

Mickey Leland College Preparatory Academy  
For Young Men

# KNIGHTS



**Dr. Dameion Crook, Principal**

**Student Handbook**

**2022-2023 School Year**

1700 Gregg Street  
Houston, TX 77020  
Phone: 713-226-2668

# TO MLCPA STUDENTS,

On behalf of the entire faculty and staff, we welcome you to the Mickey Leland College Preparatory Academy for Young Men! I would like to personally extend my best wishes to you for a successful school year.

We strongly believe that students learn best when they are academically stretched, nurtured, and engaged. We will promote hard work, integrity, and most of all leadership, while encouraging a spirit of discovery and adventure. Our goal is to equip each student with the tools necessary to become responsible young citizens and reach their personal best.

If you require additional assistance, please do not hesitate to contact me.

Sincerely,

*DC*

Dr. Dameion Crook  
Principal

## MISSION STATEMENT

*To develop the full potential of every student by fostering an educational environment that encourages critical thinking, inspire student confidence, and nurture both the intellectual and social development necessary to graduate college and become successful leaders in the global community.*

**LEARNER'S CREED***Life is all about choices. One decision can mean the difference between great success and great failure. I have already decided to make my education and character top priority by choosing to attend Mickey Leland College Preparatory Academy. Today and every day I will strive to make decisions that will help to further my goals, even if the choices are difficult. Thoughtful choices, guided by my commitment to education and service, will help me to become a man of achievement, excellence, distinction, commitment, dedication and leadership.*

## *The Knights Law*

**A Knight is:**

Honorable

Respectful

Intelligent

Neighborly

Helpful

Resourceful

Healthy

and

Faithful.

# **To Be a Knight**

**It is my right to be uncommon.**

**I seek opportunity....not security.**

**I do not wish to be a kept citizen, humbled and dulled by having the state look after me.**

**I want to take the calculated risk; to dream and to build, to fail and to succeed.**

**I prefer the challenges of life to the guaranteed existence; the thrill of fulfillment to the stale calm of utopia.**

**I will not trade freedom for beneficence nor my dignity for a handout.**

**I will never cower before any master nor bend to any threat.**

**It is my heritage to stand erect, proud and unafraid; to think and act for myself; enjoy the benefits of my creations and to face the world boldly and say, "This I have done!"**

**This is what it means to be a Knight!**

# Overview of Responsibilities

## Student Responsibilities:

- Attend school daily and arrive to class on time.
- Prepare for each class with the appropriate materials.
- Complete all class and homework assignments daily and ask for assistance when needed.
- Give parents or guardians all notices and information received by me from the school.
- Adhere to school, district, and classroom rules and regulations for behavior and good conduct.
- Accept personal ownership of my academic success.

## Parent Responsibilities:

- Ensure students attend school daily.
- Support school and school related activity rules for student behavior.
- Talk to your child about his class work and homework assignments.
- Set high expectations for your child's learning.
- Create a positive learning environment in the home.
- Support district, school, and classroom rules for student behavior and ensure that my child conducts himself according to district standards.
- Stay informed about your child's education and communicate with the school regularly.
- Promptly read all notices from the school or the district received by your child or by mail and responding as appropriate.

## School Responsibilities:

- Employ highly-qualified teachers that are equipped to provide high-quality curriculum and instruction in a supportive and effective learning environment.
- Collaborate with parents and the community to promote and develop each child's unique needs.
- Develop an effective school-based discipline management system that promotes and maintains the support of good student behavior.
- Encourage parents to volunteer and participate in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely manner.
- Provide parents with frequent reports about their child's individual academic achievement (i.e. **parent-teacher conferences, progress reports and report cards will be sent home each grading cycle, parents can view their child's progress online** via HISD Connect).
- Ensure that information related to school and parent programs, meetings and other activities is sent home in an understandable and uniform format, in a timely manner and in a language that parents can understand.

**2022-2023 Academic Calendar**  
Houston Independent School District

July 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				




February 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Key		Holidays	
	Holidays	September 5, 2022	Labor Day
	Teacher Preparation Days (no students)	October 5, 2022	Fall Holiday
	Teacher Service Days (no students)	November 21-25, 2022	Thanksgiving Break
		December 22-January 4, 2023	Winter Break for Teachers
		December 22-January 6, 2023	Winter Break for Students
School Day Start and End Times		January 16, 2023	MLK Day
7:30-3:00	Elementary School	March 13-17, 2023	Spring Break
8:30-4:00	K-8 and Middle School	March 31, 2023	Chavez-Huerta Day
8:30-4:10	High School	April 7, 2023	Spring Holiday
		April 21, 2023	Spring Holiday
		May 29, 2023	Memorial Day
Significant Dates		Grading Periods	Report Card Dates
August 8, 2022	Teachers report to work	Aug. 22-Sept. 30	October 7, 2022
August 22, 2022	First day of school	Oct. 3- Nov. 4	November 11, 2022
December 21, 2022	Last day of first semester	Nov. 7-Dec. 21	January 13, 2023
January 9, 2023	First day of second semester	Jan. 9-Feb. 24	March 3, 2023
May 31, 2023	Last day of school for students	Feb. 27-Apr. 14	April 20, 2023
June 1, 2023	Last day for teachers	Apr. 17-May 31	May 31, 2023 (ES, K-8, MS)
			June 7, 2023 (HS)
Last Updated 02/15/22			

## SCHOOL HOURS

School hours are from 8:25am until 4:00pm each day. Students should NOT arrive earlier than 7:45 am or remain on the campus later than 4:30pm unless they are participating in a supervised school activity. **SCHOOL DOORS WILL NOT OPEN UNTIL 7:45AM EACH SCHOOL DAY.** Supervision **WILL NOT** be provided for students who arrive before 7:45am or remain later than 4:30pm. These procedures are designed for the safety and well-being of the students.

### Daily Bell Schedule

A/B Day	
7:50 am – 8:20 am	Breakfast
8:30 am – 10:10 am	1 <sup>st</sup> /5 <sup>th</sup>
10:14 am – 11:54 am	2 <sup>nd</sup> /6 <sup>th</sup>
11:58 am – 2:12 pm	3 <sup>rd</sup> /7 <sup>th</sup> /Lunch
2:16 pm – 4:00 pm	4 <sup>th</sup> /8 <sup>th</sup>
10:15 am	ADA

#### A Lunch

A Lunch	11:58 am	12:28 pm
3 <sup>rd</sup> /7 <sup>th</sup>	12:32 pm	2:12 pm

#### B Lunch

3 <sup>rd</sup> /7 <sup>th</sup>	11:58 am	12:48 pm
B Lunch	12:52 pm	1:22 pm
3 <sup>rd</sup> /7 <sup>th</sup>	1:26 pm	2:12 pm

#### C Lunch

3 <sup>rd</sup> /7 <sup>th</sup>	11:58 am	1:38 pm
C Lunch	1:42 pm	2:12 pm

# Mickey Leland College Preparatory Academy

## Advisory Bell Schedule

A/B Day	
7:50 am – 8:20 am	Breakfast
8:30 am – 10:00 am	1 <sup>st</sup> /5 <sup>th</sup>
10:04 am – 11:34 am	2 <sup>nd</sup> /6 <sup>th</sup>
11:37 am – 2:19 pm	3 <sup>rd</sup> /7 <sup>th</sup> /Adv/Lunch
2:23 pm – 4:00 pm	4 <sup>th</sup> /8 <sup>th</sup>
10:15 am	ADA

### A Lunch

A Lunch	11:37 am	12:07 pm
Advisory	12:11 pm	12:41 pm
3 <sup>rd</sup> /7 <sup>th</sup>	12:45 pm	2:19 pm

### B Lunch

Advisory	11:37 am	12:11 pm
B Lunch	12:11 pm	12:41 pm
3 <sup>rd</sup> /7 <sup>th</sup>	12:45 pm	2:19 pm

### C Lunch

Advisory	11:37 am	12:07 pm
3 <sup>rd</sup> /7 <sup>th</sup>	12:11 pm	12:45 pm
C Lunch	12:45 pm	1:15 pm
3 <sup>rd</sup> /7 <sup>th</sup>	1:19 pm	2:19 pm



# Mickey Leland College Preparatory Academy

## Early Dismissal Bell Schedule

A/B Day	
7:50am – 8:20 am	Breakfast
8:30 am – 9:27 am	1 <sup>st</sup> /5 <sup>th</sup>
9:31 am – 10:28 am	2 <sup>nd</sup> /6 <sup>th</sup>
10:32 am – 11:29 am	3 <sup>rd</sup> /7 <sup>th</sup>
11:33 am – 1:10 pm	4 <sup>th</sup> /8 <sup>th</sup> /Lunch
10:15 am	ADA

## Lunch Schedule

### A Lunch

A Lunch	11:33 am	12:03 pm
4 <sup>th</sup> /8 <sup>th</sup>	12:07 pm	1:10 pm

### B Lunch

4 <sup>th</sup> /8 <sup>th</sup>	11:33 am	12:03 pm
B Lunch	12:07 pm	12:37 pm
4 <sup>th</sup> /8 <sup>th</sup>	12:41 pm	1:10 pm

### C Lunch

4 <sup>th</sup> /8 <sup>th</sup>	11:33 am	12:37 pm
C Lunch	12:41 pm	1:10 pm

# Mickey Leland College Preparatory Academy

## Daily Operations and Procedures

### Attendance

Regular attendance and punctuality are required of every student. Students who have good attendance generally achieve higher grades, enjoy school more, and are much employable after leaving high school. HISD expects all students to attend school regularly and be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. No student may leave the MLCPA campus without a parent/guardian signing them out with at the front office. Any departure from campus without signing out will be considered as truancy.

### Attendance and Excuses

1. A student must be in attendance for at least two hours to be considered present for one-half day and for at least four hours to be considered present for one full day. These time limits refer to instructional time, not including lunch, homeroom, passing periods, or other non-instructional time.
2. School sponsored or sanctioned activities are exempt and do not count as absences.
3. Students, parents, or guardians are to be notified when a student has three unexcused absences.
4. Students are required to make corrections to their attendance by verifying attendance with their teachers.

### Absences

Students who have been absent or tardy must present an excuse in writing from the parents or guardian. Parent and guardians must email their documentation to Ms. Palacios [karla.palacios@houstonisd.org](mailto:karla.palacios@houstonisd.org) or Ms. Melton at [tmelton@houstonisd.org](mailto:tmelton@houstonisd.org). Excuses for absences and tardiness are:

- personal illness
- sickness or death in the family
- quarantine
- weather or road conditions making travel dangerous
- participation in school activities with permission of the principal
- juvenile court proceeding documented by a probation officer
- approved college visitation
- emergencies

Excuses should be in the school's possession no later than three school days after the date of the absence or tardy. The three-day period begins with the day the student returns to school.

When a student misses school it is his responsibility to obtain assignments and to complete all work missed during the absence. Students **must** be given the opportunity to make up work missed due to all absences. Students must complete missing work within the same number of days they were absent unless there are extenuating circumstances and other arrangements have been made.

**NOTE: AN ABSENCE THE DAY BEFORE OR AFTER A HOLIDAY WILL ONLY BE EXCUSED WITH AN OFFICIAL NOTE: DOCTOR/DENTIST/COURT-ETC....**

### Tardiness

A tardy is defined as arriving late to class, within the first 7 minutes, without an approved permit after the tardy bell has rung. Students who arrive after the first 7 minutes of class time will be counted absent, not tardy. It is important that students be prompt and prepared to each class, especially during the morning session.

**Students arriving late to any class can be considered for disciplinary action, if continuous or excessive. This means any tardies that exceeds 3 or more in a six weeks grading cycle.** Parents/Legal Guardians are responsible for making sure their child makes it on time to their 1<sup>st</sup> period class due to their own means of transportation.

### Tardy Policy

- 3 unexcused tardies (3 tardies total) will result in one day of lunch detention.
- 3 additional unexcused tardies (6 tardies total) will result in afterschool detention.
- 3 additional unexcused tardies (9 tardies total) will result in parent contact and discipline referral to one of the administrators.

### Student Pick-up Policy

- Effective immediately, Parents cannot pick up their student(s) 30 minutes prior to dismissal.
- Any changes in transportation must be made 30 minutes before the end of the day.
- Parents cannot request their student(s) be ready for pick-up. Parents must have a valid ID to present to the main office upon arrival.

### Policies Governing the Administration of Medication

The policy of the Board of Education does not authorize Houston ISD school personnel to administer medication of any kind. This includes prescription drugs as well as aspirin, cough



medication, etc. Any student who brings any sort of medication to school should be sent immediately to the Nurse Nwaogu.

Students on long-term preventative medication, which needs to be administered during school hours, must be referred to the front office staff. HISD doctor form must be accompanied by written permission of at least one parent.

### Closed Campus

Mickey Leland College Preparatory Academy is a **closed campus**: therefore, no student may enter or leave the campus during school hours without approval of the Attendance Clerk.

### Internship Program

Seniors (12<sup>th</sup>) interested in participating in an off-campus internship, must submit a request to Ms. Coronado and Mr. Prince no later than August 30<sup>th</sup>. Students who are approved must complete a student internship agreement prior to starting the internship. Any violation of the agreement or student code of conduct may result in removal from the program.

### Food Policy

- **\*\*High School Students ONLY\*\*** Students may order food off campus, using any food service app that includes **ALL fees and tips only**. No cash will be handled upon delivery. Students must order in enough time to receive their food during their designated lunchtime. Any food delivered after their designated lunchtime will be distributed **at the end of the day**. If your food does not arrive in time, you must eat the food provided by the cafeteria. Food must be delivered to the front office **only**. Students cannot go outside to pick up food and must give clear instructions to drop off in the front office. Any issues with delivery or the order is between the student and delivery service.

**Any violations will result in suspension of off campus ordering school wide.**

*Middle school students CANNOT order food; however, their parents may bring food during their son's lunch time. Parents of middle school students also CANNOT approve delivery of food.*

### Parking

Students with a valid driver license and car insurance may drive to school and park in the designated parking lot. Students must turn in a completed driving contract to Mrs. Partida along with a copy of their driver's license and proof of insurance. If you have any questions regarding parking, please see an administrator. Unapproved drivers may be towed.

### Credit Denial

A student will be denied credit for a class when the student accumulates four or more **unexcused absences** in a class during the semester.

## Student Conduct

We expect and encourage decent and appropriate behavior at all times while students are on school property and during all school-sponsored activities. Our campus-level discipline management plan is in accordance with the HISD Code of Student Conduct. HISD Board Policy provides procedures for consequences should violations occur.

HISD Board Policy also provides an action plan of procedures to deal with other major offenses and with chronic misconduct of any kind, which interferes with the educational process. Policies apply during school hours, before and after school, while on school property, while riding the bus, and at all school sponsored events. Students and parents should understand that in addition to taking disciplinary action at the school level, illegal acts must be reported to HISD Police and to the appropriate law enforcement authorities.

## Disciplinary Procedures

If a student does not adhere to our school wide/classroom student expectations and receives a discipline referral, he may receive any of the following disciplinary actions listed below. Please be advised that these are not the only actions that can be taken; nor is this the order in which disciplinary actions will be carried out. It will depend upon the level of the violation. **Parents and students can refer to the HISD Code of Student Conduct for the various levels of infraction and additional disciplinary actions.**

- Parental Contact/ Parent Conference
- Detention (lunch and/or Saturday)
- Loss of Privilege
- In school suspension
- Suspension
- Behavior Contract
- Non-Renewal of Magnet Transfer

## Digital Citizenship

The Mickey Leland College Preparatory Academy is a part of the district's Power UP Laptop initiative, and as a student at MLCPA you will be afforded the opportunity to have access to various technology tools for learning. The fee for the Power UP laptop is \$25.00. Please see Mr. Salazar for more details.

Students ARE NOT allowed to access inappropriate websites or search inappropriate topics. If they do not adhere to this policy, they will be referred to their designated administrator.



***\*\* Please note the district's policy on being a good digital citizen and using technology properly.***

## HISD Digital Footprints and Digital Citizenship

### DEFINITION

***Digital Footprint:*** A phrase used to describe the trail, traces, or "footprints" that people leave online

Digital life is both public and permanent. Everything we do online creates digital footprints that migrate and persist. Something that happens in the spur of the moment - a funny picture, an angry post - can resurface years later. And if we aren't careful, our reputations can be harmed. In addition, a bad digital footprint can affect our future livelihood. Colleges now are checking the social media postings of potential students, and employers are doing the same for applicants. That's why it is crucial that HISD and parents work together to ensure that our students are good digital citizens.

### DEFINITION

***Digital Citizen:*** A person who use the Internet regularly and effectively

A good digital citizen is one who knows what is right and wrong, exhibits intelligent technology behavior, and makes good choices when using technology. Much as we want our kids to be good citizens in the real world, we want the same in the digital world. Characteristics of a good digital citizen include:

- Being confident and capable of using information communication technologies
- Using technology to participate in educational, cultural, and economic activities
- Developing and using critical thinking skills in cyberspace
- Using technology to relate to others in positive, meaningful ways
- Respecting the concepts of privacy and freedom of speech in a digital world
- Contributing to and actively promoting the values of digital citizenship

Ensuring students understand the importance of good digital citizenship and the potential impact of a negative footprint requires the work of parents and educators. Here are some tips that both children and adults can use to maintain their digital footprint:

- Think long term. What seems fun today could have long-term consequences.
- Keep personal information private.
- Use privacy settings on your social network pages. Don't use public posting.
- Protect your friends' privacy as well as yours.
- Use the Golden Rule online - treat others the way you want to be treated.

## Cell Phone & Electronics

Students may not use their cell phones to talk, listen, or text from 8:30 am until after the last class dismisses. *If students need to contact their parents, they should get permission from their teacher or an administrator and use a designated school telephone.* If the cell phone or any electronic items are seen, heard, or in way interferes with the educational process, the item will be taken up by school personnel.

Parents will be required to come to the school and pay \$15 in order for phones or personal electronics to be returned. Parents assume all risks associated with students bringing cell phones and other electronics on campus.

All personal electronic devices including, but not limited to: iPad's, iPod's, tablets, wearable electronics (watches), notebooks, and Nintendo Switch are only allowable during breakfast and lunch, **not during instructional time and assessment times.** If any electronics are needed for a specific classroom assignment, that assignment must be approved first.

## Consequences for Cell Phone and Electronics Violations

- 1<sup>ST</sup> Violation ~ Student warning/phone taken until the end of the day
- 2<sup>rd</sup> Violation~ \$15.00 Charge – Payment must be made via SchoolPay  
Parent must pick up

*On the 3<sup>rd</sup> cell phone or electronics violation, it becomes a Level II offense and will require administrative intervention. Please refer to the 2022-2023 Student Code of Conduct and Discipline Policies.*

**\*\* The use of HISD issued technology is not allowed in the cafeteria without permission. That includes but is not limited to student iPads and Power Up laptops.**

## MLCPA Dress Code

The faculty and staff expect Mickey Leland College Preparatory Academy students to come to school each day dressed appropriately to insure the health and safety of everyone on campus. Students are to present themselves dressed appropriately, according to dress code, *at all times while on campus* and while representing MLCPA at school related activities.

## ID Badges

To ensure safety and security, all Mickey Leland College Preparatory Academy students **are required** to wear a school-issued badge at all times while at school or on the school grounds. If you lose or destroy your school-issued badge, a new one can be made. There will be a \$5.00 charge for all replacement badges.



## 2022-2023 UNIFORM POLICY

**\*\*Shorts, Sweatpants/joggers, Hoodies, and slides/crocs are **BANNED** on the MLCPA campus\*\***

### HIGH SCHOOL

Monday-Thursday	<b>Dress Uniform:</b> Gray MLCPA Cardigan or Sweater Vest must be worn over Blue Button-Down Shirt, Tie, Khakis, Belt, Socks and Dark Neutral Colored Dress shoes, Boat shoes, Polo Style Shoes. <b>**Athletes may wear Lettermen's jacket over the proper top attire</b> <b>***No Jackets or hoodies of any sort are allowed to be worn on campus during the school day.</b> <b>***Green and Blue striped ties or Gold Ties Only</b>
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### MIDDLE SCHOOL

Monday-Thursday	<b>Dress Uniform:</b> Blue MLCPA Cardigan or Sweater Vest must be worn over White Button-Down Shirt, Tie, Khakis, Belt, Socks and Dark Neutral Colored Dress shoes, Boat shoes, Polo Style Shoes. <b>**No Jackets or hoodies of any sort are allowed to be worn on campus during the school day.</b> <b>***Green or Gold Ties Only</b>
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### ALL SCHOOL

Friday	College t-shirt/polo, MLCPA/spirit t-shirt, with blue or black jeans (No holes, cuts, or rips) or khaki pants. <b>**No shorts, athletic wear, sweatpants, joggers, or colored jeans</b> <b>***no crocs, slides, sandals, flip flops or open toe/backless shoes</b>
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**Shoes:** Dark Neutral Colors: **Brown, Gray, Black, Tan** Dress Shoes, Boat Shoes, Polo Shoes (NO DESIGNS OF ANY SORT, SOLID COLOR ONLY)

### Uniform Policy for Field Trips and Special Events

- ◆ Some field trips and competitions, students may be allowed to change the dress. You must consult with the sponsor and check the Field Trip Permission form for each event's dress code.
- ◆ **Athletes** may wear jerseys on game days only with the proper pants and shoes. If your sport is not in season you must be in the correct dress code.



- ◆ Uniform policy may also change based upon some performances and special events. (These may include field days, Spirit Week, etc. Students will be notified in advance and information will be posted on the school calendar.)

Hair must be conservative and professional in appearance. This includes, but is not limited to, being neat, clean, and combed. Any haircut that appears in any way gang related is not allowed. Hair color outside of the natural brown, black, red, etc. are not allowed.

Facial hair (including sideburns and eyebrows) must be conservative and professional in appearance. This includes being neat and properly trimmed with no designs of any kind.

**\*\*The proper wearing of the uniform is the level of expectation for all MLCPA students. All students should be dressed upon entering the building for the day. If you violate dress code, you will be sent home for the day.**

## Academics

### Grading Policy

#### Cycle Grade Composition

Each cycle grade is composed of 50% major grades and 50% minor grades. A major grade constitutes any assignment of greater importance as determined by the teacher. Examples include tests, quizzes, projects, etc.

**AT LEAST 2 GRADES per week must be collected and reported within 5 WORKING DAYS.**

**Of the minimum 2 grades per week, AT LEAST 3 MAJOR grades and AT LEAST 6 MINOR grades must be reported per cycle.**

Minor grades or daily grades are more frequently collected and include classwork, homework, etc.

#### Grade Reporting

All grades will be posted in HISD Connect (PowerSchool). Parents and students have access to check grades daily through HISD Connect. Teachers must report missing assignments within **48 HOURS** of the collection date. Teachers will also post the initial grade for each assignment within **5 WORKING DAYS** of collection.

## Reassessment/Retest

- Retesting guidelines apply to major assessments only. Daily grades, quizzes, projects, and semesters exams are NOT included in the retesting guidelines.
- **Students that fail a major assignment must be afforded an opportunity to retest.** Offering a retest to students who make above a failing grade is at the teacher's discretion.
- In order to retest, a student must attend tutorials and complete remediation work
- The highest grade that may be earned is a 75. *Please note that projects are not subject to retesting. Be sure to ask questions and seek out help and advice before projects are due.*

## Late Work Policy

- **Middle School:** Work may be turned in late for up to two school days after the assignment's due date with a point deduction of **10 points per day** (Middle School). **NO LATE WORK WILL BE ACCEPTED AFTER THE 2 DAY GRACE PERIOD.**
- **High School:** There will be a deadline listed on all assignments. If your assignment is submitted after that time, it is considered **late**.
  - Late Policy:
    - 1st NON-CLASS day after deadline: -10 points
    - 1st CLASS day after deadline: -25 points
    - 2nd NON-CLASS day after deadline: -35 points
    - 2nd CLASS day after deadline: - 50 points
    - After 2 CLASS DAYS, teachers are not required to accept the late assignment.

**Note: Please see each teacher's syllabus for any exceptions to this policy based on their class curriculum and structure.**

## Make Up Work

- If a student is absent, they are responsible for collecting their **OWN** make-up work. The assignment/test if assigned prior to the absence will be collected on the next class meeting date of the student's return, unless prior arrangements are made. Work assigned during the student's absence will be allocated the same amount of time as when it was initially assigned. After this date, the late work policy above will go into effect.

Detailed Example	
Assignment	Homework – Watch video on one-step equations and take notes.
Date Assigned	8/23/22
Date Due	8/26/22 (If absent on the 26 <sup>th</sup> then it is due on the 29 <sup>th</sup> )
Grade Category	Minor/Daily Grade

8/29/22	Highest grade possible if submitted is a 75 (High School)
8/30/22	LAST DAY TO SUBMIT! Highest grade possible if submitted is a 50
9/1/22	Final grade for assignment posted on HISD Connect (All missing assignments recorded as missing in HISD Connect)

•Every 3 weeks progress report

•Every 6 weeks report card

## Grading and Evaluation

Numerical Marks	Letter Grades
90 – 100	A
80-89	B
75-79	C
70-74	D
69 & Below	F

## Homework Policy

Homework is any type of independent practice or assignment that will usually be completed outside of the classroom. Homework should allow students to review and practice, the application or enrichment of skills that have been previously taught during the school day. Each student is expected to make an individual effort at completing all homework assignments and turning them in at the designated times. If there are questions or concerns, please contact individual teachers who have given the homework assignment.

\*If you have any questions about the content of this student handbook, please feel free to contact a member of the school's administrative team at 713-226-2668

## Academic Integrity

Academic Integrity is a highly regarded behavioral expectation for each student enrolled at the Mickey Leland College Preparatory Academy. When this expectation is not honored, it becomes academic dishonesty which is a behavioral issue that will result in a **Level II offense**. A grade of a "0" will be given for that assignment. An alternative assignment or assessment may be assigned at the discretion of the teacher. Examples of academic dishonesty are listed below:

**Cheating** of any kind WILL NOT be tolerated in any classes. It is a **Level 2 offense** and will be handled accordingly by the designated administrator. The following are examples of cheating:

- ❖ Copying / looking at someone's paper, homework, project, etc. that is not your own.
- ❖ You give your paper, homework, project, etc. to someone else to copy.
- ❖ Exchange of assignments either electronically or a manually using a hard copy

**Plagiarism** of any kind WILL NOT be tolerated in any classes. It is a **Level 2 offense** and will be handled accordingly by the designated administrator. The following are examples of plagiarism:

- ❖ You turn in a paper written **totally or partially** by a friend, a sibling, or parent and you put your name on it
- ❖ You go to the Internet, download a substantial part of an essay, and put your name on it, without citing the source.
- ❖ You go to the encyclopedia, rewrite the information in your own words, and put your name on it, without citing the source.

**If you are caught cheating or plagiarizing, then you will be given a zero (0). An alternative assignment may or may not be given. It is at the discretion of the teacher. If an alternate assignment is given, only a maximum grade of 70 can be received.**

**Your conduct grade will drop one letter grade for the six weeks during which the offense occurs. If the assignment is a major project, for example a research paper, then the student may receive a "U" in conduct for the six weeks with the designated administrator's approval.**

**You are also subject to a disciplinary action consequently for this behavior. This can include up to dismissal from the magnet program.**