureate (IB) Diploma Program. It is recognized by the most prestigious colleges and universities in the world, including Harvard and MIT.
VISION AND MISSION

Vision
With excellence, rigor, and kindness as the core values at the Lycée International de Houston Bilingual School, our vision is to prepare multilingual, academically, and socially prepared students to be leaders and positively impact their communities.

Mission
The Lycée International de Houston’s mission is to provide an inclusive and diverse learning environment in which rigorous international programs foster academic excellence, innovation, creativity, and cross-cultural communication to inspire a passion for learning and empower each student with knowledge, understanding and open-mindedness.

Our Values

Excellence
Teachers implement classroom instruction that combines current academic standards with research-based and innovative practices.

Rigor
Teachers employ effective best practices, including cross-curricular and differentiated instruction, and critical thinking and problem-solving strategies.

Kindness
Teachers provide children a healthy dose of the warmth and empathy in order to flourish as healthy, happy, well-rounded individuals.

Philosophy
We believe that children who develop their intellect and character in a bilingual, bicultural environment learn respect and appreciation for cultural differences and are better prepared for their future in a multicultural workforce and global environment.

The ability to understand concepts, ask questions, problem-solve, write, play, and make friends in two languages is an advantage that will last a lifetime.

Lycée International de Houston’s curriculum, taught by teachers in a traditional and structured environment, combines the greatest strengths of both the French National Education and Texas Essential Knowledge and Skills curricula.

Lycée International de Houston is committed to the highest standards of teaching and learning to ensure that all students fulfill their potential, in the taught curriculum and in extra and co-curricular activities. We are aspirational in our targets and ambitious for our students in their academic and personal development. We aim to use external and internal expertise to provide opportunities for faculty and staff to feel valued and able to create an institute where all students understand and contribute to the local, national, and global community.

Goals
- Advance student achievement through bilingual, pluricultural education of the highest caliber
- Lead every student to fulfill her or his greatest potential
- Empower faculty to develop a collaborative, innovative, mission-driven learning community
- Invest in our future by enhancing our facilities
- Promote school spirit and our place in the community
**ACCREDITATION**

The Lycée International de Houston is known globally and is accredited by a number of international organizations that each attest to the excellence of the school.

**FRENCH NATIONAL MINISTRY OF EDUCATION**

The Lycée International de Houston is listed on the official roster of the French Schools in Foreign Countries (AEFE). It is part of the French Ministry of Education network worldwide, which includes more than 520 schools outside France. A student leaving the School is prepared to transition smoothly into sister schools in the AEFE network in the US, France, or any country in the world.

**THE INTERNATIONAL BACCALAUREATE (IB)**

The International Baccalaureate Organization (IBO) is a nonprofit educational organization founded in 1968. The four programs offered by the IBO are taught in more than 5,000 schools around the world. The School became part of the IB World School 2020 and is authorized to administer the Diploma Programme for students in grades 11 and 12.

**TEXAS ALLIANCE OF ACCREDITED PRIVATE SCHOOLS (TAAPS)**

The Lycée International de Houston’s rigorous academic curriculum and programs are recognized and accredited by TAAPS. You can find additional information about our accreditation by visiting the TAAPS website.

The Texas Alliance of Accredited Private Schools (TAAPS) sets the standards for excellence in Texas education. Since 1988, its primary mission seeks to accredit private schools that meet the standards of the association and continue to maintain the quality of education as expected by the Texas Education Agency.
SCHOOL HOURS OF OPERATION
SCHEDULES
The Lycée International de Houston is open Monday through Friday from 7:30 am to 6:00 pm.

School Hours
Drop-off begins at 7:30 AM for all grades
La Crèche to TPS/Nursery to PK2 grade
- Drop off: 7:30 AM – 8:00 AM
- Classes Mon – Fri: 8:00 AM – 3:15 PM
- Extended Day: 3:15 to 6:00 PM

PS – CM2/PK3 to 5th grade
- Drop off: 7:30 AM – 8:00 AM
- Classes Mon-Fri: 8:00 AM – 3:15 PM
- Study Hall and Language enrichment 3:30 PM – 4:30 PM
- Extracurricular activities/Aftercare 4:30 PM to 5:30 PM
- School closes 6:00 PM

6ème -Terminale (6th to 12th grade)
- Drop off: 7:30 AM – 8:00 AM
- Classes Mon-Fri: 8:00 AM – 4:30 PM
- Extracurricular activities/Aftercare 4:30 PM to 5:30 PM
- School closes 6:00 PM

Early drop-off, homework assistance, snacks, and lunch (exceptions: la Crèche and PK2) are included in tuition.

Early Drop-Off
La Crèche and PK2 – Parent must escort their child(ren) to the classroom(s) and log in and out each day. Parents/guardians must wait for the teacher to be present in the classroom before they leave their child(ren). Parents/guardians should leave immediately after dropping off the child(ren).

Child(ren) who arrive late (after 7:50 am) need to enter through the front door and buzz the office. The front office staff will provide the child(ren) with a late slip and parent/guardians must sign the Late Arrival logbook. Parent(s) escort their child(ren) to the classroom(s).

PK3-PK4 – Parents may escort their child(ren) to the classroom(s). Parents/guardians must wait for the teacher to be present in the classroom before they leave their child(ren). Parents/guardians should leave immediately after dropping off the child(ren).

Kindergarten, Elementary, Middle, and High School (KG to 12th grade) Child(ren) must be dropped off at the carpool doors if they arrive before 7:50 am. The child(ren) will gather in the Olympic until the bell rings. At 8:00 am the child(ren) will be lined up and escorted to class by their teacher. Note: Parents/guardians may walk their child(ren) to their elementary classroom(s) on the first day of school.

Child(ren) who arrive late need to enter through the front door by buzzing the office after 8:00 am. The front office staff will provide a child with a late slip and parent/guardians must sign the Late Arrival logbook. Child(ren) are not to be walked to their classrooms by parents/guardians.

Standardized Start/Dismissal Times:
In la Crèche and PK2: Early drop-off at 7:30, class begins at 8:00 am and ends at 3:15 pm or from 8:00 am to 6:00 pm depending on the program student is enrolled in.

In Preschool and Elementary School (PK3 to 5th grade): Early drop-off at 7:30, class begins
at 8:00 am and ends at 3:15 pm. From 3:30 pm to 4:30 pm student attend homework assistance in English and French or in PK3 and PK4 language enrichment activities (optional).

**In Middle School (6th grade to 9th grade):** Early drop-off at 7:30, class begins at 8:00 am and ends at 4:30 pm.

**In High School (10th grade to 12th grade):** Early drop-off at 7:30, class begins at 8:00 am and ends at 4:30 pm.

**Extracurricular Activities and After School Care**
Extracurricular activities and After School Care are an important part of the School’s support for students and families. We offer parents/guardians a safe place for their child(ren) to be supervised in a high quality recreational and enrichment program. Extracurricular activities and Aftercare are available between 4:30 pm to 6:00 pm for an additional fee. Child(ren) must be picked up by 6:00 pm.

A catalog of extracurricular activities is available on the website by mid-August.

Extracurricular activities and after school care are available only to currently enrolled students.

**ARRIVALS AND DEPARTURES**

**Parent Car Tags** hang from the rear-view mirror of the vehicle to easily identify authorized vehicles that can pick up child(ren) at school. The parent id tags help keep school dismissal safe and organized and will help speed up the process of getting children loaded and unloaded. These **hanging placards** are easy to spot and streamline pickup.

Cars without **Parent Car Tags** will have to park and report to the reception to pick-up their child(ren).

**Student Arrivals:**
The principles that the School follows for the morning drop-off and afternoon pick-up system are:

1. The safety of the children
2. Cooperation with the faculty
3. Consideration of, and politeness toward, our residential neighbors

The Lycée International de Houston opens at 7:30 am.

Drop off times for the carpool are 7:30 am to 7:50 am.

Child(ren) are to be dropped off near the back of the school by the carpool doors. Parents/guardians drop child(ren) off at this location only and move forward in the car line as soon as the student(s) are out of the car. School personnel are at the carpool doors to welcome students. Parents/guardians should remain in their cars. Child(ren) are not to be walked to their classrooms by parents/guardians (exceptions below).

Walking parents/guardians should bid farewell at the reception entrance and not escort child(ren) to classrooms except for La Crèche to PK4 in which parents/guardians are allowed to escort to the classroom.

Child(ren) from grades KG to 12th grade gather in the Olympic. When the first bell rings at 7:45 am, children line up by grade level and teacher and are then walked to class by their teacher when the second bell rings at 8:00 am.

**Exceptions:** Parents/guardians of students in La Crèche to PK3 must walk their child(ren) to their class; therefore, parents/guardians should park in the parking lot and enter at the reception entrance if they arrive before 7:50 am. Parents/guardians must leave immediately after dropping their child(ren) off in their classroom.
**Late Arrivals:** Parents/guardians and children who arrive late need to enter through the front door and buzz the office after 7:50 am. The front office staff will provide the child(ren) with a late slip and parent/guardians must sign the Late Arrival logbook. Once receiving this, the child(ren) may walk to class and wait quietly outside the classroom until the teacher receives the child(ren).

Note: The parents/guardians may exit the school campus as soon as the book is signed.

DO NOT DROP CHILD(REN) OFF AT THE FRONT OF THE BUILDING. DROP OFF IN DESIGNATED AREA ONLY.

**Student Departures:**
Children will only be released to the persons who are officially designated in writing on the form provided by the School on My Backpack account, under the “My Forms” link. We may require photo identification if we do not know the authorized person picking up the child(ren).

Parents/guardians of students in La Crèche to PK2 must pick up their child(ren) from their classroom; therefore, parents/guardians should park in the parking lot and enter at the front office. Parents/guardians will need to obtain a visitor badge.

For safety and smooth operation of the child(ren)’s dismissal, parents/guardians of PK3 to 12th grade need to follow the procedure below:

Children can be picked up by CARPOOL ONLY. Pick up times are:
1. 3:15 pm - 3:30 pm
2. 4:30 pm - 4:45 pm
3. 5:30 pm – 5:45 pm

Children who stay until 6:00 pm must be picked up at reception.

PK3 to 12th grade students must be picked up by 4:30 pm, unless enrolled in an Extracurricular Activity or our Aftercare Program. Parents/guardians picking their child(ren) late will be charged a late fee.

All students enrolled in an Extracurricular Activity should be picked up by 5:30 pm, unless enrolled in the Aftercare Program.

The school closes at 6:00 pm; therefore, all students must be picked up by 6:00 pm. Any child(ren) picked up after that time will be charged late fees.

**Carpool Safety First Instructions**
In an effort to maintain the safest possible environment for our students and families, please read and follow the expectations below for drop off and pick up of students in the car line:

**Carpool Tags:** Every family will be issued two (2) carpool tags free of charge and a placard with their child(ren) name. Parents must have the school issued carpool tag and placard in the car to pick up a student. If a parent or authorized individual does not have the carpool tag and carpool sign (student’s full name, grade, and teacher), they will be asked to park and come inside to show ID before being allowed to pick up our student. This process allows us to ensure that every student is going home with the right person. Please hang the school issued carpool tag on a hanger and hang it from the rearview mirror.

If you need replacement tags or would like to purchase additional tags, please contact the front desk. Additional tags will cost $25 each.
Please help us keep the car line moving by displaying the student’s name on the dashboard for our staff to see. For student safety, cars not displaying this sign and/or cars with parent/guardian faces that are unfamiliar to our staff may be asked to park and go to the reception to sign our student out.

Stay in one line and pull your car up as far as you can to the carpool door. Even if there is not a car directly behind the car, chances are one will be soon. It is courteous, efficient, and safe to pull up as far as possible to allow the greatest number of cars to line up along the route.

Allow your child to exit and enter from the PASSENGER SIDE of the car. We make every effort to have a staff member directly assist children as they exit and enter cars onto the carpool door walkway. It is very dangerous to exit and enter on the driver’s side and walk-through traffic.

Never pull around a car that is unloading. Often times the few seconds that may be saved, lead to stops in traffic that actually lose time and create dangerous situations in the parking lot. We are continually working to expedite the unloading and loading process. Cars passing other cars actually create situations that slow traffic down.

Never park the car and come to the carpool doors to pick up our student. The carpool dismisses to cars only. If a parent or authorized individual must change the pickup plans and need to park the car, park in a designated parking slot, walk to the front of the school, and our student will be dismissed at reception.

Follow normal school and traffic laws.
- Please refrain from using cell phones while driving.
- Smoking on school grounds even in a car is prohibited.

Refrain from parking and walking our student to the door. We fully understand how important it is to say goodbye in the morning, but parking and walking through the carpool traffic is dangerous for the parent, child, and the other drivers.

If parents or authorized individuals have a question for a teacher in the morning, please write it in a note or call the office. During the morning arrival time, each teacher is on duty and has a very important responsibility in maintaining a safe environment.

Above all, please model cooperation, patience, and teamwork for our students at all times in the parking lot and car line.

Late Pick-Up Fee
The fee for the first late pickup is $1.00 per minute. The fee for the subsequent late pickups is $3.00 per minute if the parent or guardian is late again within a 30-day cycle.

Pick-up Authorization Changes and Additions for Release
In case of a last-minute changes or additions to individuals authorized to pick up the child(ren), please send an email to SchoolLife@lihouston.org authorizing the child(ren)’s release to the individual, including the dates for which permission is given. Parents/guardians must send request to School Life from their My Backpack email of record and make sure that the person picking up the child(ren) has a VALID identification matching the name provided in the email.

The emergency contacts listed by the parents/guardians may be called upon to pick up the child(ren). The School requires the emergency contacts to provide photo identification when they come to pick up child(ren). A copy of the identification may be made at time of pickup.

SCHOOL CALENDAR
The School calendar can be found under the “School Life” link on the website. During the academic year, the School has three week-long-breaks: one in the month of October then one in February, and
again in April and a two-week break at the end of December and the beginning of January. During
November, the students are out for 2 days for Parent Teacher Conferences and 3 days for
Thanksgiving. For an additional charge, the School provides unique and fun-filled camps for our
students during October, February, and April.

Holidays, Conferences, In-Service Days 2022-2023 Grades PK3-12th grade

<table>
<thead>
<tr>
<th>Month</th>
<th>Date Range</th>
<th>Event</th>
<th>School Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>8-12</td>
<td><strong>In Service Day for New Teachers</strong> School closed</td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>15-16</td>
<td><strong>In Service Day for Teachers</strong> School closed</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>5</td>
<td><strong>Labor Day</strong> School closed</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>3-7</td>
<td><strong>Fall Break</strong> School closed*</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>10</td>
<td><strong>In Service Day for Teachers</strong> School closed</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>21-22</td>
<td><strong>Parent-teacher conferences</strong> School closed</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>23-25</td>
<td><strong>Thanksgiving Holiday</strong> School closed</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>21-Jan 3</td>
<td><strong>Year-end Holiday</strong> School closed*</td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>16</td>
<td><strong>Martin Luther King, Jr. Day</strong> School closed</td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>13-17</td>
<td><strong>Winter Break</strong> School closed*</td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>20</td>
<td><strong>In Service Day for Teachers</strong> School closed</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>9-10</td>
<td><strong>Parent-teacher conferences</strong> School closed</td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>3-7</td>
<td><strong>Spring Break</strong> School closed*</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>29</td>
<td><strong>Memorial Day</strong> School closed</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>2</td>
<td><strong>Graduation</strong> Last day of school and after school program</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>5-6</td>
<td><strong>In Service Day for Teachers</strong> School closed</td>
<td></td>
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</tbody>
</table>

Holidays 2022-2023 Grades 18months to PK2

<table>
<thead>
<tr>
<th>Month</th>
<th>Date Range</th>
<th>Event</th>
<th>School Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>5</td>
<td><strong>Labor Day</strong> School closed</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>23-25</td>
<td><strong>Thanksgiving Holiday</strong> School closed</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>24-25</td>
<td><strong>Christmas Eve and Christmas Day</strong> School closed</td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>16</td>
<td><strong>Martin Luther King, Jr. Day</strong> School closed</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>29</td>
<td><strong>Memorial Day</strong> School closed</td>
<td></td>
</tr>
</tbody>
</table>

ACCESS OF VISITORS ON CAMPUS

Parents and others are welcome to visit the Lycée International de Houston. The safety of our
students is our highest priority which is why we utilize a visitor management system that enhances
school security.

RAPTOR – Visitor Pass

All visitors to the campus must have a valid driver’s license or picture I.D issued by a government
entity. The I.D. will be run through the Raptor program and a visitor pass will be printed with your
picture. No one will be permitted on campus without a visitor pass. This process is done for the
security of our students.

Parents and any other person(s) on campus without the head of school’s knowledge will be considered
as trespassers and may be subject to arrest. Visits to individual classrooms during instructional time
are permitted only with approval of the head of school and teacher and only so long as their duration
or frequency does not interfere with the delivery of instruction or disrupt the normal school
environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive
behavior will not be permitted. Parents who create a disruption at school or behave inappropriately
may be prohibited from coming onto school property without specific authority and will be treated as
criminal trespassers if they disregard the head of school’s directive.
ADMISSIONS AND ENROLLMENT
The Lycée International de Houston seeks to enroll motivated students of diverse background and talents, who will uphold and promote our values of excellence, rigor, and kindness. Therefore, students are admitted on the basis of academic performance, school records, interviews, and teacher recommendations. The School’s online admissions process is hosted by Senior System with an Admissions module on My Backpack.

The School is a private institution and admission is never guaranteed. An admissions committee, comprised of the Head of School, the Director of Admissions and other faculty members as needed, bases its decisions upon the school’s ability to meet the applicant’s needs, considering all components of the admissions application. Parents/guardians create a My Backpack account to start their child(ren)’s application. Parents/guardians will also be required to complete a family profile as a part of the child(ren) registration.

The School Admissions Department will give special consideration to children of employees, children with siblings already enrolled, as well as children with parents/guardians working with corporations who authorize the School for their employees’ families.

The School does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, ethnic or religious beliefs, disability, or any other basis protected by federal, state, or local law in administration of its admissions.

Enrollment is available throughout the year based on availability. The School makes every effort to accommodate relocating families, as we understand that changing countries can be very challenging.

We are committed to keeping children of the same family under one roof, whenever possible.

In the interest of a positive educational experience for our students, the family’s demonstrated interest in and commitment to LIH’s mission is critical.

- Because space is limited, we strongly encourage all families to apply for admission as early as possible in their child’s education in order to maximize the benefits of our bilingual program.
- English as a Second Language instruction is available throughout the curriculum; therefore, non-English-speaking applicants may be admitted at any level.

ADMISSION REQUIREMENTS BY ENTRY POINTS
- La Crèche/Nursery
  - No French required
  - Applicants for the current academic year La Crèche/Nursery class must be 18 months old in the school year in which the child enters.
- PreK2, PK3, PK4, and KG
  - No French required
  - Applicants for the current academic year PK2 class must be two years old, on September 1st, in the school year in which the child enters.
  - Applicants for the current academic year PK3 class must be three years old, on September 1st, in the school year in which the child enters and be toilet trained.
  - Applicants for the current academic year PK4 class must be four years old, on September 1st, in the school year in which the child enters.
  - Applicants for the current academic year KG class must be five years old, on September 1st, in the school year in which the child enters.
- Grades 1-8
  - Applicants for the current academic year 1st grade class must be six years, on September 1st, in the school year in which the child enters.
- Applicants in grades 4th-8th must have the ability to perform in French at grade level as prescribed by the **French Ministry of National Education**.
- No French required to be admitted in our **6th-8th grade** for our **pre-IB International Track** (Leading to the IB Diploma)

**Grades 9 and 10**
- 9th and 10th grades students applying in our **Standard Baccalaureate Track** must have good level of French and have the ability to perform at grade level as prescribed by the French Ministry of National Education.
- 9th and 10th grades students applying in **French American Baccalaureate Track** must have the ability to perform at grade level as prescribed by the French Ministry of National Education.
- No French required to be admitted in our **9th-10th grade** for our **pre-IB International Track** (leading to the IB Diploma)

**Grades 11 and 12**
- Students applying in our **Standard Baccalaureate Track** must have French and have the ability to perform at grade level as prescribed by the **French Ministry of National Education**.
- Students applying in our **French American Baccalaureate Track** must have French and have the ability to perform at grade level as prescribed by the **French Ministry of National Education**.
- No French required to be admitted in our **IB Diploma Program**.

**Potty Trained is a Prerequisite for Preschool**

**Prekindergarten 3 and Prekindergarten 4**
The Lycée International de Houston accommodates any potty-training method that families choose to use. Please be sure to communicate with the teacher about your method or technique so we can have consistency between home and school. We want to help you and your child be successful. Being fully potty trained is a prerequisite to preschool.

Typically, 6-8 weeks accident free.

What does being fully toilet trained look like?
- Child knows when they have to go use the toilet, they know the feeling and do not need to be reminded or adhere to specific schedule that the teacher enforces.
- Child no longer wears diapers or pullups during the day.
- Child can pull pants and underwear down to use the toilet and back up when finished.
- Child can wipe themselves for any occasion.
- Accidents are FEW and FAR between not a common, daily, nightly, or weekly occurrence.
- If, on the rare occasion an accident does occur at school the child can clean themselves up change their clothes, put soiled clothes in a bag to be sent home.

*Potty Trained Policy for Preschool*
Five accidents in 2 weeks would mean that your preschool child would be sent home to be retrained and can return when they are fully toilet trained. Parents are still accountable for payment of tuition during this time period, because your child started at the Lycée International de Houston not fully ready and their space in the classroom is being held until they return.

**REQUIRED DOCUMENTS FOR ACCEPTANCE**
Parents/guardians must email, as an attachment, the following documents to admission@lihouston.org as applicable:

1. A birth certificate, or a copy of passport/visa, or permanent residency
2. Copies of report cards or progress reports for current and past year (if the child(ren) is
attending a school or a daycare center)
3. School transcripts when applicable
4. Teacher Recommendation(s)
5. Certificate de Scolarité and/or Certificate de Radiation when applicable
6. Results of the standardized test scores – WPPSI-4, WPPSI, WISC, ISEE, TAKS, STAAR, etc. (if available)
7. Recommendation form completed by the child(ren)’s current teacher (if the child(ren) is attending a school or a daycare center) to be submitted directly and confidentially to the Lycée International de Houston.
8. Immunization records or an approved exemption
9. Parent Interview and Student Observation

In addition to these requirements, we look for students who are academically motivated and exhibit a curiosity for learning.

1. Applicants to PK 3/PS and PK 4/MS must submit the results of the WPPSI-4
2. Applicants to K/GS and 1st grade/CP must submit the results of the WPPSI.
3. Applicants to 2nd through 4th grade must submit the results of the WISC.
4. For applicants outside of the Houston area, the WISC and WPPSI tests can be administered by any certified psychologist. Please have the results sent to The Lycée International de Houston School. The test should be administered in the child’s first language.
5. Applicants to 5th through 12th grade must submit results of the ISEE.

**Additional Documentation**

Must be submitted before the first day of school or entry date.

- Updated immunization record
- Emergency Contact
- Allergy Form
- Pickup authorization Form
- Medical Record form to be complete and signed by US doctor practicing in the US.

**ADMISSIONS WITH MY BACKPACK**

**Online Enrollment Instructions**

My Backpack is the Lycée International de Houston web-portal. The initial registration step for new families to apply for admission of their child(ren) is creating a My Backpack account.

Note: Parents/guardians should add My Backpack@lihouston.org to their address book or safe senders list to avoid the emails going to SPAM/JUNK.

1. New families must create their My Backpack account. Parents/guardians will be emailed a NEW PARENT USERNAME and link https://lih.seniormbp.com/SeniorApps/facelets/registration/loginCenter.xhtml. for the My Backpack system that allows them to reset their password. The link will be emailed to the address provided by the parent during the application process. New families MUST reset their password and login within 2 weeks of receiving the email. All admission communication will be sent to the primary account user's email address listed in My Backpack. Two-parent households list both parents/guardians when setting up an account. Single parent households should note any additional parent by listing them in a second household, as appropriate.
2. Complete the online application through My Backpack and submit the $320 application fee.
3. Upload a recent photo of the applicant to My Backpack.
4. Schedule a private tour and meeting with the Director of Admissions. For families not in Houston, please email the Admissions office at admission@lihouston.org to schedule a telephone or Skype call.
ENROLLMENT/REENROLLMENT

New Students
As admission is selective and cannot be guaranteed, if your intention is for your child to attend LIH, we do recommend that you complete all documents needed for enrollment.

• Contract will be published for 7 business days. After the 7th business day family will have to reapply and will be processed on a case-by-case basis depending on availability of openings in the intended grade(s) of entry.

A new student(s) will be considered to be enrolled when:
• the Contract has been completed, signed and submitted electronically to the School;
• the Registration Fee and Capital Building Fee have been paid in full;
• the New student fee has been paid in full; and
• the Automatic Bank Draft Form has been completed, signed, and submitted electronically to the School (required only for the Installment Payment Plan).

Reenrolling Current Students
As admission is selective and cannot be guaranteed, if your intention is for your child to continue in LIH, we do recommend that you complete all documents needed for re-enrollment.

• Contract will be published for 7 business days. After the 7th business day family will have to reapply. Application will be processed on a case-by-case basis depending on availability of openings in the intended grade(s) of entry.

A currently enrolled student(s) will be considered to be reenrolled for the next academic year when:
• the Contract has been completed, signed and submitted electronically to the School;
• the Registration Fee and Capital Building Fee have been paid in full; and
• the Automatic Bank Draft Form has been completed, signed, and submitted electronically to the School (required only for the Installment Payment Plan).

Enrollment/Reenrollment with My Backpack
Online Enrollment Instructions: My Backpack is the Lycée International de Houston web-portal. The School My Backpack communicates essential information (grades, schedules, etc.) for parents/guardians and students through My Backpack.

Once an applicant is accepted, the Admission’s Office will submit the acceptance letter with a link to the enrollment contract to be executed by the parents/guardians to complete the enrollment process. Parents/guardians will need to:

1. Login to My Backpack at https://lih.seniormbp.com/SeniorApps/facelets/registration/loginCenter.xhtml.. The following screen will be visible after logging in. Click on Enrollment/Reenrollment.

![My Forms/Documents](image)

### My Forms/Documents

**Admissions Inquiry**

**Admissions Applications**

[Enrollment/Re-Enrollment](image)

2. Next parents/guardians MUST update their profile information. Click the Red X to view the profile and validate the information.
3. Review the parental profile information. To make changes, click EDIT in the upper right corner. Make the appropriate changes and click SAVE. When the profile information is correct, click the box next to “my profile is up-to-date” and click Submit.

NOTE: If separate parent households exist, each parent (set of parents) will receive their own logins and they will only have access to their household. If a parent requires a “split household” please contact MyBackpack@lihouston.org for assistance.

4. Validating and/or updating the parental profile successfully results in a green check under “Review Profile”. This allows a parent to access the enrollment contract. After the green check appears, click on the contract.

5. Review the contract and Tuition Payment Options. Be sure to read the Tuition Refund Plan Option and CHECK the payment plan the family wants to participate in and plan on paying the tuition IN FULL or an INSTALLMENT by June 1 for continuing students or within 10 days of signing the enrollment contract any time during the academic year.

Please indicate your choice below:

- One Payment Plan: Annual Tuition is due in full on June 1, 2019. All fees are due at the execution of this agreement.

- One Payment Plan with Tuition Refund Insurance: Annual Tuition is due in full on June 1, 2019. All fees are due at the execution of this agreement.

- Three Payments Plan: First Payment is due on June 1, 2019. Second Payment is due on October 1, 2019. Third Payment is due on December 1, 2019. All fees are due at the execution of this agreement. Payment amounts are set out in the Schedule of Fees and Tuition. *Tuition Refund Insurance and ACH (Automatic Bank Draft) are required.

- Installation Payment Plan: 10 monthly payments from June 1, 2019 to March 1, 2020. All fees are due at the execution of this agreement. Payment amounts are set out in the Schedule of Fees and Tuition. *Tuition Refund Insurance and ACH (Automatic Bank Draft) are required. **Not available for company reimbursed tuition.

If no payment option has been selected, default payment option will be One Payment Plan with Tuition Refund Insurance. There will be a $150.00 service charge if you alter payment plans.

6. Next parents/guardians will choose a payment method for making their tuition deposit (if a company is paying, include the company information):
7. Finally, the parent must sign and date the enrollment contract and then click SUBMIT.

Sample (page for reenrolling continuing student)

8. After successfully remitting payment or printing the payment voucher a green check under view contract is visible. The enrollment steps are complete.

9. Parents should check the “Additional Forms” page for any documents that may be necessary additional enrollment/reenrollment/withdrawal requirements.

Examples of additional forms:
   a. Withdrawal Form
   b. ACH (Automatic bank debit)
   c. Emergency Contact Form
   d. Child(ren) Pick-up Authorization
   e. Allergy Form

TUITION, FEES, AND REFUNDS
TUITION AND FEES 2021-2023

Tuition

- la Crèche (18 mo.) $11,300 from 7:30 am to 3:15 pm
- la Crèche (18 mo.) $12,500 from 7:30 am to 3:15 pm (lunch and snacks included)
- la Crèche (18 mo.) $13,900 from 7:30 am to 6:00 pm
- la Crèche (18 mo.) $15,100 from 7:30 am to 6:00 pm (lunch and snacks included)
- TPS/PK2 $11,300 from 7:30 am to 3:15 pm
TPS/PK2 $12,500 from 7:30 am to 3:00 pm (lunch and snacks included)
TPS/PK2 $13,900 from 7:30 am to 6:00 pm
TPS/PK2 $15,100 from 7:30 am to 6:00 pm (lunch and snacks included)
PS/PK3 $15,550
MS/PK4 $21,990
GS/Kinder $24,950
CP/1st Grade $25,950
CE1/2nd Grade $25,950
CE2/3rd Grade $25,950
CM1/4th Grade $25,950
CM2/5th Grade $25,950
6ÈME/6th Grade $28,950
5ÈME/7th Grade $28,950
4ÈME/8th Grade $28,950
3ÈME/9th Grade $30,390
2DE/10th Grade $30,390
1ÈRE/11th Grade $30,390
TLE/12th Grade $30,390

Early Drop-Off, Homework Assistance and Lunch (except la Crèche and PK2) are included in Tuition.
Extracurricular activities and Aftercare are optional and involve additional cost.

Required and Optional Fees

Required
Application Fee $320
The application fee is used strictly to cover the cost of the assessment and admissions process.

New student fee $1,200
The new student fee is a one-time payment of $1,200 per student.
All new students, including students who have not previously enrolled in the past 3 years, must pay a one-time non-refundable fee. The new student orientation fee is a one-time mandatory fee assessed to all new students. This fee supports the cost associated with many academic and transition programs designed specifically to set students up for success. It also covers the cost of transcript requests.

Building fee $1,000
A non-refundable building fee is due at the time of enrollment. Private schools require working capital to fund routine operating costs such as teacher and administrator salaries and benefits, academic and athletic programs, utilities, maintenance and repair, printing, copying and office supplies, IT supplies, software and services, student transportation and the like. One source of such working capital is the building fee.

Registration fee $300
A non-refundable registration fee is due at the time of enrollment. The registration fee is used to defray the costs associated with the registration process.

Optional:
Other Languages Taught $2,500-$5,000
- Arabic
- Mandarin
- French☆
- English☆
- Spanish☆
- German

Not Included in Tuition
Personal supplies, uniforms, after school care (after 4:30 pm for PK3 to 12th grade), extracurricular activities, camps during school breaks, supplementary language classes, field trips, and exam fees.

### Annual Fees

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<tr>
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<tbody>
<tr>
<td>Registration Fee</td>
<td>$ 300</td>
<td>$ 300</td>
<td>$ 300</td>
<td>$ 300</td>
<td>$ 300</td>
<td>$ 300</td>
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<tr>
<td>Building Fee</td>
<td>$ 1,000</td>
<td>$ 1,000</td>
<td>$ 1,000</td>
<td>$ 1,000</td>
<td>$ 1,000</td>
<td>$ 1,000</td>
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<tr>
<td>New Student Fee ***</td>
<td>$ 1,200</td>
<td>$ 1,200</td>
<td>$ 1,200</td>
<td>$ 1,200</td>
<td>$ 1,200</td>
<td>$ 1,200</td>
</tr>
<tr>
<td>Tuition Refund Insurance**</td>
<td>$ 653.10</td>
<td>$ 923.58</td>
<td>$ 1047.90</td>
<td>$ 1089.90</td>
<td>$ 1,215.90</td>
<td>$ 1,276.38</td>
</tr>
<tr>
<td>Tuition*</td>
<td>$ 15,500</td>
<td>$ 21,990</td>
<td>$ 24,950</td>
<td>$ 25,950</td>
<td>$ 28,950</td>
<td>$ 30,390</td>
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</table>

*Lunch and Snacks are included in the tuition (except La Crèche/PK2).

** The 4.2% tuition refund insurance is only optional for the One Payment Plan. For all other plans, it is added and to be paid with the first installment.

Registration Fee and Building Fee are due with Enrollment Contract and are non-refundable.

*** New Student Fee is $1,200 and is for students who have not previously attended LIH.

First Tuition Payment and Tuition Refund Insurance are due June 1, 2022, and are non-refundable.

### Additional Fees: Exam Fees – Are not included with tuition and are the responsibility of the parents/guardians.

### Payment Plans

#### One-Payment Plan Without Tuition Refund Insurance

The balance of tuition is due in one installment payable by June 1, 2022. If enrolling after this date, the payment would be due 10 business days after enrolling.

#### One-Payment Plan with Tuition Refund Insurance

The balance of tuition is due in one installment payable by June 1, 2022. If enrolling after this date, the payment would be due 10 business days after enrolling.

#### Optional payment plan, for tuition only

_Tuition Refund Insurance and ACH are required for all multiple-payment plans._

ACH has a one-time enrollment fee of $50, waived if submitted before June 1st, 2022, or within 2 weeks of contract submission.

### Three Payment Plan (Finance fee - 3% of tuition)

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<tbody>
<tr>
<td>Payment 1 due: June 1st, 2022 (includes 4.2% tuition insurance)</td>
<td>$8,680.94</td>
<td>$12,276.14</td>
<td>$13,928.59</td>
<td>$14,486.85</td>
<td>$16,161.63</td>
<td>$16,965.52</td>
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<tr>
<td>Payment 2 due: Oct. 1st, 2022</td>
<td>$4,004.13</td>
<td>$5,662.43</td>
<td>$6,424.63</td>
<td>$6,682.13</td>
<td>$7,454.63</td>
<td>$7,825.43</td>
</tr>
<tr>
<td>Payment 3 due: Dec. 1st, 2022</td>
<td>$4,004.13</td>
<td>$5,662.43</td>
<td>$6,424.63</td>
<td>$6,682.13</td>
<td>$7,454.63</td>
<td>$7,825.43</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$16,689.20</strong></td>
<td><strong>$23,601.00</strong></td>
<td><strong>$26,777.85</strong></td>
<td><strong>$27,851.11</strong></td>
<td><strong>$31,070.89</strong></td>
<td><strong>$32,616.38</strong></td>
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### Ten Installment Payment Plan (Finance fee + 6% of tuition)

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<tbody>
<tr>
<td>Payment 1 due: June 1st, 2022 (includes 4.2% tuition insurance)</td>
<td>$2,340.58</td>
<td>$3,309.93</td>
<td>$3,755.47</td>
<td>$3,905.99</td>
<td>$4,357.55</td>
<td>$4,574.30</td>
</tr>
</tbody>
</table>
Instructional Material
Instructional materials mean all materials that are designed for use by students and their teachers as a learning resource and help students to acquire facts, skills, or opinions or to develop cognitive processes. Instructional materials may be printed or nonprinted, and may include textbooks, technology-based materials, laptops, iPads, other educational materials, and tests.

The cost of the Instructional Materials included in the tuition is:

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Books and Supplies La Crèche/18months to PK4/MS</td>
<td>$400</td>
</tr>
<tr>
<td>Books and Supplies Kinder/GS to 5th grade/CM2</td>
<td>$500</td>
</tr>
<tr>
<td>Books and Supplies 6th Grade/6ÈME to 8th Grade/ 4ÈME</td>
<td>$700</td>
</tr>
<tr>
<td>Books and Supplies 9th Grade/3ÈME to 12th Grade/ TLE</td>
<td>$800</td>
</tr>
</tbody>
</table>

The School will hold parents or guardians responsible for the cost of replacing a textbook or other learning material that is willfully defaced or not returned:

The parent or guardian of any minor who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school or personal property of any school employee, shall be liable for all damages so caused by the minor. Thus, wear or damage to instructional materials through ordinary use, or from manufacturing defect, would not apply.

REFUNDS
Tuition
The financial obligation to the School is for the full annual tuition as stated in the school’s enrollment/re-enrollment contract. The School cannot refund tuition or cancel unpaid obligations if a child(ren) **is dismissed or if the parent decides to withdraw** during the academic year for any reason.

During the admissions process, parents/guardians are made aware of the Tuition Refund Plan. If a child(ren) withdraws, the Tuition Refund Plan will pay benefits (subject to the terms of the policy and the amount insured) to the School who will collect any outstanding fees and refund any remaining balance to the parents.

Tuition will not be prorated for holidays, vacations, absences or emergency closures or any other reason.

After School Activities
A student who withdraws from the After-School extracurricular program before attending the selected activity will receive a full refund, less a $100.00 administrative fee per activity. All refunds must be requested in writing to the accounting department at accounting@lihouston.org. No refunds will be given after the first day of class. This pertains to all prepaid programs. This policy is strictly enforced.

The After School Extracurricular Activity or Aftercare Fee will not be prorated for late registration, holidays, vacations, absences, or emergency closures.
Absence and Make-Up Policy
In the event that the instructor is absent, and/or an After School Extracurricular Activity class must be cancelled (rainout, sick, etc.), the School will attempt to schedule a make-up lesson. However, due to scheduling conflicts, we cannot guarantee make-up lessons. The School will not offer refunds unless there are excessive class cancellations.

Cancellations/Changes
It may be necessary for an After School Extracurricular Activity class to be changed or cancelled. If the minimum enrollment is not met for each activity before the semester begins, the class will not be offered. Parents/Guardians will be contacted and will be given the option to transfer to another activity or receive a full refund.

Camp(s)
A student who withdraws from a Camp(s) program before attending will receive a full refund, less a $100.00 administrative fee per camp. All refunds must be requested in writing to the accounting department at accounting@lihouston.org. No refunds will be given after the first day of camp. This pertains to all prepaid camps. This policy is strictly enforced.

The Camp(s) will not be prorated for late registration, holidays, vacations, absences, or emergency closures.

The Camp(s) abides by the After School Extracurricular Activities and Aftercare absences, make-ups, and cancellation procedures.

LATE AND DELINQUENT PAYMENT FEES
Payments of tuition and fees not received by the due date are considered delinquent. A late fee of 3.0% will be assessed monthly on the current balance due.

STUDENT RIGHTS AND RESPONSIBILITIES
RIGHTS TO
The Lycée International de Houston wants all students to reach their full potential. To help students succeed, the School must be free of disruption. Students are asked to respect the rights of all members of the school family – teachers, administrators, parents, support staff, and other students. Discipline procedures are in place to ensure a safe, respectful environment in and around the School campus. Students have the right to:

• Be treated with courtesy, respect, and dignity.
• Attend school and be valued members of the school community.
• Learn in a safe environment that is free of bullying, harassment, and discrimination.
• Receive instruction to learn school behavior expectations and social and emotional skills.
• Access appropriate supports and services to succeed in school, including students who experience behavioral incidents in the classroom or school environment or who are the target of student conduct.
• Receive a written copy and clear explanation of the Behavior Education Plan including the process to appeal disciplinary decisions.
• Consistent implementation of the Behavior Education Plan and school policies.
• Tell their side of the story and/or report unfair treatment to a person in authority.
• Participate in decision-making to determine which interventions and consequences will be used in response to disciplinary issues.
• Maintain personal privacy. Personal belongings can be searched only if the Head of School has a reasonable suspicion that the student possesses evidence of a crime, stolen goods, drugs,
weapons or other illegal or prohibited items.

- Have a parent/guardian or advocate present at readmission from out-of-school suspension conferences, conferences with the Assistant Superintendent and throughout the expulsion process.
- Have a parent/guardian or advocate present at an investigatory interview by school staff for behaviors that may result in a severe disciplinary action.

**Right to Collective Expression and Display**
Any document meant to be displayed must first be approved by the Head of School and/or the Proviseur Adjoint for authorization. Anonymous postings are not authorized.

**Right to Be Received**
A student may request to be received by the Head of School, Proviseur Adjoint, teachers or any adult working at the School.

**Right to the Student Lounge**
The lounge is reserved for Middle and High School students. All students agree to act in a manner that is respectful of persons, facilities and the rules set forth in this Handbook while using the student lounge. Any student causing property damage or degradation will have to reimburse the cost of repairs and will be penalized.

**Right to Be Represented**
Delegates represent their classmates and handle communication between students and other members of the school community.

**RESPONSIBILITY TO**
- Show respect and courtesy to all students, staff, and school visitors. This includes respecting individual differences, cultural diversity, and the property of others.
- Attend school daily, be prepared for class, engage in classroom activities, and complete all assignments.
- Contribute to a safe learning environment by managing their own behavior and reporting harmful or dangerous situations to an adult.
- Understand and follow all school rules and instructions given by school staff.
- Bring only those materials to school that are allowed.
- Inform parents/guardians of school-related issues and give them any materials sent home by the school.

**STUDENT INFORMATION**

**STUDENT ATTENDANCE, ABSENCES, AND LATE ARRIVALS**
The Lycée International de Houston is committed to the philosophy that every student should attend every class, every period, every day. Daily attendance and promptness are expected in all classes and are essential for success in school.

Since attendance represents a critical component in the overall success of each student, when a student’s absenteeism is excessive, the school will send a letter to the student’s parents/guardians. The letter sets out the total number of student absences and the importance of school attendance. If the student’s attendance does not improve, the school will take additional steps to ensure the parent/guardian is aware of the student’s poor attendance.

Excessive absenteeism leads to academic failure resulting in a student having to repeat a grade. Regular school attendance is essential for a student to make the most of his or her education— to
benefit from teacher-led and school activities, to build each day’s learning on the previous day’s, and
to grow as an individual. Absences from class may result in serious disruption of a student’s mastery
of the instructional materials; therefore, the student and parent should make every effort to avoid
unnecessary absences. Two state laws—one dealing with the required presence of school-aged
children in school, e.g., compulsory attendance, the other with how a student’s attendance affects the
award of a student’s final grade or course credit—are of special interest to students and parents. They
are discussed below.

**Compulsory Attendance**
The attendance law of the State of Texas requires that children attend school until their 19th birthday
or until they graduate from high school. Furthermore, the law states that students must be present for
a minimum of 90% of the days that the class is offered in order to be promoted or receive credit for
course work in which they are enrolled. Regular, punctual attendance is important to your learning.

**Age 19 and Older**
A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each
school day until the end of the school year. If a student age 19 or older has more than five unexcused
absences in a trimester, the school may revoke the student’s enrollment. The student’s presence on
school property thereafter would be unauthorized and may be considered trespassing.

**Between Ages 6 and 19**
State law requires that a student between the ages of 6 and 19 attend school, as well as any applicable
accelerated instruction program, extended year program, or tutorial session, unless the student is
otherwise excused from attendance or legally exempt.

**Failure to Comply with Compulsory Attendance**

**All Grade Levels**
The School administration must investigate and report violations of the state compulsory attendance
law. A student absents without permission from school or from any class will be considered in
violation of the compulsory attendance law and subject to disciplinary action.

**Age 19 and Older**
After a student aged 19 or older incurs a third unexcused absence, the school will send the student a
letter as required by law explaining that the school may revoke the student’s enrollment for the
remainder of the school year if the student has more than five unexcused absences in a trimester. As
an alternative to revoking a student’s enrollment, the school may implement a behavior improvement
plan.

**Between Ages 6 and 19**
When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of
days within a four-week period, the school will send a notice to the student’s parent, as required by
law, to remind the parent that it is the parent’s duty to monitor the student’s attendance and to
require the student to come to school. The notice will also inform the parent that the school will
initiate truancy prevention measures and request a conference between school administrators and the
parent. These measures will include a behavior improvement plan, school-based community service,
or referrals to either in-school or out-of-school counseling or other social services. Any other
measures considered appropriate by the school will also be initiated.

**Attendance for Course Credit**
To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. If
a student does not attend a class 90% of the time, it is the policy of the School to allow the student to
make up the missed time in either Saturday School and/or Detentions prior to the end of the
trimester during the breaks in which the time was missed in order to come into compliance with the law and gain credit for the class in question. Students who are in violation of the attendance code and who fail to make up the amount of time required to be in compliance with the law will be denied credit for that class for that trimester. An attendance committee consisting of school administration and faculty will hear any appeals if a student or parent wishes to appeal a denial of credit brought about by failure to attend a class at least 90% of the days in the trimester.

Note: All absences, both excused and unexcused, count against the 90% attendance rule and for exemption purposes.

**ATTENDANCE RECORDS**

Effective beginning with the 2021-2023 school year:

1. Attendance will be taken at the start of each school day; attendance will also be taken at the start of each period unless otherwise directed by the Head of School or designee.
2. By the conclusion of each school day, all attendance information will be compiled and provided to the designated faculty and staff member(s) responsible for attendance.
3. The nature of an absence, tardiness and early departure will be coded on a student’s record. The coding system is consistent with regulations and based on a computerized student management system.
4. For students at any instructional level who arrive late for or depart early from scheduled instruction, tardiness or early departure will be recorded as excused or unexcused in accordance with the school’s attendance policy.
5. Student absences, tardiness and early departures data shall be available to and should be reviewed by the designated school personnel in an expeditious manner.
6. Where additional information is received that requires corrections to be made to a student’s attendance records, such correction will be made immediately. Notice of such a change will be sent to appropriate school personnel subject to applicable confidentiality rules.
7. Attendance data will be analyzed periodically to identify patterns or trends in student absences. If patterns emerge, school resources will be targeted to understand and eliminate barriers to attendance.
8. Students in the hallways who are absent from a class without excuse will be referred to the Head of School’s office.
9. Continuous monitoring will be conducted to identify students who are absent, tardy, or leave class or school early.
10. A student will be considered chronically absent if they have ten percent or more unexcused absences, tardiness, or early dismissals during a school year. Satisfactory attendance is missing five percent or less of a school year.

It is the school’s responsibility to maintain accurate/consistent attendance records. Teacher and/or School Life must enter attendance codes other within five days of a student’s absence from school. LIH will keep copies of all attendance records, including the Attendance Summary Reports (ASR) for a minimum of two years.

Teachers will maintain accurate Register of Attendance. Register of attendance is defined as any written or electronic record maintained for the purpose of recording the attendance, absence, tardiness, or early departure of a student.

**Excused Absences**

For an absence to be considered an excused absence (see table below).
<table>
<thead>
<tr>
<th>Level</th>
<th>Total # of Days Absent</th>
<th>Acceptable Reasons for a Student Absence to Be Considered Excused</th>
<th>Documentation Required within 10 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>One through nine</td>
<td>Any reason that the student’s parent or guardian approves. Parent or guardian note only</td>
<td>Parent or guardian note only</td>
</tr>
</tbody>
</table>
| 2     | 10 and above           | • Student illness (Note: to be deemed excused, an appropriately licensed medical professional must verify all student illness absences, regardless of the absence’s length).  
• Student’s observance of a religious holiday.  
• Death in the student’s family or other emergency beyond the control of the student’s family.  
• Mandated court appearances (additional documentation required).  
• Extraordinary educational opportunities preapproved by the School administrators. | Parent or guardian note and in some cases additional documentation |

* Note: The total number of days absent includes both excused and unexcused absences.

**Documentation**

Parent or guardian notes and other documentation are central to determining whether a student’s absence is excused or unexcused. While a note from a parent or guardian will likely be the most common form of documentation, other methods of reporting a student’s absence are acceptable. For example, a parent or guardian can report the student’s absence in person to an authorized school official, such as an attendance clerk. The table below details the different types of acceptable absence documentation and the required elements for each type.

<table>
<thead>
<tr>
<th>Parent or Guardian Note</th>
<th>In-Person Explanation from Parent or Guardian to an Authorized School Staff Member</th>
<th>School Nurse Evaluation (either in person or telephone consultation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates of absence</td>
<td>Dates of absence</td>
<td>Dates of absence</td>
</tr>
<tr>
<td>Reason for absence</td>
<td>Reason for absence parent or guardian reports</td>
<td>Reason for absence</td>
</tr>
<tr>
<td>Signature of parent or guardian</td>
<td>Name of parent or guardian reporting the absence</td>
<td>Date and location of the consultation</td>
</tr>
<tr>
<td></td>
<td>Date and location of the report by parent or guardian</td>
<td>Type of the consultation (i.e., did they see the student themselves or speak to a parent about the student)</td>
</tr>
<tr>
<td></td>
<td>Signature of staff member receiving report</td>
<td>Signature of school nurse</td>
</tr>
</tbody>
</table>
Unexcused Absences
A student’s absence from school shall be considered unexcused unless they meet one of the following criteria:

A. the absence meets the definition for an excused absence (including documentation requirements); or
B. the absence meets the definition of a disciplinary absence.

Disciplinary Absences
Absences that are the result of the School disciplinary action are excluded from these definitions.

Attendance Guidelines:
1. Daily Absence Reporting:
   - Parents/guardians should notify the school by telephone (reception) and/or by an email to both the teacher and School Life at SchoolLife@lihouston.org each day a student is absent.
   - If the parent/guardian fails to notify the school, the school will attempt to contact the parent/guardian after two (2) days of continued absence.
   - All absences, including those approved in advance by parents/guardians or school officials, except those for school-sponsored activities, will count against a student’s attendance.
   - The school encourages parents/guardians to schedule doctor and dental appointments after school hours.
   - Excessive absences may affect a student’s academic achievement.
   - Parents/guardians may be required to submit supporting documentation in order to excuse the absence of their student if student absenteeism is excessive. For example, in order for the absence to be excused, parents/guardians may be asked to submit written notification from a licensed physician stating the reasons why a student is unable to attend school.

2. Requests to Leave School: Parents/guardians must notify the School Life and their child(ren)’s respective teachers if their child(ren) needs to leave for an appointment. If parents/guardian cannot be reached regarding a request to leave school, individuals designated as an emergency contact may be contacted to pick the student up from school or asked to approve the student’s release from school. Students must check out through the attendance office or nurse’s office for their absence to be considered excused. Students who leave school without prior parental consent and without checking through the office will be receive disciplinary action.

3. Tardiness: A student is tardy if she or he is not present at the start of class. A student arriving late to class after 10 minutes without proper authorization is considered truant. A student arriving late to school must report to the front office for a tardy pass to his or her first class. Students who are frequently tardy, either at the beginning of the day or to classes during the day, may be subject to disciplinary measures.

4. Upon arrival to school grounds: Once arriving at school, students must remain on school grounds and in the building until dismissal.

TARDY POLICY
The Lycée International de Houston’s Tardy Policy has been developed to emphasize the importance of each student being in the classroom for the entire period, as well as arriving on time to school every day. Learning the responsibility of getting to class on time is an integral part of the School’s standard of excellence, which prepares students for success.
In our school, instructional time is viewed as a precious resource. Consequently, we view chronic tardiness as a serious problem. We need your support in ensuring students make maximum use of class time and learn to be punctual. Instruction begins at 8:00 A.M. Beginning the day promptly is important and demonstrates commitment to success.

**The student’s responsibility** is to consistently improve personal efficiency in utilizing passing time, planning the quickest route while still moving safely with the hall traffic. Teachers will encourage students and parents will support students, but it is still the student’s responsibility to BE ON TIME!

**The teacher’s responsibility** is to encourage students to discover the best routine for the most efficient use of passing time. Teachers will be standing at the classroom door to supervise students during passing time and to encourage students to be punctual to class.

**The parent’s responsibility** is to discuss this policy with their child, reinforcing the student’s ability to meet this responsibility of learning promptness, and supporting the necessity for the school’s establishing immediate consequences to prevent chronic tardiness.

Students should be inside the school by **7:30 A.M.** After **8:00 A.M.**, they must report to class. If student is late, he or she must report to the reception office to get a pass to go to class. Oversleeping, car/traffic problems, etc. are all unexcused. Problems with tardiness to school may require adjustments in the family’s morning schedule. Tardies are excusable by a school official under the following circumstances:

1. court appointment  
2. Illness of the student  
3. Student has a doctor appointment

A note or phone call from a parent or a professional note from a doctor/dentist will be required to verify the above.

**Consequences for repeated tardiness to school within a trimester** are as follows:

<table>
<thead>
<tr>
<th>The number of tardiness to school</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>5th-9th tardy</td>
<td>A conference with student and a call to parent.</td>
</tr>
<tr>
<td>10th –14th tardy</td>
<td>A parent conference or call to parent. An attendance plan will be created with Administration. Possible in-day Suspension</td>
</tr>
<tr>
<td>15th or more Tardies</td>
<td>A parent conference or call to parent. Student will receive a referral and a one-day suspension.</td>
</tr>
</tbody>
</table>

The days of suspensions will increase if he continues to be tardy. **If your child is suspended from school, he or she will not be allowed to attend school or participate in school-related activities for a period of one school day to a maximum of 20 school days.** Students that are suspended from school are not subject to re-entry requirements.

The Head of School or Proviseur Adjoint have the right to substitute an alternative disciplinary intervention for repeated offenders.

**DEFACING SCHOOL PROPERTY**

We take great pride in our campus and have expectations of our students being able to enjoy it for many years in the future. As a result, defacing of any furniture or other school property is a serious
matter and may lead to suspension or possible expulsion. Parents will be held responsible for the replacement item and additional disciplinary measures may also be applied.

**GRADE CONVERSION-FRENCH-UNITED STATES-GPA**

There is no accurate formula for converting scores between the French 0–20 scale and American grades, and there are several reasons why the systems are not entirely commensurate.

French and American grading both use scales based on multiples of 10, so logically speaking, transferring grades from one system to the other should be simple.

Nothing could be further from the truth, however.

Not only are the values assigned to the scales entirely different (the French 10/20 is a far cry from the American 50/100), but the diversity and odd weighting of the U.S. system—which varies from one state/district/school to the next and essentially only occupies the upper end of the grading scale—associated with the subjectivity and variability of grading in the French system, all make it incredibly hard to find precise correspondences between the two.

To create a grade conversion, firstly, the School determined that universities use the Grade Point Average (GPA) scale to compare to the French grading system to US equivalency:

<table>
<thead>
<tr>
<th>Grade Points</th>
<th>French System Equivalents for Exchange Program Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.00</td>
<td>17-20</td>
</tr>
<tr>
<td>3.70</td>
<td>16</td>
</tr>
<tr>
<td>3.30</td>
<td>15</td>
</tr>
<tr>
<td>3.00</td>
<td>14</td>
</tr>
<tr>
<td>2.70</td>
<td>13</td>
</tr>
<tr>
<td>2.30</td>
<td>12</td>
</tr>
<tr>
<td>2.00</td>
<td>11</td>
</tr>
<tr>
<td>1.70</td>
<td>10</td>
</tr>
<tr>
<td>1.00</td>
<td>6-9</td>
</tr>
<tr>
<td>0.00</td>
<td>0-5</td>
</tr>
</tbody>
</table>

The US grading system has GPA conversion charts for the 100% grading scale. Using the GPA as a common correlation, allowed the School to generate a grade conversion from the US to the French grading system. The Grading Conversion Chart for the School is:

<table>
<thead>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>100%</td>
<td>4.0</td>
<td>11.5</td>
<td>75%</td>
<td>2.0</td>
<td>6.7</td>
<td>50%</td>
<td>0.0</td>
<td>3</td>
<td>25%</td>
<td>0.0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19.5</td>
<td>99%</td>
<td>3.95</td>
<td>11</td>
<td>74%</td>
<td>1.8</td>
<td>6.5</td>
<td>49%</td>
<td>0.0</td>
<td>3</td>
<td>24%</td>
<td>0.0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>98%</td>
<td>3.9</td>
<td>11</td>
<td>73%</td>
<td>1.6</td>
<td>6.3</td>
<td>48%</td>
<td>0.0</td>
<td>3</td>
<td>23%</td>
<td>0.0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>97%</td>
<td>3.85</td>
<td>10.5</td>
<td>72%</td>
<td>1.4</td>
<td>6</td>
<td>47%</td>
<td>0.0</td>
<td>3</td>
<td>22%</td>
<td>0.0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17.7</td>
<td>96%</td>
<td>3.8</td>
<td>10</td>
<td>71%</td>
<td>1.2</td>
<td>6</td>
<td>46%</td>
<td>0.0</td>
<td>3</td>
<td>21%</td>
<td>0.0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17.5</td>
<td>95%</td>
<td>3.75</td>
<td>10</td>
<td>70%</td>
<td>1.0</td>
<td>6</td>
<td>45%</td>
<td>0.0</td>
<td>2.7</td>
<td>20%</td>
<td>0.0</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
REPORT CARDS

In la Crèche and PK2 to KG, there are two report periods: January and June. The prekindergarten classes report on the developmental stages at the appropriate level in early childhood. The objectives that will be assessed during the year are set forth by the School and are reflected in the preschool curriculum. While children have their own individual timetables for development, all children go through stages. Stages are an important component of a child’s development because a specific set of criteria must be met and mastered at each stage before the child is able to move to the next stage of development. These stages will be assessed during the school year.

In 1st grade through 12th grade, there are three report periods: November, March, and June. The format of the report card changes from grade to grade. The reports have been designed by the teachers to include and emphasize the areas that they feel are developmentally important. Written comments accompany each report card to provide added insight to each child's progress. Report cards are intended to communicate with the parents. Comments are written on an adult level, and are not, unless specifically stated, directed at the student.

Progress Reports

It is essential that students’ progress in school be fully communicated to their parents. It is mandatory after the first 6-week period in a trimester for grades 1 to 12. The reports will be clear, concise, and accurate, and will provide a basis of understanding among teachers, parents, and students for the benefit of the individual students. The student’s present status, teacher’s comments and recommendations will be reported. Teachers must have these reports in on time. The Head of School and Proviseur Adjoint will develop progress report forms or cards in accordance with this policy.

• Parents will be informed regularly as to the progress their children are making in school.
• Parents will be alerted and conferred with as soon as possible when a student’s performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
• Distinctions will be made between a student’s attitude and academic performance.
• At comparable levels, the school will strive for consistency in grading and reporting except as this is inappropriate for certain classes or certain students.
• When no grades are given, but evaluation is made informally in terms of the student’s own progress, such evaluation will be a realistic appraisal of the skills developed by the student.

Progress reports are also to be used as a means of promoting student achievement.

**LIBRARY**

The School Library serves preschool to secondary students. It is open from 7:50 am to 4:30 pm, Mondays through Fridays. At all times, the Library should be utilized as an academic resource center. Students are not allowed in the Library without a teacher. Parents wishing to use the library should contact the librarian.

Currently, students are required to sign up for a Houston Public Library card and the MY Link Library Card at [https://houstonlibrary.org/find-it/my-link](https://houstonlibrary.org/find-it/my-link). The My Link Card gives our students:

- Access to more than six million books, e-books, DVDs, magazines, and research materials that make up the HPL collection.
- Access to more than 130 electronic resources which include streaming music, videos, images, audiobooks, and countless other subject-based websites and databases.
- Access to books and materials at other libraries, nationally and internationally, through our Interlibrary Loan program.
- Free Wi-Fi and computer access at all HPL Locations.
- Device checkout including mobile hotspots, laptop, and tablets. Library card must be at least 30 days old and without any outstanding fines or fees.

Through the generosity of the Houston Accueil, the School Library has a large selection of French texts. The School opens the Library to the public from 11:00 AM to 12:00 PM the first and third Saturday of each month to support our French community.

**The School Library Policy for Overdue, Lost or Damaged Library Books**

Lycée International de Houston does not charge fines for overdue library books; however, if a book has been lost or damaged, the student and parent/guardian are responsible to pay for the book.

1. There are no charges for overdue books and students are encouraged to return books on the date they are due. (Books are checked out on a two-week time period.)
2. The Librarian may send overdue notices to parents:
   a. After a book has not been returned in 4 weeks
   b. At mid-term
   c. In May before the end of the school year
3. Overdue lists may be run on a monthly basis and provided to teachers, parents, or legal guardians. All overdue notices sent out must be treated in a confidential manner.
4. Lost or Damaged books
   a. If books are lost the student or parent/guardian is responsible for payment.
   b. The student is charged the price on the “catalog” record.
   c. Once payment has been received, a receipt should be given to the person who is paying for the item.
5. Damaged Books
   a. Books damaged beyond repair and cannot be circulated must be paid for by using the guidelines of lost books.
   b. Books damaged and can be repaired will not have a charge.
6. Students Withdrawing from School
   a. Students withdrawing from school should return all books and the administrative personnel charged with the student withdrawal will notify the student and parent of any books that are still checked out.

HOMEWORK AND LANGUAGE ENRICHMENT
The School acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools. "Homework" shall refer to those assignments to be prepared outside of the classroom by the student. It should be further understood that homework assignments encourage the student to accept a stronger role in his/her educational responsibilities. In an effort to support classroom instruction, the School offers homework support from 3:30 pm to 4:30 pm daily.

In PK3 to KG, the School offers language enrichment activities and aftercare from 3:30 pm to 4:30 pm daily. For example, a possible schedule could contain the following: Monday may have ESL, Tuesday Aftercare, Wednesday FLE, Thursday Aftercare, and Friday ESL or FLE. (varies each term and subject to change without notice).

MOVEMENT WITHIN THE LIH CAMPUS

Indoors:
La Crèche and Pk2 children are never left unattended. The La Crèche and PK2 students have class, lunch, and a nap in the same classroom.

Preschool (PK3 and KG) students move in groups within the school under the supervision of an adult. Preschool students are not permitted to go to the bathroom or leave the classroom without adult supervision.

Elementary School students move in groups within the school under the supervision of an adult. Elementary School students are permitted to go to the bathroom during class with permission from the teacher and obtain a “pass”.

Middle and High School students are free to move inside the School with the condition that they respect the premises, equipment, and staff and within the limits of teaching or educational activities. Between classes, students must go from one classroom to the other immediately. Once in front of the classroom, students must line up quietly and wait for the teacher to open the door. Students are not authorized to enter classrooms without an adult.

Outdoors:
ALL STUDENTS ARE SUPERVISED BY ADULTS AT RECESS.

La Crèche, PK2, and PK3 students have a dedicated outdoor play area designed for smaller children. PK4 and Kindergarten students use the covered Olympic playground or the outdoor playground and are kept on a separate schedule from Elementary, Middle, and High School students.

Elementary, Middle, and High School students use the covered Olympic playground or the outdoor playground.

Social Distancing
The School will practice social distancing when possible. Due to the size of our student body and our facilities it will be possible most of the time. In classrooms, student seating may be arranged to all face in the same direction and will be spaced as far apart at least six (6) feet apart.

On buses, TMI will be placing one student per seat (siblings may sit together).
At lunch, we will maximize available spaces for distancing.

**CAFETERIA RULE**

**Expected lunch time behavior:**

1. Students are to be escorted to lunch area by their teacher in an orderly manner. Running or loud talking is not permitted.
2. Students are expected to line up single file in the cafeteria area in the assigned area. Cutting into the lunch line is not permitted. Students found cutting in line are to be placed at the end of the entire line. Students may not save places in line.
3. Students are expected to eat in a polite, quiet, and acceptable manner at assigned tables. No throwing of food, yelling, running, selling, or trading of food is permitted.
4. Student respect of campus supervisors and all other personnel assisting with lunch operations is mandatory. Students are to follow the instructions of all adults on duty.
5. Campus supervisors have the responsibility and authority to discipline students in accordance with school guidelines.
6. Each student is responsible for the disposal of his/her trash in an appropriate receptacle. All students must leave their eating area clean, including food, paper, and spilled liquids.
7. At the conclusion of an eating period of at least ten minutes, an adult on duty will signal to students that they may prepare for dismissal. When trash is picked up, students will be dismissed to line up quietly and wait for a campus supervisor to release them to the playground.
8. Students are not allowed to leave school during lunch or recess unless authorized through the office.

**Violations of Cafeteria Rules:**

Lunch Detention: Students who misbehave in the cafeteria may be assigned to one or multiple lunch detentions. These will be served in the detention room. Students who earn lunch detentions may not return to the cafeteria and will be denied cafeteria privileges until the detention is properly served.

**MEALS AND SNACKS**

The School promotes healthy, high-quality school meals, recognizing that children need adequate, nourishing food in order to learn, grow and maintain good health. The catered lunch provides a variety of healthy, fresh food selections for children adapted to their ages. Meals consist of one main dish with a side, a salad, and a dessert. Our caterer provides a home-style hot lunch and specializes in using ingredients that are responsibly sourced, seasonal, and of high quality while minimizing environmental impact. Our lunches do not use ingredients containing tree nuts or peanuts. Pork will not be served. Daily menus are posted in the atrium TV screen, the weekly newsletters and on the School website under the School Life link. All PK3 to 12th grade children eat in the cafeteria under adult supervision. Student may bring their lunch but will eat with their classmates in the cafeteria.

The School students are served a variety snacks a week depending on the length of time in school. In planning on what snacks are purchased, the School uses a color-coding system (this is a sample list):

1. **Green (Everyday)** – cheese, fruits such as apples, oranges, mandarins, bananas.
2. **Amber (Select Carefully)** – yogurt smoothies, pretzels, cookies, applesauce, bread rolls, cereal bars.
3. **Red (Occasionally)** – fruits gummies, cupcakes (birthdays), brownies.

Of course, parents are most welcome to send snacks of their choosing with their children.

For health reasons, food should not be exchanged with or given to other students. Chips, candy,
chewing gum and soda are not allowed on campus. Please do not bring glass bottles on campus as these pose a safety hazard and will be confiscated.

La Crèche and PK2 children must bring their own snacks and lunch. Snacks and lunch are eaten in their classrooms with their teacher.

**Allergies:**
The School strives to maintain a “nut free, peanut free” environment. Due to the prevalence of food allergies, especially peanut allergies, please do not include peanut butter, peanut products, or other nut butter or nut products as part of a student’s lunch or snack.

Parents/guardians and students are responsible for protecting all student against exposure to allergens. If a student has a severe allergy, it should be documented with Magnus Health medical form which will be kept on file at the School Clinic via a doctor’s written report.

**UNIFORMS AND DRESS CODE**
At Lycée International de Houston, our uniform and dress code, create our school identity, loyalty, and the seriousness of excellence. Our goal is that the students be neat in appearance and reflect pride in themselves and in the school. Uniform contributes to establishing pride and loyalty in our students and community, promoting our school values: **Excellence, Rigor, and Kindness.**

**Excellence:** Teachers implement classroom instruction that combines current academic standards with research-based and innovative practices.

**Rigor:** Teachers employ effective best practices, including cross-curricular and differentiated instruction, and critical thinking and problem-solving strategies.

**Kindness:** Teachers provide children a healthy dose of warmth and empathy in order to flourish as healthy, happy, well-rounded individuals.

**Where to Make Uniform Purchase:**
Dennis Uniform, [www.dennisuniform.com](http://www.dennisuniform.com)

**Address**
7613 Katy Fwy Suite G, Houston, TX 77024, USA

**Phone**
(713) 357-9902

**Hours**
- Monday: 11:00 AM – 6:00 PM
- Tuesday: 11:00 AM – 6:00 PM
- Wednesday: 11:00 AM – 6:00 PM
- Thursday: Closed
- Friday: Closed
- Saturday: 10:00 AM – 2:00 PM
- Sunday: Closed

**Items that may be purchased only through Dennis Uniform are in BLUE**

Students should arrive at school properly dressed in compliance with the uniform policy for the day and remain properly dressed for the entire school day. Compliance with the school uniform is mandatory. It is important for parents/guardians to help the school by ensuring that their child(ren) comes to school appropriately dressed, clean, neat, and orderly every day. Uniforms must be in good repair (no rips, tears, or holes) and fit properly. We want to remind you that our uniform dress code
policy will be strictly enforced.

**If a student does not come to school in the proper dress uniform, parents/guardians will be called to deliver an appropriate one to school.** The preschool parents/guardians are required to leave a change of clothes that will remain at the school in case of accidents (restroom, food, or art-related incidents as well).

- Shirts must be tucked in at all times.
- Skirts must be no more than 2 inches above the knee.
- Uniforms should be pressed.
- Students may not wear caps or hats indoors.
- Facial jewelry, such as eyebrow rings, nose rings, and lip or tongue studs are not allowed.
- Students should always arrive on campus properly dressed.
- The School is not responsible for lost jewelry, so please limit expensive jewelry.
- Any personal accessories including, but not limited to jewelry or hair accessories may be deemed inappropriate and therefore forbidden at the discretion of the School.

**Inappropriate dress and attire**

- Jeans, ripped pants, and clothes that are too short are not allowed on campus. Underwear must not be visible.
- We ask that jewelry be kept to a minimum so as not to pose a safety hazard. Facial jewelry is not allowed, apart from discrete earrings for girls. Hair accessories should be kept to a minimum and of the School colors (navy blue, grey, white).
- Shoes must be closed: flip-flops and crocs are not allowed for safety reasons, and neither are shoes on wheels or with lights. All shoes must be solid black or dark blue. Socks, tights, or stockings must be white. White or grey socks can be worn by middle/high school boys.
- Hair must be kept neat and orderly and of natural color (no hair color such as blue, purple, red, pink, or any artificial color). Hats and caps may not be worn indoors. Nail polish should remain neutral.
- Conspicuous symbols and commercial logos are not allowed.

**Uniform By Level/Grade**

**La Creche/18 months**

La Creche/18 months are not required to wear a uniform. Clothing must remain school colors which are Navy Blue, White, and Grey.

**Shoes:**

At this age, any set of trainers or shoes that fit well and may be worn with socks.

Socks must be in School colors (White, Navy Blue, or Gray)

(Please no slip-on shoes or flip-flops)

**Cold Weather:**

- Micro Fleece Jacket with School logo
- Zip Front Microfleece Jacket with School logo
- Full Zip Hooded Cardigan with School logo
- Long Sleeve Scallop Edge Cardigan with School logo

**Hair and Jewelry:**

Hair longer than shoulder length should be tied up.

Accessories and Jewelry: A simple pair of stud earrings, school color Headbands and Hair Accessories are allowed ONLY.

Please send the following to school for your child to keep in his or her cubby:
• Extra change of clothes

TPS/Pre-K 2
Girls

Dresses:
Blue Plaid Jumper with School logo

Shirts:
White Short Sleeve Peter Pan shirt (Navy Piping),
White Short Sleeve Feminine Fit Jersey Polo

(All blouses/shirts must have the school Logo and shirts always tucked in)

Bottoms:
Biker shorts, Leggings, Opaque Knit tights

Shoes and Socks:
All black shoes or trainers (can substitute Velcro for laces)
Ruffle ankle socks.

Cold Weather:
Micro Fleece Jacket with School logo
Zip Front Microfleece Jacket with School logo
Full Zip Hooded Cardigan with School logo
Long Sleeve Scallop Edge Cardigan with School logo

Formal Uniform:
Feminine Fit Long sleeve Oxford shirt (white)
Pearl Snap Crossover Tie (Navy Blue/Silver)
White Ruffle plaid ankle socks

Hair and Jewelry:
Hair longer than shoulder length should be tied up.
Accessories and Jewelry: A simple pair of stud earrings, school color Headbands and Hair Accessories are allowed ONLY.

Please send the following to school for your child to keep in his or her cubby:
Extra change of clothes

Boys

Shirts:
Short-Sleeve Pique Polo
Long Sleeve Pique Polo

(All shirts must be Navy Blue or Grey with school Logo and shirts always tucked in)

Bottoms:
Pull-On Pants/Shorts
Performance Flat Front Pants/Shorts
Harbour Flat Front Pants/Shorts

Shoes, Socks, and Belt:
All black shoes or trainers (can substitute Velcro for laces)
Belt (elastic Navy-Blue belt)
Crew Socks (White, Navy Blue, or Gray)

Cold Weather:
Micro Fleece Jacket with School logo
Zip Front Microfleece Jacket with School logo
Full-Zip Hooded Cardigan with School logo
Long Sleeve Scallop Edge Cardigan with School logo

Formal Uniform:
Oxford shirt Long Sleeve (White with School Logo)
Necktie
Navy Blue crew socks
Elastic Navy-Blue Belt
Items that may be purchased only through Dennis Uniform are in blue.

**PS/MS-Pre-K 3/Pre-K4**

**Girls**

**Dresses:**
Blue Plaid Jumper with School logo

**Shirts:**
White Short Sleeve Peter Pan shirt (Navy Piping),
White Short Sleeve Feminine Fit Jersey Polo

*(All blouses/shirts must have the school Logo and shirts always tucked in)*

**Bottoms:**
Biker shorts, Leggings, Opaque Knit tights

**Shoes and Socks:**
All black shoes or trainers (can substitute Velcro for laces)
Ruffle ankle socks.

**Cold Weather:**
Micro Fleece Jacket with School logo
Zip Front Microfleece Jacket
Full-Zip Hooded Cardigan
Long Sleeve Scallop Edge Cardigan

**Formal Uniform:**
Feminine Fit Long sleeve Oxford shirt (white)
Pearl Snap Crossover Tie (Navy Blue/Silver)
White Ruffle plaid ankle socks

**Hair and Jewelry:**
Hair longer than shoulder length should be tied up.

**Boys**

**Shirts:**
Short-Sleeve Pique Polo
Long Sleeve Pique Polo

*(All shirts must be Navy Blue or Grey with school Logo and shirts always tucked in)*

**Bottoms:**
Pull-On Pants/Shorts
Performance Flat Front Pants/Shorts
Harbour Flat Front Pants/Shorts

**Shoes, Socks, and Belt:**
All black shoes or trainers (can substitute Velcro for laces)
Belt (elastic Navy-Blue belt)
Crew Socks (White)

**Cold Weather:**
Micro Fleece Jacket with School logo
Zip Front Microfleece Jacket
Full-Zip Hooded Cardigan
Long Sleeve Scallop Edge Cardigan

**Formal Uniform:**
Oxford shirt Long sleeve (white with school logo)
Necktie
Navy Blue Socks
Accessories and Jewelry: A simple pair of stud earrings, school color Headbands, and Hair Accessories are allowed ONLY.

Other Dress Code Policies:
All bottoms must be Navy Blue, no other color bottoms will be allowed on campus
No slip-on shoes, flip flops, no color other allowed, e.g., no colored soles, laces, sparkle or logos, no light up or roll shoes

Please send the following to school for your child to keep in his or her cubby:

• Extra change of clothes

GS-CM2/KG-5th grade

Girls

Dresses:
Blue Plaid Jumper with School logo

Shirts:
White Short Sleeve Peter Pan shirt (Navy Piping),
White Short Sleeve Feminine Fit Jersey Polo

(All blouses/shirts must have the school Logo and shirts always tucked in)

Bottoms:
Biker shorts, Leggings, Opaque Knit tights

Shoes and Socks:
All black shoes or trainers (can substitute Velcro for laces)
Ruffle ankle socks.

Cold Weather:
Micro Fleece Jacket with School logo
Zip Front Microfleece Jacket
Full-Zip Hooded Cardigan

Boys

Shirts:
Short-Sleeve Pique Polo
Long Sleeve Pique Polo

All shirts must be Navy Blue or Grey with school Logo and shirts always tucked in)

Bottoms:
Pull-On Pants/Shorts
Performance Flat Front Pants/Shorts
Harbour Flat Front Pants/Shorts

Shoes, Socks, and Belt:
All black shoes or trainers (can substitute Velcro for laces)
Belt (elastic Navy-Blue belt)
Crew Socks (White)

Cold Weather:
Micro Fleece Jacket with School logo
Zip Front Microfleece Jacket
Full-Zip Hooded Cardigan
Long Sleeve Scallop Edge Cardigan

Formal Uniform:
Feminine Fit Long sleeve Oxford shirt (white)
Pearl Snap Crossover Tie (Navy Blue/Silver)
White Ruffle plaid ankle socks

Hair and Jewelry:
Hair longer than shoulder length should be tied up.
Accessories and Jewelry: A simple pair of stud earrings, school color Headbands, and Hair Accessories are allowed ONLY.

Other Dress Code Policies:
All bottoms must be Navy Blue, no other color bottoms will be allowed on campus
No slip-on shoes, flip flops, no other color allowed, e.g., no colored soles, laces, sparkle or logos, no light up or roll shoes

P.E Uniform
Physical Education Uniform Shirt and Shorts (Available in Admissions)

6ème-Terminale/6th Grade – 12th Grade

Girls
Skirt:
Plaid Waist Box Pleat Skirt

Shirts:
Short-Sleeve Feminine Fit Jersey Polo (Navy Blue or Gray)
(All blouses/shirts must have the school Logo and shirts always tucked in)

Boys
Shirts:
Short-Sleeve Pique Polo
Long Sleeve Pique Polo
(All shirts must be Navy Blue or Grey with school Logo and shirts always tucked in)

Bottoms:
Pull-On Pants/Shorts
Performance Flat Front Pants/Shorts
Biker shorts, Leggings, Opaque Knit tights

**Shoes and Socks:**
All black shoes or trainers (can substitute Velcro for laces)
Crew White Socks

**Cold Weather:**
Micro Fleece Jacket with School logo
Zip Front Microfleece Jacket
Full-Zip Hooded Cardigan
Long Sleeve Scallop Edge Cardigan

**Formal Uniform:**
Gabardine Regular Blazer with School logo
Oxford shirt Long Sleeve Shirt (White with School Logo)
Feminine Fit Long sleeve Oxford shirt (white)
Pearl Snap Crossover Tie (Navy Blue/Silver)
White crew socks

**Hair and Jewelry:**
Hair longer than shoulder length should be tied up.
Accessories and Jewelry: A simple pair of stud earrings, school color Headbands, and Hair Accessories are allowed ONLY.

**Other Dress Code Policies:**
All bottoms must be Navy Blue, no other color bottoms will be allowed on campus
No slip-on shoes, flip flops, no color other allowed, e.g., no colored soles, laces, sparkle or logos, no light up or roll shoes

Harbour Flat Front Pants/Shorts

**Shoes, Socks, and Belt:**
All black shoes or trainers (can substitute Velcro for laces)
Belt (elastic Navy-Blue belt)
Crew Socks (White)

**Cold Weather:**
Micro Fleece Jacket with School logo
Zip Front Microfleece Jacket
Full-Zip Hooded Cardigan
Long Sleeve Scallop Edge Cardigan

**Formal Uniform:**
Gabardine Regular Blazer with School logo
Oxford shirt Long Sleeve Shirt (White with School Logo)
Necktie
Navy Blue Socks
Leather Black Belt

**P.E Uniform**
Physical Education Uniform Shirt and Shorts (Available in Admissions)

Items that may be purchased only through Dennis Uniform are in blue.
Formal Uniform Policy

Students will be required to wear the Formal uniform for all school events, graduation, picture days, and when asked by the Head of School. For students who do not come to school in the proper Formal Uniform parents/guardians will be called to deliver the proper Formal Uniform. The school will not have Formal uniforms in stock for students to borrow for events.
Compliance with the school uniform is mandatory. Parents/guardians need to help the school by ensuring that their child(ren) comes to school appropriately dressed, clean, neat, and orderly every day. We want to remind you that our uniform dress code policy will be strictly enforced.

**Formal Uniform Items:**

**Boys-**
- Boys Gabardine Blazer (with School logo)
- Long sleeve Oxford shirt (White with School logo)
- Necktie
- Navy trousers
- Black Belt
- Navy Crew socks
- Black shoes

**Girls-**
- Girls Gabardine Blazer (with logo)
- Long Sleeve Feminine Fit Oxford shirt (white with School logo)
- Plaid Jumper with School logo (Preschool and Elementary)
- Plaid Waist Box Pleat Skirt (Middle and High)
- White Crew socks
- Black shoes

Shirts must be in proportion to body size and always tucked in

Hair longer than shoulder length should be tied up.

Accessories and Jewelry: A simple pair of stud earrings, school color Headbands and Hair Accessories are allowed ONLY.

**Physical Education Uniform**

Physical Education uniforms are purchased on the Lycée International de Houston website under School Life/Uniforms.

For Kindergarten – 3rd grade students, on days scheduled for PE, students shall wear their regular uniform. Students may wear white or navy socks with basic tennis shoes. For cold days, students may wear unmarked and properly sized navy warm-up suits purchased from any store.

For 4th - 12th grade students, must bring their PE uniforms. They will change into these clothes for PE and then change back into the daily uniform.

**Masks**

Some students, faculty, and staff will need to wear masks at times. Masks will be required on buses, while entering and exiting the school building, while picking up food in the cafeteria line, in restrooms, in the health clinic and in hallways.

Masks will also be required for certain classrooms or classroom activities. The School understand that students may experience mask fatigue and teachers will provide times throughout the day for students to take a mask break, creating safe conditions for these breaks to occur.

Students should plan to have two masks that meet health guidelines as part of their back-to-school supplies. Cloth masks, neck gaiters, or disposal masks are acceptable. Bandanas are not approved for use as a mask. Face shields will be used by some staff and students in certain situations.

**Uniform Violation**

During the course of a day, students who are observed in violation of the Uniform Dress Code will be asked to remedy the situation at school. If the student cannot remedy the problem while at school, a parent is called either to bring the appropriate items to school or to take the student home to change and a documented warning is given.
Uniform Violation and Consequences

- 1st Violation - Documented Warning
- 2nd Violation - Disciplinary Referral
- 3rd Violation - Disciplinary Referral/Parent Contact
- 4th Violation – Parent must bring proper uniform (1) Detention*
- 5th Violation – Parent must bring proper uniform (2) Detentions*
- 6th Violation – (1) Saturday School

Additional violations will be handled at the discretion of the administration.

*Parent must bring proper uniform or child will be sent home.

STUDENT PARKING
Limited parking is available for students in the east parking lot. Students can purchase a parking permit for $150.00. Students must display a parking permit in the vehicle. To obtain a parking permit, a student must furnish:

- a valid driver’s license
- current proof of liability insurance for vehicle(s) and coverage for student driver
- the license plate number of the vehicle(s) that the student will be driving.

Parking permits must be displayed on the rearview mirror with the permit number visible. Drivers must park in their assigned space. While every reasonable attempt is made to ensure security, parking on campus is at the vehicle operator’s own risk. LIH assumes no responsibility for accidents or the loss of property in the school parking lot. Security efforts demand that students leave their vehicles immediately upon arrival in the parking lot. Students are not allowed to access their vehicles during the instructional day without administrative or officer approval. The speed limit in the parking lot is 5 mph. No vehicle should remain on the school property after dismissal. Parking Violations Failure to comply with LIH parking regulations can result in a number of actions including ticketing, the towing of the vehicle at the owner’s expense, and disciplinary action. In addition, violations of LIH parking regulations can result in the revocation of campus parking privileges.

Bicycles do not require a parking permit. However, a parking permit is required for motorcycles. Students who bring bicycles onto campus should secure them with a strong chain as protection against theft. Students are urged to lock their cars and motorcycles. Items of value should be locked in car trunks. The school is not responsible for any damage to or theft from autos, motorcycles, or bicycles parked on school grounds.

SCHOOL FIELD TRIPS
Students may have the opportunity to participate in local field lessons when they are offered by LIH. Students must meet specific requirements as defined by your school such as grades, attendance, and behavior in order to be eligible for participation. A student must return a completed permission or opt out form to participate in any field trip. Failure to return a signed permission form prior to the deadline may result in a student being prevented from participating. Parents/guardians are invited to volunteer on field trips when opportunities are available.

BIRTHDAYS AND CELEBRATIONS
The School promotes an all-inclusive environment. As such, the entire class must be invited, or no birthday or party invitations may be distributed on campus.
Classroom birthday celebrations should be coordinated with the teacher and the school nurse. Parents may only provide cupcakes, cookies, 100% fruit juice, or water for their child’s birthday. These items must be purchased rather than homemade to ensure that they are prepared in an environment with a Certified Food Handler. In class birthday celebrations must be scheduled the last 20 minutes of the final class of the day.

Please make sure that the treats are in individual, easy-to-serve portions. Parents must provide serving utensils, napkins, and/or plates, if needed. Please check with your child’s teacher before purchasing any treats or drinks to find out his/her birthday treat guidelines.

Moreover, please be thoughtful to the teacher as they accommodate the needs of all students. For example, **do not bring food with nuts** or an ingredient known to contain an allergen that could cause an allergic reaction for a classmate. The School can only serve commercially prepared food with clear ingredient labeling so students with food allergies are protected from accidental exposure. Check with the school nurse to determine if students in your child’s class have allergies.

**BOOKS AND SUPPLIES**
The Lycée International de Houston provide the initial supplies to students i.e., pencils, pens, highlighters, glue, scissors, etc. Parents are responsible for replacing supplies when necessary.

The School will hold parents or guardians responsible for the cost of replacing a textbook or other learning material that is willfully defaced or not returned:

The parent or guardian of any minor who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school or personal property of any school employee, shall be liable for all damages so caused by the minor. Thus, wear or damage to instructional materials through ordinary use, or from manufacturing defect, would not apply.

**SCHOOL ISSUED LAPTOPS**
The Lycée International de Houston provides laptops, networks, and internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. We believe that the resources available through the internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the internet requires that schools establish reasonable controls for lawful, efficient, and appropriate use of the technology.

Student use of school computers, networks, and internet services is a privilege, not a right. Students are required to comply with this policy and the accompanying rules. Laptops will remain on campus unless permission is given to take the laptop home in extenuating circumstances. Students who violate the policy and/or rules may have their computer privileges revoked and may be subject to further disciplinary and/or legal action.

All school computers remain under the control, custody, and supervision of the Lycée International de Houston. The school administration reserves the right to monitor all computer and internet activity by students. **Students will have no expectation of privacy in their use of school computers.**

Before a student is allowed to use school computers and internet services, the student and the student’s parent/guardian must sign and return the Student Laptop Checkout Agreement. The school will retain the signed acknowledgement. This document needs to be signed annually.

**Prohibited Use**
Users are responsible for their actions and activities involving school computers, networks, and internet services, and for their computer files, passwords, and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:
- Accessing Inappropriate Materials—Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, and/or illegal.
- Illegal Activities—Using the school's laptops, networks, and internet services for any illegal activity or that violates other school policies, procedures and/or rules.
- Violating Copyrights—Copying or downloading copyrighted materials without the owner's permission.
- Plagiarism—Representing as one's own work any materials obtained on the internet (such as term papers, articles, etc.). Internet sources used in a student’s work must be cited by the author, publisher, and website address.
- Copying Software—Copying or downloading software without the express authorization of the system administrator.
- Non-School Related Uses—Using the school's laptops, networks, and internet services for non-school-related purposes such as private financial gain; commercial, advertising, or solicitation purposes, and for any other personal use such as playing games and music during lunch and recess.
- Misuse of Passwords/Unauthorized Access—Sharing passwords—Using other users’ passwords without permission and/or accessing other users’ accounts.
- Malicious Use/Vandalism—Any malicious use, disruption or harm to the school’s laptops, networks, and internet services, including, but not limited to, hacking activities, and creation/uploading of computer viruses.
- Unauthorized Access to Chat Rooms/News Groups/E-Mail—Accessing chat rooms, news groups, or email without specific authorization from the supervising teacher.

**STUDENT SHADOWING**
After acceptance to the Lycée International de Houston, parents may choose to have their child(ren) visit our school by shadowing a Lycée International de Houston student for the day. Shadowing is an exciting way for future LIH Bulls to experience the school.

**AFTER SCHOOL PROGRAMS**
The school offers Extracurricular Activities for its student from 4:30 pm to 5:30 pm. Please log into My Backpack account, “Camp/After School/Adult Programs” link for more information on how to register and classes available. Please note, parents/guardians MUST register to view the courses available, but it will not be submitted to us until a parent/guardian clicks the “Submit” button.

**SCHOOL BREAK CAMPS and SUMMER CAMPS**
The School strives to offer camps during every school break (except Thanksgiving and the Year-end break), in order to help working parents/guardians, and to keep language reinforcement opportunities available to children learning a new language. We strive to offer 2-3 age divided camps each break, so as to provide age-appropriate activities for all our children.

Please log into My Backpack account, click on “Camp/After School/Adult Programs” link for more information on how to register and camp availability. Please note, parents/guardians MUST register to view the camp selections, but it will not be submitted to the School until a parent/guardian clicks the “Submit” button.

**PARENT/GUARDIAN INFORMATION**
ALL PARENTS AND GUARDIANS HAVE THE RIGHT TO:
- Be treated with courtesy, respect, and dignity.
- Feel welcomed, valued, and connected to school staff and the school community.
• Access opportunities to learn school behavior expectations.
• Receive a written copy and clear explanation of the Behavior Education Plan including the process to appeal disciplinary decisions in a language they understand.
• Work in partnership with school staff to support their child’s learning and healthy development at home and at school.
• Engage in regular, two-way, meaningful communication with school staff regarding their child’s academic and behavioral progress. This includes the right to be promptly notified when their child is removed from the instructional environment due to their behavior.
• Actively participate in problem solving with school staff related to their child’s behavior.
• Advocate for their child and report any unfair treatment to a person in authority.
• Be informed by school staff of the intention to proceed with an investigatory interview for behaviors that may result in severe disciplinary action, and to be present during the interview.

ALL PARENTS AND GUARDIANS HAVE THE RESPONSIBILITY TO:
When enrolling your student in a Bilingual International School, you are agreeing to certain important responsibilities:

1. To be actively involved in the school and volunteer activities
2. To promote the school in a positive manner and to speak well of it to others in the community
3. To be in partnership with the school in the education of the students
4. To understand and support the mission and vision
5. To discuss concerns and problems with the person or persons most directly involved before contacting higher authorities
6. To make every effort to read all communications sent out by the school by way of the Newsletter, or administrative e-mails and flyers
7. To be supportive of fund-raising activities and to meet financial obligations
8. To encourage your student(s) to follow the expectations of LIH students and to be a positive asset and leader within the school by following school rules and regulations.

RELEASE OF PERMANENT RECORDS
Lycée International de Houston will not release school records without authorization except in the instances below:

• Transcripts will be mailed to high schools, colleges, and universities to which the student has applied and for which information requests have been made.
• Transcripts will be released upon receipt of a court order or subpoena.
• Information from the permanent record may be released in emergencies when a student is critically ill or in need of immediate care. Withholding of Student Records Report cards, transcripts, and other student records may be withheld if all obligations to Lycée International de Houston are not met. Obligations are defined as any and all financial payments, completion of work, detention hours, work scholarship hours, library fines and the return, in good condition, of all school property, including but not limited to books, locks, sports uniforms, and equipment.

No transcripts, report cards, or diplomas will be issued until all financial obligations have been paid in full.

PARENT-TEACHER-SCHOOL COMMUNICATION
The Lycée International de Houston (LIH) believes that the relationship between child(ren), parents,
teachers, and the school is an important one, dependent on mutual respect, and openness. Parents/guardians are invited to share their questions and concerns at the monthly Café Croissants, in scheduled conferences, and in conversations with their teacher and/or administrator. It is our hope that we can all grow and learn together in the spirit of community. We at all times encourage parents/guardians to speak either face-to-face or by email directly to the person with whom they have an issue, concern, question, or pressing matter.

The teachers will make their email addresses known to parents/guardians at the beginning of the school. In addition, the School uses PRONOTE in the My Backpack web portal to communicate with parents/guardians.

**Formal Parent and Teacher conferences** are held on designated days in November and March. A link is issued for each child, giving the dates and time blocks of the conferences. Parents/guardians are requested to indicate their preferred time block. Teachers then arrange the specific time, bearing in mind the time allocated to siblings.

If custody of a child(ren) is shared, requests can be made by both parents/guardians to meet their child(ren)’s teacher(s) individually for parent and teacher conferences.

The aim of Parent and Teacher conference is:

- To let parents/guardians know how their children are progressing in school
- To inform teachers on how children are coping outside of school
- To establish an ongoing relationship and communication with parents/guardians
- To help teachers and parents/guardians get to know the children better as individuals
- To help children realize that home and school are working together

If a student needs to improve in their performance, teachers will write specific goals for the student. Along with those goals, create an action plan [Personalized Education Success Proposal (PPRE)] with steps for improvement, as well as a timeline with milestones to gauge a student’s progress. Sharing this with parents can increase involvement since they will be able to see a clear path to success that has achievable benchmarks and goals that are part of a realistic, structured plan.

The teacher may request to involve parents by asking them to monitor their child(ren) homework or sign progress reports.

A teacher or a parent may request a parent-teacher conference at any time for reasons of teaching, learning or behavior management issues. Every effort will be made to arrange a meeting at the earliest possible opportunity.

**Informal Parent and Teacher Meetings:** Arranging parent/teacher meetings within the school day while children are in school is difficult. However, parents/guardians are welcome to speak to the Head of School, Proviseur Adjoint, or teacher(s) at an appointed time.

Meetings with the class teacher at the class door to discuss a child’s concern/progress is discouraged on a number of grounds:

- A teacher cannot adequately supervise his/her class while at the same time speaking to a parent/guardian
- It is difficult to be discreet when so many children are standing close by
- It can be embarrassing for a child when his/her parent/guardian is talking to the teacher at a classroom door
Occasions occur where a parent/guardian needs to speak to a teacher urgently. Sometimes these meetings need to take place without prior notice. The Head of School will facilitate such meetings making every effort to ensure that the children in the class do not lose out on any of the teaching/learning time, anticipatory questions and/or discussion.

**6th through 12th Grade**

**Parent Conferences/Academic Chain of Command** It is our goal at the Lycée International de Houston to create self-sufficient and mature students who are prepared for the rigors and demands of the collegiate world. Responsibility is key in creating those students. One of the ways students can mature and develop responsibility is through problem-solving. In order to assist us in educating your student, we would ask that you follow these suggestions when your son or daughter is having difficulty with a class or a teacher.

**Before a Conference is Called** Encourage your son or daughter to meet with the teacher to work together on a solution.

1. It is important for students to learn how to solve problems on their own. We want students to be able to express their feelings of misunderstanding, mistreatment, or confusion responsibly and maturely with a teacher because communication is important in every aspect of their life. We need students to be able to communicate for themselves if we are truly preparing them for college and the challenges they may face there.
2. If the student is uncomfortable meeting with his/her teacher alone, he/she could ask a parent or trusted adult to go to the meeting as well. This will help students feel more secure, but still allow them to practice communicating for themselves.
3. If there is no satisfaction from the teacher/student meeting, encourage the student to meet with his/her counselor to ask for assistance in coming up with a plan for success and for working with the teacher.
4. It is also important for students to learn to seek assistance from someone other than their parents – to find an ally in the education community. At the Lycée International de Houston, that person is a member of School Life. We want students to learn how to find and use their mentor’s advice and support for their educational benefit. If your son or daughter has met with his/her teacher and his/her a member of School Life and an acceptable solution has not been reached, at that time it is appropriate to contact your son or daughter’s teacher to schedule a conference. We understand that students are still in middle and high school and do still need parental support. It is our goal to work with you and your son or daughter to achieve the best possible educational experience. We are trying to create responsible, self-sufficient students at the Lycée International de Houston. A conference should be our last resort in solving a student’s difficulties/problems/concerns in a class so that it has a major impact on the student and the teacher.

**Parent/Guardian Cooperation** Parent/guardian cooperation is essential for the welfare of students. If, in the opinion of administration, parent/guardian behavior seriously interferes with the teaching/learning process, the school may require the parent(s)/guardian(s) to withdraw their student(s) and sever the relationship with the school. Honesty is one of the most important ways that parents and school officials can collaborate in forming responsible adults. Parents or guardians who falsify information, fabricate excuses, or who fabricate or spread false rumors about the school, school personnel, or its students fail to support the basic trust on which the relationship with the school is built. Such parents/guardians subject students to possible disciplinary consequences, including dismissal.

**Saturday Detention (4 Hour Detention):** The Head of School issues Saturday detention for major or excessive violations of school rules and/or procedures. Saturday Detention is held on scheduled
Saturdays during the school year for 4 hours from 6:30 a.m. until 10:30 a.m. Students are expected to report to Saturday Detention on time. Tardy students or students dressed inappropriately will NOT be admitted and, therefore, considered a “no-show,” resulting in additional disciplinary measures. Only the parent of a student assigned to Saturday Detention may request to reschedule. When a reschedule is granted, it will be served on the next Saturday Detention. The scheduling of 4-hour detentions is at the sole discretion of the Head of School. In some instances, 4-hour detentions will be scheduled during the week, when prior arrangements have been made with the Head of School.

**PARENT PARTICIPATION**

The School has a Parent Organization that provides an important link between home and school. The organization helps to improve and support education and build school community. All parents/guardians are encouraged to join and support their Parent Organization.

**Volunteers**

The Lycée International de Houston values our volunteers and there are many opportunities whether the contribution is of time or that of a donation, all of our students will benefit. Who can be a volunteer? Parents, family members, retirees, businesses, members of the military, civic groups, college students, and others who want to take part in making a difference in the life of an LIH child.

**Chaperones**

All chaperones are considered volunteers and are therefore required to complete the Guidelines for Volunteer Chaperones.

- Parent chaperones are not permitted to bring other children with them on the field trip. The chaperone’s assistance in supervising and assisting with instruction is essential.
- Chaperones must follow the Lycée International de Houston’s procedures and policies and any activity guidelines established by the teacher sponsor.

Parents may not remove and transport their son or daughter from a school sponsored activity unless a request in writing has been approved by the head of school prior to the trip. Parents are not permitted to remove or transport any student but their own. If a serious emergency occurs, the parent must notify the teacher-sponsor for permission before removing his or her son or daughter.

**TUTORS AND TUTORING**

When parents are considering tutoring for their child(ren), they should contact their child(ren)’s teacher. Lycée International de Houston teachers can provide a Personalized Educational Success Plan (PPRE) to support your child during regular scheduled hours including the 3:30-4:30 study hall.

**LANGUAGE CLASSES FOR PARENTS**

As an international, inclusive school, the School is proud to offer French and English language classes for parents/guardians. Classes take place on campus during the school day. For more information, please email our School Life department at SchoolLife@lihouston.org.

**COMMUNICATION**

The school's main communication to our parents/guardians is through email or through the My Backpack/PRONOTE web portals. It is the parent's responsibility to check those accounts on a regular basis to stay aware of current invoices, and current events at the school, including emergency actions. Please make sure parents/guardians contact information is up to date (i.e., email address, cell phone, etc.).

**Email and Communication Protocol**
As our parent community, you deserve the best and most responsive communication we can provide. To that end, we have created a communication protocol for our parents. It is based on these guiding principles:

1. Students and learning are the focus of our work, and communication that concerns student well-being and progress is a priority.
2. Parent communication regarding their child(ren) should first and foremost occur with the child’s teacher.

**The first step for a parent to communicate a concern or information about their child should be to contact the teacher.** Each teacher will provide parents with their email. Please contact the teacher before emailing or copying information to the Head of School or others. This refers to all school-related issues, including those that may occur before/after school or at recess. Teachers will return your contact within 24-48 hours (during the work week). In emergencies, please immediately contact the office staff who will locate an administrator if necessary.

If there is a concern that cannot be addressed or resolved between the teacher and the parent, please follow the steps below in communicating with principals:

1. All requests for scheduling the Head of School or Proviseur Adjoint’s time should be directed to the Executive Assistant. The Executive Assistant coordinates the calendar. Administrators are normally most available before and after school in order to spend time during the day in classrooms providing instructional coaching. Please do not email the administrator to set up an appointment.
2. Email may be used to relay necessary information and should be succinct. Email cannot be used as a vehicle for sharing confidential information.
3. Information for student records can be shared/updated by the parent on MyBackPack (online) or a hard copy can be given to the front office.
4. If the website does not contain the information you need regarding school activities, questions should be directed to the teacher or Executive Assistant.
5. Copying an administrator is meant to inform but not to receive a response. Please include one person in the addressee line and those who are not expected to respond should be in the cc line.

The implementation of these protocols will allow the Head of School and/or Proviseur Adjoint to be timelier in responding to parent concerns. By following these protocols, you will allow us to focus our work on teaching and learning.

**Mass Emails**
The Lycée International de Houston frequently communicates a variety of important information, including emergency information, to families via mass email. To ensure you receive emails from the School, please be sure to provide a current email address by updating your profile in My Backpack.

**Newsletter**
The School Newsletter is to inform or remind parents of special school activities such as field trips, meetings and volunteer opportunities as well as provide essential information to parents and can also foster a connection between the classroom and the home, including dates of upcoming events so families can plan accordingly.

In addition, the School’s Latest News notifies parents as the date of an activity or field trip draws closer, to plan for the event. The School’s Latest News is also a great way to remind families when special items are needed for an activity or important issues that need to be disseminated quickly.
Website
Lycée International de Houston’s website https://www.lihouston.org/ is a comprehensive source of information about the School programs, curriculum, policies, events, and operations. It was designed to meet the needs of parents, students, and the community. The site is created using web best practices. The performance of this site is monitored by using analytics and a yearly survey to ensure the site meets key indicators and the goal of the communication plan.

My Backpack
My Backpack is a web-based parental portal. It is a way to facilitate communication between the School and our parents/guardians. My Backpack is user-friendly and is a safe and secure place to store child(ren)’s information. Parents/guardians have received log in and password information to set up their account online. With My Backpack parents/guardians will be able to:

- Simplify the enrollment and reenrollment process
- Find answers to common administrative questions
- View the faculty directory
- Parents/guardians can register a child(ren) for the School Camps & After School activities
- Pay their account online
- Get access to PRONOTE and Magnus Health

If parents/guardians have any questions or concerns regarding My Backpack, please address them to MyBackpack@lihouston.org.

To access My Backpack, parents/guardians need to log in through the school’s website or https://lih.seniormbp.com/SeniorApps/facelets/registration/loginCenter.xhtml. My Backpack allows parents/guardians to access their child(ren)’s information including schedule, after school programs, camp programs and bus routes.

ProNote
PRONOTE is a parent portal website linked to our student database, PRONOTE is a system used in French schools.

PRONOTE allows parents/guardians to access information online related to their child(ren)’s school life: homework and lessons through the electronic class agenda, timetables, school reports, and so forth.

To access this site simply connect with the parental login and password.

If parents/guardians have any questions or concerns regarding PRONOTE please address them to PRONOTE@lihouston.org.

Blogs
The School provides Parent Blogs for each grade from PK-3 to 12th grade this academic year. The purpose of the blogs is to allow parents to meet other parents in the same grade level. The interaction that the School is fostering and the exchange between parents when using a blog will inform about activities, classroom events, to create groups and at the same time to keep students and parents up to date with events in class. Specially, it can help to bring them together and facilitate communication.

Online behavior must reflect the same standards of professionalism, respect, and integrity as face-to-face communications.

- When using blog, if a parent identifies themselves as a parent of Lycée International de Houston, the parent must remember that they have associated themselves with the other parents of our school community.
• Such communication must be professional, appropriate to the circumstances, and unambiguous in meaning.
• Any actions by parents in the blogs that are considered to reflect poorly on the school, harm the school’s reputation, or negatively impact the school, may result in, at the sole discretion of the Head of School, disciplinary action up to and including immediate dismissal from the school or non-renewal of a student’s enrollment contract for future academic years.

Parent Use of Social Media
Social Media can be an excellent tool for communication. It can be useful for collaborative planning, sharing resources, providing news and updates between parents within a class, helping with homework and project assignments, promoting school and class achievement.
If a parent is using social media to collaborate with other parents in a class, the School expects parents to

Use good judgment
• We expect good judgment in all situations. Behave in a way that will make you and others proud and reflect well on the school.
• Correspond as a community with respect and responsibility.
• Assume that all of the information you have shared on your social network is public information.

Be respectful
• Always treat others in a respectful, positive, and considerate manner.

Be responsible and ethical
• Share and interact in a way that will enhance the reputation of others and the reputation of the school, rather than damage them.

Be a good listener
• Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly, and share feedback.
• Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.

Be accurate and appropriate
• A significant part of the interaction on blogs, Twitter, Facebook, and other social networks involves passing on interesting content or sharing links to helpful resources. However, never blindly repost a link without looking at the content first.

And if you do not get it right ...
• Be sure to correct any mistake you make immediately, and make it clear what you have done to fix the mistake.
• Apologize for the mistake if the situation warrants it.

Be confidential
• Do not publish, post, or release information that is considered confidential or private. Online “conversations” are never private.

Respect private and personal information
• To ensure your safety, be careful about the type and amount of personal information you provide.
• Avoid talking about personal schedules or situations.
• Never share or transmit personal information of students, parents, faculty, staff, or colleagues online.
• While taking care when posting to safeguard people’s privacy, be sure – as necessary and appropriate – to give proper credit to sources. In cases of doubt, privacy should be the default.
• Always respect the privacy of school community members.

Parents who use social media sites to bypass official complaints procedures and take to social networking sites to criticize and, in some cases, make malicious comments about individual members of staff, faculty, other parents, students or the school is considered a violation of the School policy. Any actions by parents that are considered to reflect poorly on the school, harm the school's reputation, or negatively impact the school, may result in, at the sole discretion of the Head of School, disciplinary action up to and including immediate dismissal from the school or non-renewal of a student’s enrollment contract for future academic years.

The School discourages using social media sources for school purpose such as WhatsApp, Snap Chat, etc. as they can cause substantial disruption to the school environment.

SOCIAL MEDIA
The Lycée International de Houston is active on Facebook, Twitter, YouTube, and Instagram. Please register with the various social media services, to get the most current updates from the school.

Restrictions
Parents/guardians and students are not allowed to use the school’s directory for commercial use. The school’s directory can only be used to communicate with the school’s staff as it relates to the child(ren)’s education. The School does not condone the use of these directories for any other purpose.

The school reserves the right to monitor, access, and disclose all network activities by the student when deemed appropriate. Moreover, any internet materials that are inappropriate will be blocked by the school.

Students are responsible for their school account. They must take precautions to prevent unauthorized access by others. Passwords should never be shared. Students are not allowed to use their school’s email account for social media purposes.

The school strongly advises parents to monitor the student’s access to social media. Caution should be used when posting images or personal information. The school is not responsible for any material posted on the student’s social media account.

The use of the school’s intellectual property and logo on social media requires prior approval.

GIFTS
A token of appreciation for teachers or staff member should not exceed a $50.00 value.

LOST AND FOUND
Families are urged to mark all uniforms, clothing, and other belongings with the student’s first and last name. The School Lost and Found is located in Atrium, Lost, and Found will be cleaned out three times per year near the end of each trimester, dates will be announced in the School Newsletter. All items remaining in Lost and Found will be donated to charity one week after the last day of each trimester.

TEACHERS/STAFF RIGHTS AND RESPONSIBILITIES
ALL TEACHERS/STAFF HAVE THE RIGHT TO:
• Be treated with courtesy, respect, and dignity.
• Work in a safe environment that maximizes staff performance and student learning.
• Access opportunities for professional development and training to assist in creating and maintaining a thriving classroom environment that is respectful, engaging, vibrant and culturally relevant.
• Access support for addressing student behavior when such conduct cannot be handled within the classroom environment.

ALL TEACHERS/STAFF HAVE THE RESPONSIBILITY TO:
• Show respect and courtesy to all students, staff, and school visitors.
• Foster on-going, positive relationships with all students and families by working in true partnership to problem solve around student needs and behavior.
• Create a positive classroom and school climate for all students, using effective classroom management strategies that extend to all school environments.
• Explicitly teach, acknowledge, and reinforce behavior expectations.
• Provide social and emotional skill instruction using the School-approved curriculum and materials.
• Intervene promptly when inappropriate behavior occurs. This includes providing corrective feedback, re-teaching behavioral expectations, following Individual Education Plans and Behavior Support Plans of students, and adhering to procedures for student removals from the learning environment when needed.
• Work with students and their parents/guardians to develop, implement, and monitor behavior interventions that support students in changing their behavior, using a progressive system of support.
• Apply the Behavior Education Plan in a consistent manner and accurately record inappropriate student behavior following the established protocol.
• Respect students’ right to maintain personal privacy. Personal belongings can be searched only if the Head of School has a reasonable suspicion that the student possesses evidence of a crime, stolen goods, drugs, weapons or other illegal or prohibited items.
• Follow up promptly on reports of bullying as required by Texas Education Agency.

SCHOOL ADMINISTRATION RIGHTS AND RESPONSIBILITIES
ALL SCHOOL ADMINISTRATORS HAVE THE RIGHT TO:
• Be treated with courtesy, respect, and dignity.
• Work in a safe environment that maximizes staff performance and student learning.
• Access support from the managing directors to create and maintain a thriving school environment that is respectful, engaging, vibrant and culturally relevant.

ALL SCHOOL ADMINISTRATORS HAVE THE RESPONSIBILITY TO:
• Show respect and courtesy to all students, staff, and school visitors.
• Foster on-going, positive relationships with all students and families by working in true partnership to problem solve around student needs and behavior.
• Create, monitor, and assess a school-wide behavior management system.
• Create a safe and caring school climate that maximizes learning.
• Welcome parents/guardians as valued partners in their child’s learning. This includes creating opportunities for regular, two-way communication and active participation at problem solving meetings by accommodating schedules and meeting language needs.
• Review the Behavior Education Plan with students, staff, and parents at the beginning of each school year and revisit it as necessary throughout the year.
• Guide the school-based leadership team and student support and intervention team in using and reviewing school-wide behavior data and evaluating the effectiveness of behavioral interventions. This includes monitoring data to identify and address disparities.
• Ensure that all school staff meet the expectations outlined in the section entitled “Teacher/Staff Responsibilities.”
• Support staff in implementing appropriate behavior interventions.
• Apply the Behavior Education Plan in a consistent manner and accurately record inappropriate student behavior and interventions and disciplinary responses following the established protocol.
• Follow procedures for student removals from the learning environment.
• Notify parents immediately if a student’s inappropriate behavior results in an out-of-school suspension.
• Notify parents within 24 hours of inappropriate behavior and response if there is not an out of-school suspension.
• Advise students and their parents/guardians of the right to have the parent/guardian or advocate present during an investigatory interview by school staff for behaviors that may result in severe disciplinary action.
• Respect students’ right to maintain personal privacy. Personal belongings can be searched only if the principal has a reasonable suspicion that the student possesses evidence of a crime, stolen goods, drugs, weapons or other illegal or prohibited items.
• Follow up promptly on reports of bullying as required by Texas Education Agency.

CODE OF CONDUCT AND DISCIPLINE
To function properly, education must provide an equal learning opportunity for all students by recognizing, valuing, and addressing the individual needs of every student. In addition to the regular curriculum, principles and practices of good citizenship must be taught and modeled by the school staff. This includes an appreciation for the rights of others.

However, no school can discharge these responsibilities if it permits students to act in an objectionable manner or to disregard rules and regulations adopted for the benefit of all persons. The Lycée International de Houston has both the responsibility and authority to enforce the Student Code of Conduct, question students, counsel them, and assign discipline when deemed appropriate.

The rules and standards set forth in this Handbook apply to conduct:

1. on school premises or on school vehicles or involving school property,
2. off school premises which directly affects other students or the school, and
3. at school functions of any kind

Any conduct that causes or creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity, or purpose, or that interferes or creates a reasonable likelihood that it will interfere with the health, safety, or well-being or the rights of other students is prohibited.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)
Positive Behavioral Interventions and Supports (PBIS) is an evidence-based three-tiered framework for improving and integrating all of the data, systems, and practices affecting student outcomes every
day. It is a way to support everyone – especially students with disabilities – to create the kinds of schools where all students are successful.

PBIS is not a curriculum a school can purchase or something a school can learn during a one-day professional development training. It is a commitment to addressing student behavior through systems change. When it is implemented well, students achieve improved social and academic outcomes, schools experience reduced exclusionary discipline practices, and school personnel feel more effective. The School is proud to begin the path to becoming a Positive Behavioral Interventions and Supports (PBIS) school.

Systems
The way schools operate are their foundational systems. In PBIS, these systems support accurate, durable implementation of practices and the effective use of data to achieve better outcomes. When it comes to systems, ask yourself: What can we do to sustain this over the long haul?

Data
Schools generate multiple pieces of data about students every day. Within the PBIS framework, schools use data to select, monitor and evaluate outcomes, practices, and systems across all three tiers. When it comes to data, ask yourself: What information do we need to make effective decisions?

Practices
Key to improving outcomes are the strategies to support students at every level. In PBIS, these interventions and strategies are backed by research to target the outcomes schools want to see. When it comes to practices, ask yourself: How will we reach our goals?

Outcomes
The outcomes from PBIS are what the School will achieve through the data, systems, and practices they put in place. Families, students, and school personnel set goals and work together to see them through. In PBIS, outcomes might be improved student behavior, or fewer office discipline referrals. When it comes to outcomes, we ask the School community: What is important to the learning environment?

The School faculty and administrators are beginning TIER 1 Training this Fall. Tier 1 practices and systems establish a foundation of regular, proactive support while preventing unwanted behaviors. The School will provide these universal supports to all students, school wide.

PBIS improves social, emotional, and academic outcomes for all students. (Please review the School’s PBIS Handbook for more details)

“BE NICE” PROGRAM MENTAL HEALTH, BULLYING PREVENTION
A mental health and anti-bullying initiative are being implemented in Texas schools and the Lycée International de Houston was selected to participate.

Be nice. is an evidence based mental health education program that changes, improves, and saves lives.

Evidence reports the implementation of the be nice. Program:
- Increases mental health awareness and resources available among staff, students, and parents
• Decreases the number of behavioral referrals and bullying incidents
• Increase in suicide prevention behaviors
• Increase in school connectedness
• Movement of school towards a more positive school climate.
• This program works best when there is support from the top down.

The administration at the School is committed to decreasing or eliminating bullying in the school. Be nice. Program will give us the tools needed to accomplish this goal.

**STUDENT BEHAVIOR**

1. Students in the Lycée International de Houston are given every opportunity to make behavioral choices and decisions. Further, they are also held accountable for their actions (commensurate with their age and other factors). For those students who have difficulty in choosing acceptable modes of behavior, the following measures have been identified as appropriate.

2. A student may be subjected to disciplinary action when the student does not follow teacher or school rules and regulations. Students are subject to the rules and regulations cited in the discipline code while appearing at or attending any school-sponsored activity when that activity is not taking place during normal school hours or on school premises (e.g., athletic contests, field trips, co-curricular activities, student events, etc.).

3. Further, a student may be subject to discipline for conduct constituting a violation or crime which is committed off of school premises or at non-school-sponsored activities to the extent that the Head of School believes that the continued attendance of the student would constitute endangerment to the health, safety, welfare, or morals of the student and/or others in the school.

**Disciplinary Options**
The disciplinary options or range of actions which may be imposed for violations of the behavior code include (but are not limited to) the following:

a. Verbal warning or reprimand
b. Written warning or reprimand
c. Parent conference or phone call
d. Assignment to detention room
e. After-school detention (4:30-5:30 p.m.) (*)
f. Lunch detention (*)
g. In-school detention (8:00 a.m.-3:30 p.m.) (*)
h. Suspension from athletic participation (*)
i. Suspension from social or extracurricular activities (*)
j. Exclusion from a particular class (*)
k. Suspension from school (*)
l. Long-term or permanent suspension (*)

(*) notice to parent required

**Selected Definitions of Disciplinary Options**
(letters correspond to the disciplinary options listed above).

a. Assignment to detention room: The detention room will be a quiet workplace for students who are sent there by their teachers for minor disciplinary infractions. The detention room is not a social hour; students assigned to the detention room must work on school-related work during the entire period. Students who are sent to the detention room will be responsible for making
up work missed, may be required to stay after school with the assigning teacher, etc. Detention may be assigned during lunch period (i.e., lunch detention).

b. After-school Detention: (4:30-5:30 p.m.): This detention will be served from the end of classes/study hall (4:30 p.m.) until 5:30 p.m. in the room assigned for detentions. Students will not be admitted to the detention room after 4:30 p.m. After-school detentions will be supervised by a school monitor. Students will be expected to work on school projects throughout the afternoon without food, beverage, or socializing. Students who fail to serve an after-school detention as assigned will receive progressively more severe punishment.

c. Lunch Detention. Students who misbehave in the cafeteria may be assigned to one or multiple lunch detentions. These will be served in the detention room. Students who earn lunch detentions may not return to the cafeteria and will be denied cafeteria privileges until the detention is properly served.

d. In-School Detention: The School begins at 8:00 a.m. and instruction ends at 3:30 p.m. A student in the School will report to the detention room at 8:00 a.m. Students are required to bring appropriate schoolwork (homework, school projects, school reading, etc.) with them. Students will receive appropriate instruction and the entire day must be spent on school-related work. Students will be permitted, accompanied by an aide or staff member, to leave the detention room twice in the morning and twice during the afternoon for the purpose of using the bathroom (including getting drink of water) ONLY, unless other reasonable accommodations are appropriate. Lunch will be eaten during a designated time in the detention room.

e. Suspension from School (Out-Of-School Suspension): When a student’s misbehavior is deemed sufficiently serious, flagrant, or repetitious, the Head of the School has the responsibility and the authority to suspend the student from school for a period of one but not more than five school days. The purposes of suspensions are to punish the student by removing him/her from the educational process and the school/social environment; emphatically and immediately catch the attention of the student and his/her family to indicate that certain behavior(s) will not be tolerated in the school; set the stage for a disciplinary reinstatement conference which must include the student, the parent or guardian, and a school administrator (usually the Proviseur Adjoint); to modify and redirect certain future behavior(s) toward a more socially acceptable norm; and to clearly send a message to the rest of the student body, other parents and the community that we will not tolerate inappropriate conduct in the school.

About Bullying

Bullying can be stopped!

Bullying occurs when someone acts aggressively towards your child in order to gain power over him or her. Bullying is a deliberate attempt to make your child feel uncomfortable or unhappy. To help your school be a safe and happy place for your child, it's important that you work with us to solve any bullying problem. Bullies can be anywhere; at school, at work, even neighbors. It is important that your child learns to deal with bullies.

The Lycée International de Houston will NOT tolerate bullying, But we need to know about it when it happens!!!

Bullying can be...
- Giving nasty looks
- Making rude gestures
- Calling names
- Being rude and impolite
- Spreading stories and rumors
- Teasing
• Keeping someone out of a group
• Acting in an unpleasant way near someone
• Hurting someone physically
• Harassment
• Cyber-Bullying
• Any form of discrimination

Your child may be being bullied if he/she...
• Suddenly does not want to go to school
• Has bruises but won't talk about them
• Suddenly unable to sleep
• Becomes moody
• Frequently feels sick with vague symptoms

What you can do to help...
• Assure your child that the problem can be solved
• Let the school know that your child is being bullied
• Communicate and co-operate with the school until the problem is solved
• Explain to your child that bullies are usually people with a problem themselves and use bullying others as a way to make themselves feel good
• Bullies are often victims themselves
• Bullies often have poor social skills and do not know how to behave towards others in a positive way
• Explain that bullies know that what they are doing is wrong and the reason that they pressure their victims not to tell is because they are afraid
• Develop your child's sense of humor and tolerance of others
• Positively reinforce your child's self-esteem and sense of self worth
• Develop your child's social skills by teaching him or her to share and to co-operate with others in group situations

No one has the right to bully anyone else...
Children who are bullied feel frightened and powerless. They sometimes blame themselves. Being bullied can seriously harm self-esteem and prevent successful learning. It is important that the victim take the appropriate action to stop the bullying. Ignoring the bullying behavior is only a short-term strategy. If the bullying continues more than a few days some other action needs to be taken. Avoiding the situation by going to another school may not solve the problem as there are bullies everywhere. Responding to bullying by retaliation or with violence rarely solves the problem and often gets the victim in more trouble with other students and with the school discipline code. The school cannot tolerate violence no matter what the reason. The most appropriate action is to tell someone at the school and work with the school staff to solve the problem.

If your child is being bullied
Tell your child that...
• It is not his or her fault
• He or she has the right to feel safe and happy
• He or she has the right not to be bullied
• It is all right to walk away
• It can be stopped
• It is all right to tell the school staff

What will the school do if bullying is reported?
• Assure him/her that the problem can be solved and then provide ongoing support
• Investigate the problems raised
• Treat everyone involved with fairness
• Take action that is appropriate to the particular circumstances - this may be:
  o Mediation
  o Disciplinary action
  o Warnings
  o Social skills program
  o Counseling
  o Parental involvement

**Bullying Bystanders... Become Upstanders**

Becoming an upstander is about moving from silence to action. Bystanders contribute to the problem. Upstanders stop the problem. Research shows that others speaking out or taking action stops bullying behavior over half the time within seconds!

There are different types of bystanders. Which one are you?

**Some participate in starting the bullying**

Example: At recess, Billy takes a hat away from a younger child and throws it to Tom. This begins a game of keep away that continues (even though this child is clearly upset) until Tom throws the younger child's hat over the fence.

**Some laugh or give attention to the bullying thereby encouraging it**

Example: Samantha makes a hurtful comment about Sarah's lunch that she brought from home. Samantha's friends all join in the laughter which only ensures this bullying behavior will occur again.

**Some join in the bullying once is started**

Example: Jacob accidentally drops his heavy binder in the hallway between classes. Robby takes advantage of the situation and kicks the binder, shuffling his feet through the papers and spreading them across the crowded hallway. His friends join in doing the same. Soon Jacob's papers are torn and scattered across a large area.

**Some are silent**

This silence is most often misinterpreted by the bully as support for the bullying and interpreted by the victim as betrayal and support for the bully.

Example: Elle and Emily ride the same bus to school. They are classmates. Elle is silent on the bus when Emily is taunted by older children because of her old clothes and the rundown house she lives in.

**Progression from inaction to action**

It takes courage to be an upstander. Upstanders are children who do something that prevents or reduces the bullying they see or comes to the aid of another child who is being bullied by showing them kindness. Moving from being a bystander to becoming an upstander may not happen overnight. It may start with becoming more aware of the bullying behavior and how it is affecting the lives of the victims. Upstanders begin to feel a sense of anger about the injustice they are witnessing. Upstanders are able to see the pain the victim experiences and take action.

**How to become an upstander**

**Take action by telling the bully to stop**

Example: Aisha turns the corner of the hallway where her locker is and sees a group of children making fun of Melissa, who has cerebral palsy. On some days, Aisha just ignores the bullying. She does not know Melissa very well, but it makes her mad. These children are walking and moving with jerking motions like Melissa and then laughing. They don't seem to understand or care that Melissa
has feelings just like they have. Today Aisha takes action. She tells the group "Knock it off, how would any of you feel if you were being bullied like this?" Aisha stands next to Melissa until they leave.

**Take action by getting others to stand up with them to the bully**
Example: Jay is frustrated with one of the children in his class, Greg, who likes to pick on some of the unpopular children. Greg's actions are subtle, but he gets other children to laugh at his behavior, which almost always is making fun of someone else. Greg decided weeks ago to ignore or be silent when he sees this happen. But there are too many others who feed into Greg's antics. At lunch when another friend starts talking about how funny Greg is, Jay says, "I notice that Greg likes to put down and embarrass others. I don't think that's funny. When other people laugh, that only encourages his hurtful behavior. I stopped laughing. When people laugh along, they are being bullies also."

**Take action by helping the victim**
Example: Karli is friends with Sarah. Sarah gets teased because of her weight. When some of the boys in their middle school walk past Sarah, they make animal snorting sounds like a pig or cow. Karli knows that many people struggle with weight issues. She knows how frustrating and hard it can be to lose weight. Karli decides to spend more time with Sarah in study hall and in the hallway. When she hears the animal noises directed at her friend, Karli tells Sarah, "I am sorry they do that to you. You don't deserve it. They are just bullies."

**Take action by shifting the focus and redirecting the bully away from the victim**
Example: Recess is supposed to be fun. But Caitlin has been noticing that her group of friends likes to target the children who are playing alone. From the playground duty teacher's viewpoint, they look like they are having fun. Caitlin knows they are taunting the other child by inviting her to play games where they can "ditch" him/her and spend the rest of recess avoiding him/her. At recess when the group is deciding who to play poison with, Caitlin speaks up saying, "I think we should play a game that is fair for everyone. I don't think it is fun to be the one that everyone is ditching all recess. Let's play something else."

**Take action by telling an adult who can help**
Example: Joann has been troubled by her friends sending hurtful text messages to her eighth-grade friends. She likes her group of popular friends, but she does not like the mean things they do online to other children. She decides to send an anonymous text message through a new program her school started that allows children to report bullying.

**Qualities of an upstander**
- **Courageous** - Telling a friend who is bullying to stop is hard. They may be mad at you. But at least you won't feel guilt for being silent and allowing the bullying to continue. And you will be doing your friend a huge favor in the end by helping them stop really hurtful behavior.
- **Action-oriented** - Doing something that does not support the bullying behavior can be a really small intervention with big results! Three words - "That is bullying" - can cause others to recognize the problem.
- **Assertive** - Telling a friend how their behavior makes you feel and how it affects others requires being able to use your voice.
- **Compassionate** - Upstanders have the gift of compassion. They recognize when someone is hurt and take steps to help.
- **Leader** - Upstanders are leaders in their social group, helping others to recognize ways to get along and be supportive to others.

**Disciplinary Procedures for Suspension**
The Managing Directors has delegated to the Head of School the power to suspend students for a period not to exceed five (5) days. In a non-emergency suspension, the student, and his/her parents (or guardian) must be given the opportunity for a conference with the Head of School, the Proviseur Adjoint, and the CPE. A student may be suspended immediately, and without prior hearing opportunity, where he/she presents a danger to person or property or an ongoing threat of disruption of the academic process. A suspended student, of compulsory education-age, shall be given access to his/her textbooks and work materials and offered alternate instruction. It shall be the student’s responsibility to secure and complete assignments, worksheets, study guides, etc.

No student can be suspended for more than five (5) days without a hearing on reasonable notice to the student and his/her parent or guardian.

Permanent suspension can only result after a Managing Director’s Hearing.

**Pre-Suspension Process:** Prior to being suspended from school on an immediate basis or when a proposed suspension is being considered, the student shall be confronted by a school official empowered to suspend, the Head of School or the Managing Director, (at which time the evidence upon which the decision to suspend is based shall be stated to the student, and the student shall be given the opportunity to explain his/her version of the facts. The student shall also be afforded the right to present evidence to the suspending authority in support of his/her version of the facts. If the student’s presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, s/he may be immediately suspended. If the student cannot be confronted at the time of the initial suspension due to safety concerns or mental or physical condition considerations, such confrontation shall occur following suspension, as soon thereafter as is reasonably practicable.

**Reinstatement Conference:** Out-of-school suspension requires a reinstatement conference involving the Head of School and Proviseur Adjoint, a parent or guardian and the student. Typically, the incident(s) causing the suspension is (are) reviewed in detail, background data is shared, including up-to-date teacher assessments and, hopefully, a plan for immediate and long-term behavior improvement is created. It is the responsibility of the parent to arrange for the conference, but every effort will be made to hold the conference at a time convenient for the parent.

**Additional notes pertaining to suspension:** The student is responsible for any classwork and/or assignments missed while on suspension.

A student who is serving a suspension is not allowed to be in the school, on school property, at school events, or participate in any after-school activities.

**ACADEMIC HONESTY**

Academic honesty and personal integrity are fundamental components of a student’s education and character development. the Lycée International de Houston expects that principled students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty. The well-being of the entire school community depends on the student accepting responsibility for personal conduct in both social and academic endeavors.

**Plagiarism** is not tolerated at the Lycée International de Houston. Plagiarism includes (but is not limited to) the following:

- Using someone else’s words or ideas without proper citation
- Copying someone else’s work and calling it your own (friend, family, tutor, online, etc.
- Copying and citing a work that is longer than a paragraph (print or online sources)
Cheating is work that does not reflect your own effort and understanding. This can take many forms and will not be tolerated at the Lycée International de Houston.

Cheating includes (but is not limited to) the following:

- Looking at others’ answers on tests and homework
- Taking someone else’s paper and putting your name on it
- Copying someone else’s work, answer for answer
- Rearranging words from someone else’s work
- Allowing someone to copy from your paper
- Telling someone else the answers on an assignment or test
- Having someone else do your work for you (friends, family, tutors, etc.)

There are other forms of academic dishonesty that will not be tolerated at the Lycée International de Houston. They include:

- Making up data for an assignment
- Claiming to have handed in an assignment when the student knows they have not done so
- Sabotaging someone else’s work

Teachers and administrators will support each other in cases of academic dishonesty. In any case of academic dishonesty, the participants will receive a zero on the assignment and may be given the chance to redo it for a grade no higher than a C.

It is the hope of the teachers and administration at the Lycée International de Houston that all students will be honest in all of their academic endeavors.

Honor Code
The honor code articulates an accountable, school-wide commitment to the creation of an environment rooted in integrity and dedicated to the shared goal of achieving a culture of respect and trust. It entrusts students, faculty, and administration with the duty of monitoring their own actions and assumes they will conduct themselves responsibly and respectfully. It acknowledges that the students are members of a larger community and stresses the importance of considering the effects of individual words and actions on the community. The honor code strengthens the sense of unity and responsibility among the Lycée International de Houston members by creating a common behavioral standard to which students, faculty, and administration comply with both in and outside the classroom. Above all else, the honor code ensures the protection of the fundamental right to a safe, supportive, and productive living and learning environment deserving of all members of the Lycée International de Houston community. The student and parent/guardian are required to sign the Honor Code at the end of the handbook.

Electronic Devices and/or Technology Resources (EDTR)
The Lycée International de Houston is committed to maintaining the highest quality instructional environment possible. The use of Electronic Devices and/or Technology Resource (EDTR) is strictly prohibited during instructional hours, defined as the period of time from arrival on campus through dismissal (7:30 AM-4:30 PM), unless the teacher specifically grants permission for instructional use within the instructional setting. Students must adhere to all campus “No Device Zones” such as bathroom, or any other designated area on campus identified by No Device Zones signage.

LIH will not assume responsibility or liability for loss, damage, or theft of any student owned electronic devices. Students may possess EDTR on LIH property and at school sponsored activities; however, it is the students’ responsibility to ensure that the EDTR is turned off and is out of sight.
during all testing times and during the official instructional period unless the appropriate permission has been granted.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored events. The use of EDTR in a manner that is obscene, illegal, profane, threatening, or in a fashion which violates another person’s privacy is prohibited. Failure to comply with this policy will result in the EDTR being confiscated from the student and turned in to the main office. Confiscated items can be retrieved by parents/guardians. While reasonable care will be given to safeguard all items confiscated, LIH will not assume responsibility or liability for loss, damage, theft, or any unauthorized use of a confiscated EDTR.

**DRUGS, ALCOHOL AND SMOKING**

Possession or consumption of alcoholic beverages or drugs is strictly prohibited on school premises. Students found to have breached this rule will be subject to appropriate disciplinary action.

It is strictly forbidden to smoke in or around the school.

**WEAPONS**

Students are not permitted to possess, exhibit, use or threaten to exhibit or use any firearm, explosive weapons, knife, or materials that could be used as a weapon to inflict physical harm or damage to persons or property on school property or at any related function, whether on or off school property. A student is considered “in possession” if he or she has contact with a weapon regardless of the amount of time it is in the student’s possession. If a student becomes in possession of a weapon, he or she needs to immediately inform an adult on campus.

**UNAUTHORIZED INFORMATION TECHNOLOGY BEHAVIOR**

Intentionally destroying data, modifying network files, unauthorized control of the school’s computers, downloading illegal software, “hacking” school accounts, and spreading computer viruses is strictly prohibited.

**SOCIAL MEDIA**

Students are not allowed to use their school’s email account for social media purposes. Moreover, the school reserves the right to block access to all social media and internet content it deems inappropriate. The use of the school’s intellectual property and logo on social media requires prior approval.

The school strongly advises parents/guardians to monitor the student’s access to social media. Caution should be used when posting images or personal information. The school is not responsible for any material posted on the student’s social media account.

**BULLYING**

Bullying refers to “aggressive behavior that is intentional and that involves an imbalance of power or strength”. Bullying occurs when a student is subjected to negative behavior, repeated over a period of time, by another student or group of students. The School strongly condemns bullying in all its forms and has a zero-tolerance policy for related conduct.

**FIGHTING**

The nature of school is such that fighting anywhere within the school boundaries (hallways, classrooms, school grounds, or any other part of the school) is not allowed. Fighting is so dangerous and disruptive that suspension is needed as a consequence to discourage it from being considered as a solution.
LOCKERS
Lockers are provided for students to store their books, clothing, and personal belongings. Do not bring valuables or large amounts of money to school and leave them in lockers. Students will be assigned lockers by the Executive Assistant of the Head of School. Students may not change lockers without the permission of the Executive Assistant of the Head of School. Students are not allowed to share lockers. Students may purchase combination locks to secure their locker and share with the Executive Assistant of the Head of School the combination. Unauthorized locks will be cut off without notice.

Each student is responsible for the upkeep and cleanliness of the locker. Students are responsible for all items stored in their locker. Any misuse of lockers may result in the loss of your locker privilege.

1. No stickers or tape – only magnetic devices to hold up pictures, notes, etc.
2. No storage of food to prevent ants.
3. No open containers with liquid (will leak to the bottom lockers).
4. No sharing lockers or combinations.
5. Be sure to check books when it rains to make sure they are dry.
6. Do not leave valuables in lockers.

At the end of the school year, students should clear their lockers of everything, including their locks. The school is not responsible for anything left in the lockers. All lockers are subject to inspection and will be checked periodically. Lockers remain the property of the Lycée International de Houston and are subject to inspection by school officials. Any drugs or illegal contents found in the student’s locker is subject to disciplinary actions.

Locker Expectations
Be Your Best
- Keep assignments and notes in your binder
- Take your binder to every class
- Take home newsletters and schoolwork to finish or study
- Report vandalism and tampering of locks to an adult
- Keep the area around your locker clean

Be Safe
- Keep only your belongings in your locker
- Store your jacket, backpack, cell phone and other important belongings in your locker until the end of the day
- Take food home or throw away in garbage
Be Respectful

- Stand only by your locker to make room for others
- Use kind and respectful language like “excuse me” and “thank you”
- Keep your hands and feet to yourself; leave other people’s property alone

Be Responsible

- Use only your assigned locker
- Always leave locks on the assigned locker
- Keep your locker combination private (only you should know it)
- Return borrowed items
- Dispose of garbage in appropriate bins
- Ask an adult if you need help with your locker

**HEALTH AND SAFETY**

**NURSE AND SCHOOL CLINIC**

The School Nurse is here to help advance the well-being, academic success, and life-long achievement of students. To that end, the school nurse facilitates positive student responses to normal development; promote health and safety; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaptation, self-management, self-advocacy, and learning.

The school nurse provides direct health care to students and staff. This means they provide care for injured and ill students and staff. They communicate with parents/guardians, make treatment plans, make referrals to physicians, and come up with emergency action plans. The school nurse is solely responsible to administer medication on site as well.

The School Clinic is located on the ground floor near the front office and is open Monday through Friday when school is in session and is operated by the school’s registered nurse.

The School Nurse can be contacted at LIHHealthCare@lihouston.org.

**MAGNUS HEALTH**

Magnus Health is the School’s electronic student health record (SHR) software. The SHR is an online solution for collecting, managing, and tracking student health information. This technology helps the School streamline communication with parents/guardians and keep schools prepared in the event of an emergency.

**Magnus Health Login Instructions**

1. Log into My Backpack account, by going to https://lih.seniormbp.com/SeniorApps/facelets/registration/loginCenter.xhtml, and clicking on “Login” at the top of the page. Enter the User ID and password (to reset User ID and password, email Mybackpack@lihouston.org).

2. Click on Magnus Health Link located on the right of the screen under the School. Important!
Parents/guardians must log into Magnus Health from the My Backpack account to access the proper log in screen. Use the same User ID and password as the My Backpack account to log into Magnus Health.

3. Click onto “Student Health Tracker” and complete the information required on the Magnus Health account.

4. If parents/guardians forget their Physical Exam form when going to the doctor’s appointment, a summary of the visit with all pertinent information, as well as the immunizations can be emailed to our nurse at LIHhealthcare@lihouston.org.

5. All health forms are to be submitted through Magnus Health via the school portal. Through Magnus parents/guardians can download the forms, update vital health information, and access the submitted forms throughout the year. Parents/guardians will have the option to upload their forms online.

**SICK POLICY**
The School does not permit a child who has a fever (temperature of 100.4 or higher); conjunctivitis (pink eye); flu; unusual rash; severe cough; rapid breathing or labored breathing; severe cold; vomiting; yellowish skin or eyes; diarrhea; head lice; contagious illness of any sort which results in child being too ill to participate in daily activities.

A student who exhibits any of the above symptoms must remain at home to prevent the spread of the disease. If a student shows a symptom of disease during the school day, parents/guardians will be notified, and they will be asked to pick up their child from the School Clinic. Students who have fever, diarrhea and vomiting must remain symptom free for 24 hours without medication before they can return to school. As viral illnesses can quickly spread, we ask that parents/guardians please help us safeguard all children. Students with head lice may not return to school until they are head lice-free.

Students on antibiotics must stay at home for the first 24-48 hours of treatment, depending on the illness.

The School will notify all parents/guardians in writing and within 48 hours of becoming aware that a child or employee has contracted a communicable disease under the Texas Department of State Health Services as specified in 25 TAC section 97.7. Such child or employee will be excluded from school.

Any child excluded for reason of communicable disease may be readmitted by submitting a certificate of the attending physician, advanced practice nurse, or physician assistant attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease’s non-communicability in a school setting.

**PRESCRIPTION MEDICATION**
If a child is under treatment and taking medication that must be administered during the school day, parents/guardians must deliver such medication to the School in its original container with the child’s name, U.S. doctor and U.S. pharmacy name, dosage, and instructions for administering the medication. Medication will be kept at the School Clinic. Parents/guardians will also be required to sign a form on Magnus Health authorizing the School to administer the medication as per the doctor’s instructions. The same applies to non-prescription medication: in no circumstances will students be allowed to self-administer medication. This will only be done by an authorized adult.
**MEDICAL HEALTH RECORDS**
All students must have a Medical Health Record form on file before the first day of school. A U.S. physician must complete the physical examination as well as the sections for Vision, Hearing, Diabetes Screening, and Spinal Screenings. The form is available on Magnus Health.

The Texas Department of Health Title 25 Health Services, §37.23 of the Texas Administrative Code requires every student attending school in the State of Texas be screened upon entering the grades listed below:

Parents/guardians are responsible for the following:
Vision and Hearing Screening for all new students and returning students entering the following grades: PK4 (MS), K (GS), 1st (CP), 3rd (CE2), 5th (CM2), 7th (5ème) and 9th (3ème).

Spinal Screening is required for all new students and returning students entering the following grades 6th (6ème), and 9th (3ème).

**IMMUNIZATIONS**
The School complies with immunization requirements outlined by the Texas Department of Health-Immunization Division (25 TAC 97, Subchapter B (relating to Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education)). All new students must be vaccinated or file an approved exemption as set forth by the State of Texas. All immunizations or exemption documents must arrive at the Health Clinic prior to the first day of school. Failure to do so may result in a student being excluded from the School. All records must be translated if not in the English language.

**HEALTH OR ACCIDENT EMERGENCY ON CAMPUS**
Each student and his/her parent should supply the school with contact information pertinent to emergencies. This would include unusual health problems, how to contact parents/guardians, preferred doctor or clinic, and all contacts if a parent cannot be contacted. Both the home and cellular number of the student’s parents/guardians should be updated with the school if any changes occur.

When a student is injured on campus or at a school sponsored event, there are several steps that are followed to ensure that the school is protected, and the student is taken care of.

1. If the injury is minor, the School will make the student as comfortable as possible. Essential first aid will be administered by the nurse or by a staff member designated by the Head of School to do so.
2. The teacher or adult charged with the students’ care must control the area around the accident to prevent further injuries or trauma to other students.
3. The School will notify the parents, guardian, or emergency contact.
4. In case of severe injury, the School will make the student as comfortable as possible, contact the nurse by walkie talkie, call 911, and follow the procedures listed below:
   a. Notify the parents, guardian, or emergency contact.
   b. If 911 is called, print out a copy of the student’s emergency card to give to the paramedics.

**EMERGENCY MEDICAL RELEASE**
Parents/guardians must complete an Emergency Medical Release Form each school year through Magnus Health. If a student is injured or becomes seriously ill, the School will first ensure the safety of the child and immediately notify the parent. If the School is not able to contact a parent or
guardian, the student will be taken to a hospital for medical treatment. Please make sure that all health problems, allergies to medications, foods or other sources, or medications taken by the student are documented on Magnus Health account.

SAFETY DRILLS / EMERGENCY PROCEDURES
The school utilizes the following methods to contact parents/guardians in the case of an emergency:

- An emergency email notification to all parents/guardians, faculty, and staff.
- Emergency notices posted on the school website at Error! Hyperlink reference not valid.and on our Facebook page.
- Our emergency text messaging notification to all parents/guardians, faculty, and staff.

Under emergency situations, parents/guardians should check local media and the school’s social media accounts to ensure the campus is open.

Fire Drills
The School will conduct regular fire drills. All persons present on campus during these drills must participate. If the alarm sounds, everyone must head in an orderly fashion to the emergency exits. Once outside, every adult who is responsible for a group must ensure that all students are accounted for. School management will keep all adults and students informed of the situation as the events unfold.

Fire alarms are only to be pulled in an emergency. Doing so in any other circumstance will result in disciplinary action. The School Staff members will inspect the premises before classes resume.

Lockdown Drill
Lockdown procedures are used to protect building occupants from potential dangers in the building or external threats that may enter the building.

The Head of School or designee will announce repeatedly “Code Lockdown!” Only the Head of School or designee will issue “All Clear” notice when conditions are safe.

The School will LOCK EXTERIOR DOORS. Monitor security cameras.

Teachers/staff will:
1. Clear the hallways.
2. Lock classroom doors and windows.
3. Close shades.
4. Keep everyone away from windows and doors.
5. Keep students calm.
6. Take attendance.
7. Turn off lights.
8. Allow no one to enter or leave classroom or secured area.

In this instance, an announcement will be made with the appropriate emergency code through the PA system by the Head of the School or designee.

The School will notify parents/guardians of the lockdown safety drill.

Severe Weather or other Emergencies Drill
Severe wind, rain, hail, thunderstorms, and flash floods are not uncommon in Texas. Tornadoes, while not common, do occur as well. Procedures for dealing with these threats are similar.

- Be alert for weather warnings and monitor Emergency Alert Stations.
- Bring all students and staff inside building. Move to safe areas.
- Review “drop and cover” procedures if tornadoes are a concern.
- Close windows and blinds; avoid outside walls.
- Take class rosters to account for all students. Be ready to move quickly if flooding threatens.
- Remain in safe areas until warning expires or emergency personnel has issued “all clear” advisory.
- If early dismissal is necessary, the Head of School will contact parents/guardians of students.
- A sheltering drill for severe weather will be practiced during the school year.

The School will notify parents/guardians of the severe weather and other emergencies safety drill.

**DRIVING AND PARKING**

- Please drive slowly and cautiously on campus. Vehicles should not exceed 5 miles per hour.
- Please obey all signs and instructions on campus.
- The school is not responsible for theft or damage to a visitor/parent/guardian vehicle or contents. Please do not leave valuables in the car.
- DO NOT use a cell phone while driving on campus and in carpool. Texting is strictly prohibited while the car is in motion.
- A valid handicap parking tag is required to park in a handicapped space

**CAMPUS CAMERAS**

The School camera system’s primary purpose is for property protection. It may or may not be monitored. The recordings from the video surveillance cameras are not maintained past ten days. Only authorized personnel are allowed to view the recordings. The school reserves the right to use the recording for disciplinary and legal purposes.

**BUS SERVICE**

TMI TRANSPORTATION, LLC is the independent contractor that Lycée International de Houston has engaged to provide bus services. Parents/guardians agree that the School is not responsible for the actions of the bus service or its employees. Please log into My Backpack account via the school’s website, to register child(ren) for a bus route, using the “My Forms” link.

Please review these rules with children prior to them riding the bus.

- Please arrive 10 minutes prior to departure time.
- Buses will NOT wait for late students.
- Obey the driver’s instructions to ensure safety.
- Ensure parents stand in a safe place while waiting for the bus. Cross at least 15 feet in front of the bus. NEVER in rear of the bus.
- Always remain seated with seat belts on when the bus is in motion.
• Wait for the bus to make a complete stop before entering or exiting.
• Enter or exit the bus at the front door ONLY, except in an emergency case.
• Do not leave the bus without the driver’s consent.
• No unauthorized stops will be made.
• Keep feet out of aisles and off seats / seatbacks.
• Students must behave in an appropriate manner.
• The driver must not be distracted while the bus is in motion.
• Eating or drinking is NOT allowed on the bus.
• Students must not deface the bus or its equipment. Damages will be at the cost of the responsible students’ parents/guardians.

Transportation is available for students only.

**BUS SERVICE 2021-2023**
Bus routes, schedules, and times are available on My Backpack under My Documents. Bus service schedules, times, and routes are subject to change. Should a permanent change occur on a bus route, parents/guardians will be notified.

If a route is cancelled due to low enrollment, fees paid will be refunded.

**PARENT RESPONSIBILITIES**
• Parents/guardians must be at the Bus Stop 10 minutes before the bus is due to depart.
• Children must be seated in the bus with seatbelts on 5 minutes prior to departure so that the driver can carry out safety checks – a last minute rush is not acceptable.
• Parents/guardians must be at the bus stop to pick up child(ren) in a timely manner. Children MUST wear their seatbelts and remain seated for the entire journey.
• It is imperative that the School have the correct email and cell number as well as an alternative number in case of emergencies.
• Parents/guardians must wait with their child(ren) until they have boarded the bus.
• Parents/guardians may get on the bus with younger children to ensure their seatbelts are securely fastened.
• Parents/guardians with a child(ren) who needs a booster seat must provide this item and ensure it is functioning properly.
• Parents/guardians are solely responsible for their children until the bus has departed.
• Parents/guardians are responsible for collecting children who miss the afternoon bus.
• Parents/guardians must not take their children off the bus on school property without informing a member of staff. Parents/guardians may be asked for identification at this time.
• **MUST** inform School Life Coordinator, by email, before 1.00pm: Schoollife@lihouston.org. If for any reason their child(ren) will not be riding the bus in the afternoon-parents/guardians must put in the child(ren)’s first and last name, bus number in the subject line. **No changes will be made to a child’s bus schedule after 1 pm.**

**USE OF LIH LOGO**
It is strictly prohibited to use the LIH logo without prior authorization.
After reading the Student/Parent Handbook, please discuss all of the information that is appropriate with your student(s). Please sign the acknowledgement below (both parents/legal guardian and student(s) and return this page to school office.

**Parent Acknowledgement**

As a parent or guardian of the Lycée International de Houston student, I acknowledge the Student/Parent Handbook and the policies contained within.

I have reviewed the Student/Parent Handbook with my student in an effort to promote a better understanding of the Lycée International de Houston rules and expectations.

I acknowledge receiving the Student/Parent Handbook policy on student behavior.

I have read these materials and understand all rules, responsibilities, and expectations.

I understand that the Student/Parent Handbook policies may be amended during the year and that such changes are available in the school office.

I understand that my failure to return this acknowledgement will not relieve myself or my student from being responsible for knowing and complying with the School rules, policies, and procedures.

_________________________________   _______________
Signature of Parent Guardian       Date

**Student Acknowledgement**

As a Lycée International de Houston student, I acknowledge the Student Handbook and the policies contained within, are available to me.

I acknowledge receiving electronic access to the Student/Parent Handbook policy on student behavior.

I have read these materials and understand all rules, responsibilities, and expectations.

I understand that the Student/Parent Handbook policies may be amended during the year and that such changes are available in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School rules, policies, and procedures.

_________________________________
Student Name (Printed)

_________________________________   _______________
Signature of Student        Date
LIH HONOR CODE

The honor code articulates an accountable, school-wide commitment to the creation of an environment rooted in integrity and dedicated to the shared goal of achieving a culture of respect and trust. It entrusts students, faculty, and administration with the duty of monitoring their own actions and assumes they will conduct themselves responsibly and respectfully. It acknowledges that the students are members of a larger community and stresses the importance of considering the effects of individual words and actions on the community. The honor code strengthens the sense of unity and responsibility among the Lycée International de Houston members by creating a common behavioral standard to which students, faculty, and administration comply with both in and outside the classroom. Above all else, the honor code ensures the protection of the fundamental right to a safe, supportive, and productive living and learning environment deserving of all members of the Lycée International de Houston community.

Dear Parents,

One of the central features of the Lycée International de Houston education is the commitment we ask each of our students to make is to uphold the highest standards of honor and integrity. We expect them to refrain from all forms of cheating, dishonesty, and deception. We also expect them to hold one another to these same high standards. We ask that both students and parents or guardians carefully read the Honor Code above so that you understand what Lycée International de Houston expects from you.

As a student of Lycée International de Houston, I acknowledge this purpose and pledge on my honor to present myself and all that I do honestly and fairly.

Name of student:  
(PLEASE PRINT CLEARLY) Last  First

Signature of student:  
(if applicable)

Parent/Guardian Signature:  Date:

Parent/Guardian Signature:  Date:

Parents and students are asked to review and discuss the principals before signing and returning the Honor Code. A signed copy of the Honor Code must be on file at school for all students.