



Think Exemplary!

2015-2016
Student & Parent Handbook

High School for Law Enforcement & Criminal Justice

4701 Dickson, Houston, Texas 77007
(713) 867-5100 (713) 802-4600 FAX

It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status or political affiliation in its education or employment programs and activities, as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Revised August 2015

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**The High School for Law Enforcement
& Criminal Justice**
 4701 Dickson Street
 Houston, TX 77007
 (713) 867-5100
 Fax (713) 802-4600

HISD Board of Education

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Manuel Rodriguez, Jr., First Vice President
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Anna Eastman
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Greg Meyers
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HISD Administration

Dr. Terry B. Grier, *Superintendent of Schools*

TBA, *Chief of Secondary Schools*

Jennifer Topper, *School Support Officer*

HSLECJ Administration

Carol Mosteit, *Principal*

Patricia Alexander, *Assistant Principal*

James Estrella, *Registrar and Graduation Coach*

PTSA & JROTC Parent Club Presidents

TBD, *PTSA*

TBD, *JROTC Parent Club*

HSLECJ SDMC

Carol Mosteit, *Principal*
Patricia Alexander, *School Personnel*
Jeff Davis, *Community Member*
Schmecka Franklin, *Teacher*
Hector Garma, *Teacher*
Josh Hooten, *Teacher*
TBA, *School Personnel*
TBA, *Teacher*
TBA, *Teacher*
TBA, *Teacher*
TBA, *Teacher*

Department Chairpersons

Donald Chasteen, *CTE*
Brooks Liggett, *Health & Physical Education*
Josh Hooten, *Social Studies*
Hector Garma, *Fine Arts*
TBA, *JROTC*
Janna Schaeffer, *English*
Begum Rizwana, *Math*
Marisol Rude, *Languages Other than English*
Oberon Coleman, *Science*

PowerUp

Kevin Lewis, *Customer Service*

Office Staff

Mary Lou Castillo, *Principal's Secretary*
Maria (Vickie) Garcia, *Magnet Office*
Fabiola Guzman, *Attendance Office*
Francisca Martinez, *SIMS*

HISD Police

Johnny Fisher, *Campus-Based Officer*

Clinic

D. Celeste Adams, *Nurse*

Facilities Management

Leon Mitchell, *Plant Operator*
Obdulia Carranza, *Custodian*
Norma Olea, *Custodian*
John Patt, *Custodian*
Ernesto Sanchez, *Custodian*

HISD Food Service

Rosalinda Martinez, *Cafeteria Manager*

Areas of Responsibility

In addition to being the administrator responsible for their assigned teachers: administrators or designated personnel are also assigned to the following school-wide areas. Questions and concerns about these areas should be directed to the appropriate administrator or assigned personnel.

Assignments

504.....Ms. Mosteit
Advanced Academics Ms. Silva
Attendance Ms. Guzman
At-RiskMr. Estrella
Buildings & Grounds Ms. Mosteit
Bus Transportation Ms. Garcia
Chancery SISMs. Alexander
Clubs & Organizations..... Ms. Mosteit
College Bound Center..... Ms. Wilson
Common Assessments.....Ms. Alexander
Credit Appeal Mr. Estrella
Credit By Exam (CBE).....Ms. Silva
Credit Recovery.....Mr. Estrella
Dual CreditMs. Franklin
Duty Schedules Ms. Alexander
EdPlan Ms. Alexander and Ms. Shafer
ESL/LEP..... Ms. Silva
Free/Reduced Lunch Ms. Garcia
Freshmen Orientation Ms. Mosteit
Fund Raisers..... Ms. Mosteit
Graduation.....Ms. Estrella
GradeSpeed..... Ms. Alexander
Gifted & Talented (GT)Ms. Silva
HCC Approvals.....Ms. Silva
ID Badges Officer Fisher
Inventory Mr. Mitchell
Keys Ms. Castillo & Mr. Mitchell
Lockers Ms. Mosteit
Lost & Found Ms. Castillo
Maintenance Ms. Mosteit
Master Scheduling Ms. Alexander
Parking Officer Fisher
Payroll Ms. Mosteit
Personal Graduation Plans (PGP).....Ms. Silva
PGP/RTIMs. Alexander
PowerUP IT Cust. Service....Kevin Lewis

Professional Development...Mrs. Mosteit
Recruiting.....Mr. Estrella
Scholarships..... Ms. Wilson
Safety & Security Ms. Mosteit
SAT TestingMs. Silva
Special Education Ms. Mosteit
Student Transfers Ms. Mosteit
Student Records & Transcripts.....Mr. Estrella
Summer School.....Ms. Franklin
TADS..... Ms. Mosteit
Testing Ms. Silva
Textbooks TBA
Title I Ms. Franklin
Transportation.....Ms. Garcia
Travel Ms. Mosteit
Verification of Enrollment (VOE).....Ms. Guzman
Volunteers TBA
WebmasterMs. Franklin

Curriculum Departments

CTE Ms. Mosteit
English Ms. Alexander
Fine Arts Ms. Alexander
Health & PE Ms. Mosteit
LOTEMs. Alexander
Math Ms. Mosteit
ROTC Ms. Mosteit
Science Ms. Alexander
Social Studies Ms. Mosteit

Office Phone Numbers

Main Office..... (713) 867-5100
School Fax..... (713) 802-4600

Frequently Asked Questions

What to do if...

You need to use the telephone?

Telephones are located in the main office area. Phones may be used before and after school and during lunch. Please note that office phones are for business use but they may be used by students with proper approval. For true emergencies requiring the use of a telephone, please see an administrator for assistance.

Any cell phone that is seen or heard without faculty/staff permission during the instructional day may be confiscated. Failure to adhere to this rule will result in disciplinary action and a HISD mandated fine.

You are more than 20 minutes late to school?

Take your excuse to the attendance office. If you do not have a written excuse, you might be assigned detention.

You are returning to school after an absence?

Check in with the attendance office immediately upon your return to school with a note from apparent or legal guardian. Regardless of the amount of time you have been absent, you must check in with the attendance office.

You need to leave school early?

Turn in a signed note from your parent or legal guardian to the attendance office when you arrive to school that morning. Be sure your note includes a parent/guardian telephone number, and/or the name and telephone number of the attending physician or dentist.

After verification of the appointment, you will be issued a permit from the attendance office to be released from class at the appropriate time.

Before leaving campus:

- **Report to the attendance office and show your permit**
- **Your parent or guardian must sign you out**

You have a lost textbook, PowerUp laptop, or personal item?

Report all thefts to an administrator and HISD Police. An incident report must be completed to properly document stolen items. Please keep a copy of your incident report for your records. This will serve as proof of the theft. Textbooks will not be replaced until the lost books are paid for in the main office and your financial records are cleared.

You have found a textbook or personal article that is not yours?

Give the item to the school secretary and explain where you found it.

You need to leave a classroom?

Obtain a signed permit from your teacher. No students are allowed in the hallways without proof of the teacher's permission. Students in hallways without permits are subject to disciplinary action.

You have questions, concerns, or need advice?

See your counselor/dean. Drop by the counselor or dean's office to make an appointment (with a pass from your teacher if you are in class). Return to class and the counselor/dean will send for you. Remember, your counselor/dean is your advocate and is here to serve you.

You become ill or injured at school?

Obtain a permit from your teacher and go to the clinic.

You need to take medication during school?

If your doctor has prescribed medication for you that must be taken during the school day, you must make arrangements with the school nurse to keep and administer your medication. **The clinic will need a written permission form from your Doctor on file in the clinic office.** You must strictly adhere to these policies adopted by the HISD school board:

- A student may not carry medication with him/her. All medications need to be kept locked in the clinic.
- A written medication permission form with the original signatures of both a parent and the prescribing physician must accompany all medication.
- Each medication must be in its original container with an affixed prescription label listing the patient's name for which the drug was prescribed, the drug name, and the proper dosage and administration information.

These guidelines apply to ALL medications – both prescription and over-the-counter.

You have a conflict with another student?

See immediate assistance from a teacher, mentor, counselor, or an administrator. Do not take matters into your own hands.

You experience difficulty due to someone committing an illegal act against you, another person or the school?

See the assistance of the nearest teacher, counselor or administrator. File a report with the HISD Police assigned to the HSLEECJ campus.

You need to withdraw from school?

Visit with you dean/counselor prior to making this decision. The dean/counselor can offer assistance in helping you find

appropriate educational opportunities if your circumstances have changed. The computerized withdrawal process begins in the attendance office with your assistant principal.

Please remember that a parent must be present and identification must be verified. Please bring all books, uniforms, etc. belonging to HSLEECJ to be returned with you when you checkout.

The checkout process takes approximately 24 hours to complete if everything is in order when you first arrive.

You need information about HISD busses?

Call the HSLEECJ Magnet Office at (713) 867-5100 ext. 315. Or HISD Transportation at (713) 676-9431 or (713)676-9432.

You want to know about your rights and responsibilities at HSLEECJ?

Read this handbook carefully. It contains information you will need as a student during your attendance at HSLEECJ. School officials have made every effort to include useful and accurate information for you. Also, consult the HISD *Code of Student Conduct* booklet you received in advocacy. The *Code* governs student conduct and discipline throughout the district.

In searching for additional avenues of communication, you can talk with your counselor/dean and principal about issues important to you. Teachers are also available and approachable about issues that concern you. We want you to be well informed of your rights and responsibilities.

Residency Requirements

Students attending HSLEECJ must reside within the Houston Independent School District's attendance zone with their parent or legal guardian. Proof of residency must be

provided by the presentation of all of the following:

- Recent electrical utility bill (electric, gas, water) or lease agreement with the name and address of the parent or legal guardian,
- Proof of Custody if parents are divorced or if the student is living with someone else other than a parent
- Parent or legal guardian must be present and provide a Texas Driver's License with address matching the utility bill and/or lease agreement.

Health Records

A student must meet all immunization requirements before being permitted to enroll. Acceptable immunization documents are limited to official health records from the previous school(s) attended and/or records verified by a licensed physician or public health personnel.

State law requires the following immunizations in order to enter school:

**** Tuberculin Skin Test (TB)***

Effective June 1, 2001, the Tuberculin Skin Test will no longer be a requirement. High risk or suspected cases will be assessed by the nurse to determine the need for a referral.

**** Diphtheria/Tetanus (DPT/DT)***

At least four doses of DPT with at least one dose received since the fourth birthday and within the last ten years.

**** Polio***

At least three doses of oral vaccine with at least one dose received since the fourth birthday. (Not required for student age eighteen or older.)

**** Measles (Rubella)***

One dose of vaccine since January 1, 1968 or a history of measles illness that must be verified by a written statement from a physician licensed to practice in the U.S. This includes all students through age 16. Measles (Rubeola) has the same requirement as for Rubella, except that students born after Sept. 1, 1978 will need a second immunization.

**** Mumps***

One dose of vaccine or a history of mumps illness that must be verified by a written statement from a physician licensed to practice in the U. S. This includes all students through age 16.

Bacterial Meningitis Information

What is Meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains and drowsiness or confusion. In both children and adults, there may be a rash or tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How serious is Bacterial Meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person maybe left with a permanent disability.

How is Bacterial Meningitis Spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils or cigarettes).

The germ **does not** cause meningitis in most people. Instead, most people become **carriers** of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.

How can Bacterial Meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 – 10 days after

the vaccine is given and lasts for up to 5 years.

What You Should Do If You Think You Or Friend Might Have Bacterial Meningitis?

Seek Prompt medical attention.

For More Information

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web site for the Centers for disease Control and Prevention www.cdc.gov and the Texas Department of Health: www.tdh.tstate.tx.us.

MENINGITIS BACTERIANA

QUE ES LA MENINGITIS?

La meningitis es una inflamación de las membranas que recubren el cerebro y la médula. Puede ser causada por virus, parásitos, hongos y bacteria. La meningitis viral es la más común y la menos grave. La meningitis bacteriana es la forma más común de una infección bacteriana grave con la posibilidad de complicaciones graves a largo plazo. Es una enfermedad poco común, pero requiere de tratamiento inmediato con antibióticos para prevenir daño permanente o la muerte.

CUALES SON LOS SINTOMAS?

Las personas con meningitis se sienten muy enfermas. La enfermedad se puede desarrollar en uno o dos días, pero puede progresar rápidamente en cuestión de horas. No todos los que tienen meningitis tienen los mismos síntomas.

Los niños (mayores de 1 año de edad) y los adultos que padecen de

meningitis pueden tener un fuerte dolor de cabeza, fiebre alta, vómito, sensibilidad a las luces brillantes, rigidez en el cuello, dolores en las articulaciones, somnolencia o confusión. Tanto en los niños como en los adultos se puede presentar un sarpullido de pequeños puntitos rojos o morados. Pueden aparecer en cualquier parte del cuerpo.

El diagnóstico de la meningitis bacteriana se basa en una combinación de síntomas y resultados de análisis de laboratorio.

Que Tan Grave Es La Meningitis Bacteriana?

Si se diagnostica y se sigue un tratamiento a tiempo, la mayoría de las personas se recuperan por completo. En algunos casos puede ser fatal o algunas personas pueden resultar con alguna discapacidad permanente.

Como Se Contagia La Meningitis Bacteriana?

Afortunadamente ninguna de las bacterias que causan la meningitis es tan contagiosa como las que causan enfermedades tales como un resfrío o gripe común, y no se contagian por contacto casual o por estar respirando el aire en donde ha estado una persona con meningitis. Los microbios viven por naturaleza en la parte de atrás de nuestra nariz y garganta, pero no pueden vivir mucho tiempo fuera de nuestros cuerpos. Se contagian cuando la gente intercambia saliva (por ejemplo al besarse, usando un mismo vaso, cubierto o cigarrillo).

A la mayoría de las personas el microbio **no les causa** meningitis. En cambio, la mayoría de la gente se convierte en **portadora** del microbio durante varios días, semanas o incluso meses. Es muy raro que la bacteria supere el sistema inmunológico del cuerpo y cause meningitis u otra enfermedad grave.

Como Se Puede Prevenir La Meningitis Bacteriana?

No compartas las comida, las bebidas, los utensilios, los cepillos de diente o los cigarrillos. Limite el número de personas a las que besa.

A pesar que hay vacunas para algunas otras cepas de la meningitis bacteriana, sólo se usan en circunstancias especiales, por ejemplo cuando hay un brote de la enfermedad en una comunidad o para las personas que van a viajar a un país donde hay un alto riesgo de contagiarse esta enfermedad. También, algunos grupos recomiendan esta vacuna a los estudiantes universitarios, particularmente a los estudiantes de primer año que viven en residencias universitarias. La vacuna es segura y efectiva (85-90%). Puede causar leves efectos secundarios, como enrojecimiento y dolor en el lugar donde se colocó la inyección que pueden durar hasta dos días. Hay que esperar de 7 a 10 días después de recibida la vacuna para desarrollar inmunidad y ésta dura por 5 años.

Que Tiene Que Hacer Si Cree Que Tiene Meningitis Bacteriana O Piensa Que Algún Amigo La Puede Tener?

Hágase ver por médico lo antes posible.

Para Mas Información

La enfermera de su escuela, su médico de familia y el personal de la oficina del departamento de salud local o regional tienen mucha información sobre las enfermedades contagiosas. También puede llamar a su departamento de salud local o a la Oficina Regional del Departamento de Salud de Texas para preguntar sobre la vacuna contra el meningococo. En los sitios de la red mundial (Web) también se puede encontrar más información sobre los Centros para el Control y Prevención de Enfermedades: www.cdc.gov y el Departamento de Salud de Texas: www.tdh.state.tx.us.

Students Enrolling from another High School

Students who do not have a withdrawal sheet, a report card or an unofficial transcript from a previous school will be classified as a 9th grader until records are available to indicate otherwise.

Homeless Students

Federal and state laws provide special guarantees for homeless students as defined by the statutes. Generally, homeless students must have access to a free and appropriate public education. School districts are required to make certain accommodations to homeless students related to enrollment, records and residency requirements. Students with questions may talk with one of the counselors or administrators.

Eighteen-Year-Old Students

Upon reaching the age of eighteen, students living alone may accept the responsibility for themselves, thus being able to write their own notes and attend school in a district other than the one in which their parents reside. Before taking this responsibility, they must put on file a letter stating this fact, and they must visit their principal to be made aware of responsibilities to the school as required by the laws of the State of Texas.

Students who are married may also accept responsibility for themselves; they must follow the same procedure listed above for eighteen-year-old students.

Bell Schedules

Please follow the bell schedule as listed for the appropriate day. The opening of the school building for students will begin at 7:30 a.m. Class begins at 7:45 a.m. School will be dismissed at 3:15.

If a student has an absence note, he/she may turn in the note starting at 7:30 a.m. in the attendance office.

Students are not allowed into the building before 7:30 a.m. without written permission from school personnel. Students may wait in the cafeteria or the canopy area prior to entering the building.

For specific bell schedules, please see the appendix at the end of the handbook.

Advocacy Period

Advocacy Period will be held every Monday with the advocacy teacher. Attendance will be taken during this period.

According to HISD policy, when students accumulate four unexcused absences in homeroom for one semester, they will receive "P" as an office conduct grade. The "P" will automatically become the student's conduct average unless a "U" as an office conduct grade has been assigned due to a different infraction of the rules.

When a student accumulates six unexcused absences in homeroom for one semester, he will receive a "U" as an office conduct grade. The "U" will automatically become the student's conduct average. (SSG XVIII – 15)

Breakfast & Lunch at HSLECJ

The High School for Law Enforcement & Criminal Justice provides breakfast and lunch on campus. Services include a cafeteria and snack bar. HISD publishes menus on a monthly basis. Information regarding breakfast and lunch prices is available at the beginning of the school year. To contact the cafeteria manager, please call (713)867-5117.

Students who may qualify for free or reduced-rate meals should submit an application to their counselor. Forms are

available in the magnet office at any time. The processing takes approximately two weeks to be complete. All eligible students are encouraged to apply as qualification can also mean a reduced rate for certain exam and college fees.

Students who participate in the school lunch program during the previous school year are eligible to receive meals until the cut-off date. After the cut-off date, all students who are not on the AFDC Roster must complete an application for the current school year. Students may also automatically qualify for the school lunch program if **proof of participation** in the Food Stamp or AFDC Programs is provided to the school for certification. To learn more about the free and reduced lunch program, please call (713)713-867-5100 ext. 319.

The Rules

A Closed Campus

HSLECJ is a closed campus. Consequently, students may not leave campus during lunch period for any reason.

To and From Lunch

All students must exit the building by the time the tardy bell rings at the beginning of each lunch period.

No students are permitted to go to their lockers at any time during the lunch periods without a permit.

Students at lunch may not re-enter the building until the end of the lunch period, unless they have a permit to do so.

Food & Drink (and Trash)

The consumption of food and drink is allowed only in the cafeteria, at the tables in the canopy area, and at the tables in Morris Garden. No food is to be consumed in other

areas of campus without administrative approval.

All trash must be disposed of in the containers provided in the cafeteria and approved dining areas.

A Pleasant Lunch

The opportunity for a pleasant lunch either inside the cafeteria, at the canopy tables, and the Morris Garden tables is dependent upon the continued cooperation of all students in keeping eating areas free of trash. Students who are careless are actually committing an offense against their fellow students. Pride in the HSLECJ campus begins with each student assuming the responsibility for his or her own actions.

No Deliveries

Students are not to order food to be delivered to campus at lunch or any other time. Such deliveries will be confiscated.

If you don't eat lunch...

The library may be used for study and research during the lunch periods. Since the library is in use during the lunch periods, students may not gather near the library doors and must maintain a quiet atmosphere in or near the library for the benefit of those students using the library.

Students are to remain in school approved boundaries during the lunch periods. Students may not use the gym areas, amphitheater, and parking lot areas without written administrative approval.

A College Center

The HSLECJ College Center is located on the second floor for students concerns regarding college brochures, applications and standardized testing.

Why a dress code?

There are two fundamental reasons for a school dress code: 1.) to ensure the health and safety of everyone on campus; and 2.) to avoid any unacceptable disruptions to the learning environment. A secondary reason for the dress code is to encourage students in appropriate dress habits. To the extent, any dress code involves a degree of subjectivity concerning what is and is not acceptable, and what may or may not be disruptive. Again, the primary reason for HSLECJ's dress code is to foster an atmosphere conducive to learning for all of our students.

HSLECJ will not tolerate gang-related behavior and/or the wearing of gang-identified articles of clothing and/or gang symbols. Any articles of clothing, symbols or emblems thought to signify gang membership will be banned.

The HSLECJ faculty and administration will enforce the HSLECJ dress code in a uniform manner. They will also determine the appropriateness of attire for school accessions and activities. All students have the responsibility to wear clothing that contributes both to their own health and safety as well as that of others. The student dress code applies to students on campus, whether during school hours or after hours, including those serving detention or Saturday School.

Please note: Violations of the HSLECJ dress code will result in disciplinary action. Depending on the number of dress code offenses and the gravity of the offense, discipline can range from detention to suspension.

Texas State Law

Texas and Compulsory Attendance

Regular attendance at school is just not a good idea, it is the law. It is also the single greatest factor in determining success in school. (If you are not here, you cannot learn.) Texas Law requires students who have not yet completed the academic year in which their 18th birthday falls be enrolled in and attend school each school day. Students with excessive absences will be referred to the district attendance officer for further action. The Houston Independent School District expects all students to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

Daily Attendance Reporting

State law requires The High School for Law Enforcement & Criminal Justice to record accurately the number of students in attendance daily and report that figure to the state. The official state attendance, known as ADA or Average Daily Attendance, is taken every school day at HSLECJ during the second instructional hour (9:45 a.m.) on GradeSpeed. The state rightly takes student attendance rates seriously. Not only does our attendance effect HISD's state funding, but it also bears on the perceived quality of the education provided at HSLECJ. Therefore, the state publishes our attendance rates and compares it with those of other schools statewide.

Absences & Course Credit

Absences and Denial of Course Credit

The Texas Education Code requires that a student be in attendance for 90% of the days a class is offered during a semester in order to be awarded credit for that class (TEC 25.092). (In a block class, a student loses credit after six or more absences, but this varies from semester to semester based upon the number of instructional days.) *Additionally, HISD states that students with three or more unexcused absences in any credit course will have their credit withheld and an asterisk (*) will appear on the student's report card.*

This is a credit issue, not a pass/fail issue. A student may be passing the course, but also have three or more unexcused absences and a resulting asterisk indicating withholding of credit. A teacher should contact the parent and continue grading the student's performance without any regard to the absences. The asterisk will deny credit for the course marked.

Credit Appeals

A student who has had credit denied for a class may appeal for the credit if:

1. The student earned a passing semester grade in the class;

AND

2. Acceptable excused for the absences are provided in a timely manner by the student's parents or legal guardian, and are determined to be valid by the credit appeal committee.

Students who desire to appeal for credit should secure appeal forms from the attendance office. Completed credit appeal forms must be submitted to the attendance office with proper documentation to support the absence before the deadline. The credit

appeals committee will consider the appeal. To avoid appeals, all students are strongly encouraged to clear any unexcused absence before final exams begin.

Regular attendance and punctuality are the responsibilities of the student and parent.

Course Enrollment

All students must be enrolled in a combination of eight credit and non-credit courses total each semester, including a minimum of one CTE course per semester. In addition, students are required to enroll in Advanced Placement courses each year. Please note that the selection of a degree plan and the monitoring of course choices and progress are the collaborative responsibility of the students, his/her parents/guardian, and the counselor/dean. Remember that college admission requirements vary; therefore, students are encouraged to "look ahead" and plan accordingly by checking with the college of their choice when updating their four-year plans.

Seniors who have met their credit requirements for graduation may have one or two "off-campus" periods if they are gainfully employed and have parent approval. "Off-campus" is a senior privilege. The only other students who have permission to leave campus early are those participating in a practicum program. Early release permits must be carried by "off-campus" students at all times and must be available for review by police officers and administrators. Students must update their "off-campus" privilege every grading cycle by showing proof of employment.

All students who wish to be eligible for U.I.L. activities must be enrolled in at least five credit courses per semester.

Off Campus Activities

Field Trip Absences

Student participating in a field trip are not to be counted as absent from the class taking the field trip. Other classes missed, however, are to be counted as part of the five-day semester allowance for extracurricular absences. Work missed for such activities is eligible for make-up, as are days missed for U.I.L. competitions. Prior approval must be secured for all students participating in a field trip. Teachers should accommodate students requesting advance work prior to missing a class for an extracurricular activity, if such work is available.

A Field Trip Notification Form will be distributed to the entire HSLECJ faculty and staff at least two full class days prior to any field trip.

Students who are who have poor or unsatisfactory conduct may not participate in a field trip that will cause them to miss a class in which they are having difficulty.

Students who are in danger of failing a class should not miss that class for a field trip. The only exception, according to state law, concerns students in honors courses, who may be permitted to participate in an extracurricular activity despite a failing grade in an honor's course with the principal's approval.

U.I.L. and Extra-Curricular Absences

A student is allowed five absences per semester for participation in school extra-curricular and co-curricular activities. These are excused absences and will be documented in the teacher's attendance records as well as Chancery SMS and GradeSpeed. Sponsors of extra-curricular activities must ensure that lists of participating students reach the attendance office prior to the departure for those activities, so that the correct absence code is

entered for each student's absence. Extracurricular absences will not appear on the student's report card as absences.

Excused Absences

Acceptable reasons for excused student absences include:

- Personal Illness
- Death of a Family Member
- Student Health Services;
Family/Student Counseling Therapy
Appointments
- Religious Holy Days and Major
Activities (The student is counted
present in school according to state
statute and is not considered
absent.)
- Authorized School-Sponsored
Activities
- Suspension
- Required (Subpoenaed) Court
Appearance

Note: Any other request for an excused absence must be submitted to the principal in writing. These must be provided far enough in advanced that the request can be given proper consideration in light of state law and HISD Board Policy.

Notes for absences

Students returning from absences(s) must submit the absence excuse to the attendance office by 10:30 a.m. The note from the parent/guardian must specify the exact reason for the absence. Although students have up to three school days after an absence to bring a note to school, it is helpful to all if students bring a note on their first day back to school. Parent/guardian notes should clearly include the following:

- Absent student's name;
- Date(s) of the absence;
- Exact reason(s) for absence;
- Parent's name;
- Parent's phone number(s).

Students are reminded that forgery of parent notes (or of any school documents) is a very serious offense, and, if discovered will be punished to the fullest extent permitted under the HISD and HSLECJ Codes of Student Conduct.

Unexcused Absences

An absence for any reason other than those listed above shall be classified as unexcused. Absences will not be excused if the parent does not send an excuse note within three school days of the absence. The principal may, on a case-by-case basis; review reasons for absences other than those listed above and determine that they, also, may be excused.

A student denied credit for a class if the student accumulates three or more unexcused absences in a class during the semester. Students are allowed to make up any work missed due to any absence. Excessive absences are grounds from dismissal from the HSLECJ magnet program.

Truancy

Any unauthorized absence from school is considered truancy and will be unexcused. Disciplinary action will be taken and/or a police citation may be issued. This includes any class that is “skipped” during the course of the school day or leaving campus during lunch.

Closed Campus Policy

Once a student arrives on campus for the school day, he/she will not be permitted to leave the campus without administrative approval. Students may not leave school for any reason (Other than for an approved school-sponsored activity) without checking out first through the attendance office. These checkout procedures must be followed even if the parents know the student is leaving.

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Students who leave campus without following the procedures will be disciplined. Also, students are not allowed to leave campus during the lunch periods.

Make-up Work

A student will be given the opportunity to make up work missed due to an absence. However, it is the responsibility of the student, immediately upon his/her return to class from an absence, to request and complete any assignments or tests missed because of an absence. The policy approved by the SDMC allows for students who miss a class period five school days upon returning to school to complete any missed assignments. For extenuating circumstances or chronic illnesses this time may be extended upon agreement between the teacher, parent and student.

Make-up work is the responsibility of the student. It is not the teacher’s job to track down students to administer make-up tests and to collect homework. The teacher will schedule the make-up work, not the student.

If the student is going to be absent for four or more days in a row, a parent or guardian may contact the counselor/dean for assignments. The counselors will contact the teachers for the specifics work.

Students who miss class for an approved school activity are to notify the teacher in advance concerning the possibility if completing any tests or assignments before the class is missed.

Tardiness

When is a student tardy?

Tardiness is defined as arriving late to class without an approved permit after the tardy bell rings. Students arriving after the first 30 minutes of the class will be counted absent, not tardy. During the ADA period, students are absent at the ADA time, whether or not

30 minutes of the period has passed. It is imperative that students be prompt and prepared to each class.

The following rules apply:

- Students who arrive late to class because they are taking care of individual responsibilities such as getting a drink of water, going to their lockers, getting lunch money from a friend, obtaining permits. Etc. will be considered tardy.
- Students riding HISD school buses are excused if the late arrival of their bus makes them late for class. Permits will be provided in the Magnet Office. This rule does not apply to Metro buses.
- Students arriving more than 30 minutes late to school during first period of the school day should report to the attendance office prior to going to class.
- Missing more than 30 minutes of instructional time is equivalent to an absence. Students are marked absent at ADA time whether or not thirty minutes of instructional time has passed.

Leaving School Early

Off-Campus Permits

Seniors who have met their credit requirements for graduation may have one or two “off-campus” periods if they are gainfully employed and have parent approval. Off-campus is a senior privilege. The only other students who have permission to leave campus early are those participating in a practicum program. Early release permits must be carried of “off-campus” students at all times and must be available for review by police officers and administrators.

Off-campus permits for CTE students participating in a Practicum program will be issued by the Practicum teacher. Practicum teachers will provide a list of approved students to the administration.

Students who have off-campus permits are expected to leave school grounds by the beginning of the last period. If transportation is delayed, students must stay in their assigned teacher’s room. Repeated offense by students who linger on campus may result in the loss of off-campus privileges. Students must update their “off-campus” privilege every grading period by showing proof of employment.

Leaving School Early for an Appointment

On the day of the appointment, the student must take a note from a parent/guardian to the attendance office before school by 8:30 a.m. The note must contain:

- 1 A phone number where the parent/guardian can be reached.
- 2 The name and phone number of the doctor, dentist or other professional with whom the student has the appointment.

Upon verification of the appointment, the student, between classes, will pick up the permit from the attendance office. Please be aware, students will not be released from school without parental contact.

The student shows the official permit to his or her teacher at the beginning of the period during which the student must leave for the appointment.

After being released by the teacher, the student must go to the attendance office and sign out at the designated time. The student returns the permit to the attendance office before leaving school.

Parents Picking Up Students Early from School

The parent/legal guardian must report to the Attendance Office and present a legal ID or proof of guardianship before being permitted to pick up a student. Adults picking up the student must be listed in the student information system before the student will be released into their custody. If a parent calls to request early release of a student, the parent/guardian must:

- Fax a letter with the with the reason for the release, time, phone number, parent signature and copy of state-issued ID;

OR

- Come by the Attendance Office to show proper state-issued identification.

To Leave School Early Due to Illness

When students become ill during the school day they should get permits from the classroom teachers and report to the clinic. If the nurse is absent, students are to report to the attendance office. Under no circumstances is a student to leave school without proper administrative authorization.

Please Note: *Students leaving early for any reason (other than a regular off-campus permit) must sign out in the attendance office and have the approval of an assistant principal (or his/her designee). Failure to follow this procedure will warrant disciplinary action.*

To Return to School after Leaving Early the Previous Day

When returning to school after an appointment, report to the Attendance Office by 7:30 a.m. and present your permit issued by the attendance office or the clinic, if not turned in prior to departure the prior day.

Moving or Changing Phone Numbers

If your family moves during the school year, you must report that address change (and new telephone numbers) immediately to the attendance office. Also, if your parents or guardians receive new work or cellular telephone numbers, that information should be updated in the attendance office. In order to ensure the safety of our students, especially in an emergency, and to allow for timely parent and students contacts, it is critical that the school have accurate addresses and phone numbers for all of its students and their families.

In addition, students who are not on valid HISD transfers or move from the HISD attendance zone are generally not eligible to attend HSLECJ and may be withdrawn from school. If students are planning to move or have any questions about their school zone or transfer status, they should contact the magnet coordinator at (713)867-5105.

Cell Phones and other Electronic Devices

According to HISD policy, Use or operation of paging devices, including beepers, cell phones, electronic pagers, or any other type of electronic communication system is prohibited on school campuses or at functions during school hours. Such devices may be used at a time and place as determined by the individual campus in coordination with the campus Shared-Decision-Making Committee (SDMC).

In addition to disciplinary action, the unauthorized use or operation of cell phones and other electronic devices will result in confiscation. The principal or other administrator will notify the parent and pager company of the serial number and of intent to dispose of the device after 30 days. A \$15 administrative fee payable to HISD will be charged if the device is claimed within the 30 days. Paging devices not claimed will be sent to Property Management for disposal. (HISD CSC – 6)

The HSLECJ SDMC voted that cell phones, iPods, and other electronic devices are allowed on campus but may not be visible or turned on during the school's instructional hours (7:45 a.m. - 3:15 p.m.) unless permission has been granted by a teacher or an administrator. Students that fail to comply with the electronic device policy are subject to disciplinary actions. Confiscated cell phones will be placed in the principal's office and will not be available for pick up until after 3:15 pm. HISD policy requires a fee for the return of cell phones. Texas Education Code 37.082 requires a \$15.00 retrieval fee for cell phones.

The first violation of this rule is considered a **Level II** offense or greater. Cell phones will be confiscated and a \$15.00 (non-refundable) return fee will be assessed to the parent and the student will be subject to disciplinary action. Failure to turn over the confiscated phone when asked will be considered a **Level III** offense. Further violations of the rule will be considered **Level III** offenses where the \$15.00 fee and suspensions will be issued. Parents/legal guardians might be required to pick up confiscated items.

Any student possession or use of cell phones or electronic devices during state-administered (i.e. STAAR/EOC) or nationally-administered (i.e. AP/ PSAT/ SAT/ACT/NAEP) will be considered a **Level III** offense and a suspension will be issued.

Student Parking

Junior and Senior students who wish to park their motor vehicles on campus must apply for a parking permit from the Campus Officer. When purchasing a parking tag, students must furnish:

- Proof of a Valid Driver's License

- Proof of Insurance must be shown at the time of application.

Since HSLECJ has a limited amount of student parking spaces, CTE job training seniors will receive first preference, followed by non-CTE job training seniors.

Parking permits cost \$25.00 (cash or money order) for the entire school year.

Parking permits must be displayed on the student's rear windshield vehicle. Students must pull into their parking space with the front end first. You may not back into a parking space.

The speed limit in HSLECJ parking lots is five (5) m.p.h.

Vehicles parked illegally will be towed at the owner's expense. Students are reminded that faculty parking areas and the visitor parking areas are off limits before school and at all times during the school day; any automobiles found parked illegally or in reserved spaces will be towed at the owner's expense.

While every reasonable attempt will be made to ensure parking lot security, the school cannot guarantee that no incidents will occur. HSLECJ, therefore, assumes no responsibility for accidents or the loss of property in the HSLECJ parking lots. All parking on campus is at the vehicle operator's risk.

Security demands that students leave their vehicles immediately upon arrival in the parking lot. Students must have a pass from an administrator to enter the student parking lot at any time during the school day. Students should not use their automobiles as lockers. Students found in the parking lot during the school day without authorization are subject to disciplinary action.

Students who park their cars on the city streets surrounding the school should

carefully observe the City of Houston “no parking” zones. Once the school day has started, students may not leave campus to go to their cars until dismissed at the end of the school day.

Parking Violations

Failure to comply with any of the set rules and regulations can result in a number of actions including ticketing, the towing of one’s vehicle and disciplinary action. In addition, violations of HSLECJ’s parking regulations can result in the revocation of campus parking privileges with no refunds of the parking fee.

HISD Transportation

School bus transportation is provided for eligible students. The time spent on the bus is considered an extension of the school day. All school rules apply. Any student who misbehaves on the bus or at HISD bus stops may lose bus riding privileges. Metro bus riders will be held to the same standards.

Students riding the bus should remember:

- Stand away from the road while waiting for the bus.
- Exhibit appropriate behavior at the bus stop. Behavior that is disruptive, destructive, or unsafe for traffic will not be tolerated.
- Be on time. Busses are not required to wait for students.
- Board the bus in an orderly manner. Do not stand when seats are available. Fill seats in the rear first, if it is necessary for you to stand, hold on to the handrail. Do not change seats while the bus is in motion. If seats are assigned by the bus driver, students are expected to sit in their assigned seats at all times.

- Do not distract the driver by making unusual noises, shouting or creating a disturbance. Do not speak to the driver unless it is absolutely necessary.
- Keep belongings and legs out of the aisles.
- Do not throw objects out of the windows. Do not extend arms, legs or heads out of the windows.
- Smoking of any kind is prohibited in the bus.
- Keep the bus litter free.
- Ride only your assigned bus and get off at your assigned bus stop. No variations are allowed.
- Obey the driver. Bus Drivers are HISD employees with responsibility for your safety. If drivers experience any disciplinary problems, he/she will inform the HSLECJ administration.
- Know your bus driver’s name and your bus route number.
- When your bus arrives at school, come directly on campus. The food stores on Shepard are off limits.
- When crossing the street from the bus stop, use approved crosswalks. Jaywalking is a violation of city ordinance (meaning you could be cited). Also, jaywalking could trigger an accident resulting in serious injury or death.
- If your HISD bus arrives late, immediately go to the Magnet Office to sign in for your late bus pass. Do not go to your lockers or to the cafeteria without your late bus permit.

What to Do When Bus Problems Occur

When disciplinary problems occur on the bus, the driver notifies the Magnet Clerk or administrator. Disciplinary action will occur when the student does not respond to the driver's request. Please contact the Magnet Clerk when a bus problem arises. The Magnet Clerk will contact the Director of Transportation if a solution cannot be reached.

Late Bus or No Bus

Students must arrive at their stop 10-15 minutes early. HISD Transportation will not wait for students who are tardy. If a bus is more than 20 or 30 minutes late, please call the bus barn of your scheduled route and inquire about a late arrival and then inform the Magnet Clerk. The bus will usually arrive or another bus will be sent to the location.

HISD Transportation Phone Numbers:

HISD Transportation (713) 613-3040
Barnett Motor Pool (713) 845-5022
Butler Motor Pool (713) 726-2100
Central Motor Pool (713) 676-9432
Northwest Motor Pool (713) 613-3049

Bus Transportation Requests and Changes

Ten days advance notice is needed to arrange for a change in bus transportation.

Please notify the Magnet Office in writing of any change of address as soon as possible. **Proof of Residence** documentation (Electricity bill, lease agreement, etc. and a driver's license with the same address) along with written notification of the address change must be submitted to the front office before any bus routes will be changed.

Private Car Drop Off & Pick Up

Parents and others who drive students to and from school are encouraged to car pool and to stop only at designated points. During the periods before and after school, the streets and driveways around HSLECJ can be quite congested with both vehicular and pedestrian traffic. To ensure the safety of everyone involved, the cooperation of all drivers is vital. Please drive cautiously, courteously and legally.

Drivers should drop off students in the front of the building on Dickson Street. Students may be picked up on one of the side streets off of Dickson Street. Please do not park in any of the school parking lots when picking up or dropping off students. Please be advised that the 30 minutes just before the start of school (7:15-7:45 a.m.) and the 20 minutes just after dismissal (3:15-3:35 p.m.) are the most congested in all of these areas. Drivers may want to plan on arriving at HSLECJ a little earlier in the morning and a little later in the afternoon.

Visitors to HSLECJ

All visitors to HSLECJ must check in with the main office, properly identify themselves, state the purpose of their visits, and receive an HISD visitor badge before proceeding to their destination. Parents and former students are considered visitors. *A state-issued photo ID is required and will be scanned before a visitor's badge is issued.*

Student Visitors

HSLECJ is a closed campus. Students may not have visitors without prior approval both from their parents and the school administration. Approval will be granted only in rare and unusual circumstances. Students' visitors are subject to all school rules and regulations.

Parent Volunteers and Other Visitors

Volunteer and visitor parking are available on the west side of the campus near the auditorium near Shepard Road. Be sure not to park in any space marked with a number or personnel title as these are assigned faculty and staff parking spaces.

Students are not to park in visitor areas at any time during the school day. Violators will have their cars towed at the owner's expense.

Curriculum Features

Vision on Rigorous Instruction

In order to develop students who are prepared for the global workforce and economy, HSLECJ will focus on rigorous instruction for all students that is collaborative, relevant, content-focused, and builds thinking skills applicable to various areas.

In our classrooms, this is evident through purposeful grouping, project-based learning, and the depth and complexity of learning that is required in real-world situations.

Magnet Program

The High School for Law Enforcement & Criminal Justice is a stand-alone magnet program in the Houston Independent School District that is an innovative college preparatory course of study for students interested in law enforcement and legal studies. HSLECJ complements the existing curricula while offering specialty courses in government, business and law areas. The program is in partnership with the Houston business community, which sponsors internships for seniors. Admission to HSLECJ is through an application process. Application Forms are available through the magnet office and HISD website.

Advanced Placement (AP) Courses

HSLECJ offers a variety of Advanced Placement (AP) coursework for students to engage in a rigorous pre-university course of study. Through AP courses, students have the opportunity to earn credit or advanced standing at most of the nation's colleges and universities.

With over 37 exams in 22 course areas, AP offers something for everyone. The only requirement to take AP classes is a strong curiosity about the subject and the willingness to work hard.

AP courses will help students gain the edge in preparing for college. AP courses give students a head start on college-level work. Students will improve your writing skills and sharpen their problem-solving techniques. Most of all, students will develop the study habits necessary for taking rigorous course work.

AP courses help students stand out in the college entrance process. Taking AP courses shows students' maturity, readiness for college and their willingness to push themselves academically. AP Courses also help show students' commitment to academic excellence.

AP Courses help broaden students' intellectual horizons. In AP courses, students will explore the world from different perspectives, most importantly, your own. Students will study subjects in greater depth and detail and they will assume the responsibility of analyzing, reasoning and understanding themselves.

AP courses are calculated as weighted grades in a student's GPA and are based upon a 5.0 scale.

All HSLECJ students in grades 10-12 are expected to take at least one AP course each semester. Students who are classified as GT are required to take two or more AP courses each semester.

For more information regarding Advanced Placement Courses, contact your counselor/dean, the magnet coordinator or visit www.collegeboard.com

Distinguished Diploma

All HSLECJ students are enrolled in the Distinguished Diploma Program (formerly known as the Recommended Academic Program). These courses are designed to prepare students to enter college with a sound background in subject content, learning strategies, thinking skills and work ethic.

HCC Dual Credit

Houston Community College (HCC) and HSLECJ have entered into a partnership to offer dual credit courses on the HSLECJ campus. A dual credit course is a college course taken by a high school student where the student earns both high school and college credit. Dual credit courses enable students to make substantial progress toward college degrees before they finish high school.

Tuition for HCC dual credit classes is free. The only expense to students will have is paying for their textbooks.

Dual credit students must satisfy the following criteria:

- Junior or Senior standing
- Passing EOC/STAAR Scores
- B or better average as shown on official high school transcript
- Permission from the high school
- Parental permission to take the course

In addition to the above criteria, students taking dual credit courses must be Texas Success Initiative (TSI) exempt or have a passing TSI assessment scores or alternative TSI exam scores in the skill areas relevant to the college course they are taking at HCC. Students are TSI exempt meet one of the following criteria:

- ACT and earn a composite score of 23 or higher with a minimum of 19 on both the English and mathematics tests; or
- PSAT and earn a combined verbal and mathematics score of 107, with minimum score of 50 on both the critical reading and mathematics tests.
- SAT tests and earn a combined verbal and mathematics score of 1070 or higher with a minimum of

500 on both the verbal and the mathematics tests; or

- EOC Tests: 4000 in English 2. At this time, no EOC exemption is allowed for Algebra 1. Once EOC English 3 and Algebra 2 tests are implemented, 4000 in English 3 and 4000 in Algebra 2.

Students who are not exempt must take the TSI assessment or the Alternate TSI assessment and pass those skill areas of the test that are applicable to the courses they are taking. Students not meeting the TSI thresholds will be enrolled in College Prep Math and College Prep English during their senior year.

Career and Technology Education (CTE)

Career and technology courses are an integral part of the HSLECJ curriculum. CTE provides skills that are appropriate for technical employment, technical post-secondary education and/or college work. All HSLECJ students from all academic levels are required to participate in CTE courses. Categories of course offerings include: government, business and trade and industry. Practicum students graduate with on-the-job career experience in various CTE areas. Students are required to follow a four-year coherent sequence of courses for their chosen career path.

Electives

An array of elective courses complements HSLECJ's strong major academic curriculum.

- **Languages other than English:** Spanish is the language option at HSLECJ. The department also offers classes for native speakers of Spanish and AP courses.
- **Fine Arts:** The fine arts program includes art and theater arts. Advanced options in both areas are

available for students who possess an interest, aptitude and ability in the areas.

- **PE, Health & Athletics:** HSLECJ students have a selection of quality physical education and health classes from which to choose. Students who participate in the athletic teams of their “home school” should contact their counselor/dean for appropriate PE course placement.
- **JROTC:** Army Junior ROTC is an elective that provides students with vocational training in military science and leadership. JROTC program participants reflect the diversity of HSLECJ students. Students who participate in JROTC can substitute this course for physical education credit. The HSLECJ JROTC unit continues to be one of the top programs in HISD. Students who fully participate may have opportunities to secure ROTC scholarships to major universities and all of the US military academies. Each year HSLECJ has students who qualify for these special honors.
- **General Electives:** HSLECJ’s general electives include courses in college skill building, practical writing, psychology, and sociology.

Graduation

General Requirements

Students and their parents must accept the responsibility for the proper choice of subjects for graduation and/or college entrance. There are, however, counselors, dean of students, teachers, assistant principals, a registrar and a principal who are available to try to offer any assistance needed in planning a program for the completion of graduation requirements.

Because HSLECJ is a magnet high school focusing in the specialty areas of law enforcement, criminal justice and legal studies, students are required to complete coursework in those areas. Students not completing the required coursework in the CTE courses will not be eligible for a HSLECJ diploma, but will be granted a generic HISD diploma if all other state requirements are met. (HISD SSG VII-3)

Beginning with classes who entered high school in 2014, the graduation requirements have changed. Students who began their high school career in 2014, or later will follow the Distinguished Diploma plan and earn at least one endorsement in Public Service. In addition, students must earn 26 credits for graduation. (Requirements for all grade levels are located in the appendix.)

A maximum of two credits in PE (Including JROTC when substituted for PE) may be taken toward meeting the minimum credit requirements for graduation.

In addition to the course credit requirements listed in the appendix, students must complete mastery requirements for the required State of Texas Assessments of Academic Readiness End of Course Assessments (STAAR/EOC) prior to graduation day.

*Students **may not** participate in the graduation ceremony unless **all** graduation requirements have been met.*

Graduation Honors

Seniors who graduate with a GPA of 3.5 or better may wear a *gold cord* to symbolize this accomplishment.

Members of the National Honor Society who are in good standing at the time of graduation may wear *white stoles* with the NHS emblem.

Students who completed 100 hours or more of approved and documented community service may wear a red cord to symbolize this accomplishment.

Seniors who rank in the top 5% of their graduation class will be listed in the graduation honors program and will graduate *with highest honors*.

Students who graduate from the 6% to 15% will graduate *with honors*.

Scheduling

Course Load

A normal class load for a HSLECJ student in eight classes per semester, plus advocacy.

All students in grades 9-11 will be assigned eight classes per semester. Seniors who qualify may apply for off-campus privileges and take three courses per day.

Students may not earn more than eight credits per school year (including summer school, night school, and correspondence school) or more than four credits in any one semester without the approval of a counselor. *Only two credits for courses taken by correspondence or credit-by-exam will be accepted as part of graduation requirements for designated schools in Texas.*

Under most circumstances, students may enroll in only one required course each semester in English, math, social studies and science. The primary exception to this policy is when a student has failed a course needed for graduation and there is space available in the class for the student to repeat the course while he/she also attends the other core area course. Since HSLECJ is a small campus, students should not count on space being available in core courses and should make plans to attend a summer school program.

A student may not earn more than two credits during the summer without written approval of the counselor.

All students are required to take a minimum of one CTE course and one AP course each semester. GT students are required to take a minimum of two AP courses and one CTE course each semester.

Schedule Reviews

Sometimes students are issued a schedule containing an improper course placement or where credit was previously granted. Students in this situation may submit an email to the appropriate dean/counselor by the deadline listed on the draft schedule. All requests are processed in the order in which they are received. Parent visits, phone calls, pages, voice mail messages, and faxes receive no higher priority handling than does a student's email to the appropriate dean/counselor. Unless a dean/counselor sends for a student, he/she is to remain in class and follow the original schedule until notified otherwise. If a request has been denied or a change is not possible, a written response will be sent to the student.

A schedule will be changed only for the purposes of *correcting improper course placements and leveling classes*. The school's highest priority is placing each student in his/her required coherent-sequence curriculum at the appropriate degree of difficulty. Remember that all schedule changes must be completed before the 15th day of the new semester or the student may not receive credit in the course. Requests for specific teacher and class periods will not be reviewed or changed.

Course Selection & Sequence

Students entering HSLECJ should have made course selections while still in eighth grade. HSLECJ students in the ninth, tenth, and eleventh grades will make course selections in early spring when course

selection sheets are issued in advocacy. These sheets are to be taken home, reviewed and signed by parents, and returned to the deans/counselors.

Students who do not return their course selection sheets will have a schedule created for them by their deans/counselors and will not be eligible for a schedule review. When HSLECJ students return for the following school year, they will be permitted no reviews in the schedule they originally requested other than those necessary to qualify for graduation.

Credit

Course Credit

Students must maintain a grade average of 70 or above on a scale of 100 in order to receive credit for a course.

A student may not be given credit for a class if he or she has attended fewer than the required number of days. (90% of the semester)

Students must comply with all attendance requirements for each course taken. An *Appeal for Credit* form may be submitted at the end of the semester during which a student has not received credit to excessive absences. Appeals will only be considered when the student has passed the course with a final semester average of 70 or better. All appeals must be submitted before the deadline announced.

Composite Grading

Composite (whole course) grading applies to core courses (A & B sequential taken in the same academic school year) with the exception of any one semester course.

Whole course credit applies to all HISD two-semester sequential courses (designated "A" and "B"). Whole course credit does not apply to any one-semester course. Students

whose total points for both semesters is 140 or above are eligible to receive one credit upon successful completion at least one semester of the course within the same school year.

Students who believe they are eligible for composite grading in one or more courses should contact their deans/counselors. If it is determined that the student is eligible for composite credit, the dean/counselor will submit a form to the registrar indicating whole course credit requirements have been met.

A student who has excessive absences will not receive credit unless determined by the school principal with proper documentation.

Credit by Examination

In certain situations, it is possible to obtain credit for high school courses through examination. There are a few credit by examination and a student must have failed the course after being enrolled in the course. If interested, see your testing coordinator for more information.

*Please note: Only **two credits** for courses taken by correspondence or credit-by-exam will be accepted as part of graduation requirements for designated schools in Texas.*

Grade Level & Advocacy Assignment

The registrar will assign each student to an advocacy based upon the year the student entered ninth grade. Student grade level is determined by the number of credits a student has earned. Under ordinary circumstances, students are not reclassified during the school year.

The credits needed for each grade level are listed below:

Grade Level Classification		
Grade	Classification	Credits Earned
9	Freshmen	0.0 - 5.5
10	Sophomore	6.0 - 11.5
11	Junior	12.0 - 17.5
12	Senior	18.0+

Grades

Grading System

Report card and transcript grades are reported in accordance with HISD policy as follows:

Course Grades		
Letter Grade	Numerical Average	Description
A	100 - 90	Excellent Progress
B	89 - 80	Good Progress
C	79 - 75	Normal Progress
D	74 - 70	Poor Progress
F	69 - 0.0	Failure
I	(N/A)	Incomplete

Progress Reports

At the end of the first three weeks of each grading period, HSLECJ sends a school-wide progress report home with every student. Progress reports are a way for both parents and students to monitor a student's academic progress, behavior and attendance. Progress reports can also serve as an effective "early warning" device for students who might otherwise find themselves with a failing average too late into the six-week grading period for recourse.

Of course, parents are encouraged at any time to notify teachers if they suspect that their child is struggling and in need of additional help. If a progress report is lost before it gets home, please refer to

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GradeSpeed where parents may print additional copies of progress reports and report cards.

These regular progress reports are distributed during the school day. It is the responsibility of students to take the report card home and give it to their parents. Students who miss class when progress reports are distributed should see the SIMS clerk for their copy. Receipt of progress report has no impact on the student's six-week grade; it is used solely to inform. The grade ultimately earned by the student will be the grade listed on the report card.

If a student has a failing average in the fifth and sixth weeks of a grading period, the classroom teacher should send additional progress reports home with the student. Generally, a student should have received a progress report warning that he/she could fail before an "F" appears on the report card. Under certain circumstances, however, it is possible that a student could have been passing until just before the end of the six-week grading period when poor performance on a major test or assignment caused the student's average to fall below 70.

Report Cards

Report cards are distributed at the end of each grading period during the school day. A reporting cycle is established on the HISD and HSLECJ calendars. Those calendars are distributed to each student and are published in the school newsletter and website. The final report card will be mailed home if students have clear financial and book records with the school.

Parents should accept no excuse from their children for not producing a report card at the end of each grading cycle. Please check GradeSpeed on a regular basis to see your child's grades. If needed, call your child's counselor/dean for missing grades and additional information.

Each grading cycle counts for 25% of a student's final semester average. The final exam counts for 25% of the final semester average. EOC scores will count as 15% of the overall course grade.

Incomplete Grades

Teachers may elect to give students an incomplete grade on a report card rather than a failing one if there are extenuating circumstances explaining the student's failure to complete assignments during the grading period. An "I" allows students to finish their work, but it also makes a student ineligible to participate in extracurricular activities and competitions.

Incomplete grades must be changed to a numerical grade before the end of the next six-week grading period. Teachers may not give incomplete grades during the last six-week grading period of a semester. If incomplete work is not made up, then the "I" mark becomes a 50 and is averaged with the other six-week grades to determine a semester average.

Students who miss a final examination will receive a grade of zero. Students who have a valid excuse for missing a final exam should telephone the principal immediately and fully explain the situation. Should the principal approve of the excuse after receiving adequate written documentation, then a make-up exam may be scheduled. Students should be aware that spring semester make-up finals will be administered during the summer months after graduation.

Requests for early finals must be made two weeks prior to the final exam date. Please note that a request for any early final exam does not mean that the request is automatically approved. Students wishing to take a final exam early must submit written permission to do so in advance to the principal and present compelling, credible

and documented reasons for the request. Although the principal is under no compulsion to approve of any early final exam testing, should the request be approved, arrangements will be made with the classroom teacher.

Final Exam Exemptions for Seniors

During the spring semester of their senior year only, seniors may earn an exemption from the final exam of a course if they meet the following conditions"

- An 85 or better semester average in the course.
- An "S" conduct average or better in the course.
- No more than three (3) total absences in the course. Must not participate in unauthorized "senior skip day."
- Students in AP courses must actively participate in all AP exams assigned to the student.

Students who earn an exemption will receive the average of their three six-week grades as their semester average. This exemption, however, does not excuse students from school attendance. Exempted seniors will be required to attend school activities on the day of their exempted final examinations. Students with three absences already and who are absent again are no longer exempt.

Note: Seniors who are suspended or who have excessive disciplinary referrals will lose their exemption status.

Parent Communication with School Personnel

HSLECJ encourages parents to contact the school concerning the education of their children. A healthy partnership between parents and staff members is likely to benefit all involved. Parents who wish to contact their child's teachers, deans/counselors, or even principal may communicate via letter, email, fax, by telephone or by meeting face-to-face.

Parents requesting a telephone conference, especially with their child's teachers should provide both a day and an evening telephone number with their message. Although many teachers and staff members choose not to make telephone calls from their homes, some do.

Please give teachers at least 24-48 hours to respond to your message. Many teachers are only able to check their mailboxes for messages at the beginning and end of the school day. As a rule, teachers cannot be called to the phone (or to a conference) while they are teaching or participating in professional development.

Should you not receive a return call from the staff member you called within a reasonable amount of time, please call the office again and note you are making a second call.

Should parents want to arrange a conference, they may call the school office to *make an appointment* or request a return call. Due to various duties and commitments of school personnel during the school day, *teachers and other school officials may not meet with parents who arrive at school without an appointment.* Parents can leave their names and phone numbers with the main office and request a return phone call.

Teachers are unable to meet parents during their instructional time, but they should be able to conduct a parent-student-teacher conference, when arranged in advanced,

during their daily planning period. Please keep in mind that staff members' days are very full. Advanced notice is necessary for staff members to prepare adequately to assist you when you arrive for your conference. Parents should report to the HSLECJ main office upon arrival to sign in, present a state-issued ID and receive a visitor's pass.

Tutorials

Individual teachers provide special help for their students upon request.

The National Honor Society provides tutorials for students experiencing difficulty.

When funding is available, study lab sessions are made available to students.

Study labs are offered each Tuesday-Friday morning. Students who are in danger of failing their courses will be required to attend study lab and will have it scheduled into their educational day. Attendance to study lab is required. Students will be marked absent if they do not attend this required tutorial time.

SAT/ACT/PSAT preparation is offered as a credit elective for students wanting extra help for their college admissions tests.

Students who have not passed any or all sections of the STAAR/EOC test are required to take STAAR/EOC tutorial classes. The only exception would be for a senior who is enrolled in eight core-curriculum courses that are required for graduation.

Grade Point Average (GPAs) & Class Rank

HSLECJ 12th grade students receive both a preliminary and a final class rank during their senior year. The registrar calculates preliminary class ranks in October based upon students' grades from all courses taken for high school credit through the spring semester of their junior year. At the close of the fall semester, the registrar then calculates final class ranks for 12th graders based upon all grades earned through the fall semester of the senior year. Class rank is determined in the following manner:

- Grade points are assigned to each semester grade according to the HISD grade distribution chart.
- All high school credit courses are included (including, for example, any courses in which the student may have earned an "F" and any repeated courses.)
- The registrar divides the number of grade points earned by the number of grades to determine a student's grade point average.
- The numerical ranking of seniors is determined by listing all students according to their cumulative GPAs from highest to lowest. The student with the top GPA is ranked number one, the student with the second highest is number two and so on. The same list is used to divide the class into percentage groupings (i.e. Top 10%) and into quartiles.

Grade Points (HISD Policy)			
Numeric Average Equivalent Credit Courses			
Grade	Quality	Regular	Modified
90-100 = A	5	4	3
80-89 = B	4	3	2
75-79 = C	3	2	1
70-74 = D	2	1	1
Below 70 = F	0	0	0

Honor Roll

An Honor Roll will be published at the conclusion of each semester grading period. The following criteria **must be** met in order to be eligible for the Honor Roll:

- *Silver Honor Roll* - All grades from 90 to 100; "S" average in Conduct.
- *Blue Honor Roll* - One or two grades from 80 to 89; all others 90 to 100; "S" average in Conduct.

The student may not have more than two (2) excused and *no unexcused absences* per semester.

Transcripts

Students who desire an official transcript of their academic records must make a written request to the registrar using Naviance. At certain times during the school year, the demand for transcripts is very high. Please allow at least two weeks (10 work days) to process a transcript request. Students may request up to three official transcripts at no charge during their enrollment at HSLECJ. Any additional transcripts will cost \$1.00 each. All transcripts requested over the summer break or after graduation will cost \$1.00.

Seniors who need the registrar to send their final transcripts to a college or university

must request that final transcript before the end of the school year in May. HSLECJ has limited staffing during the summer and any transcripts requested may take four weeks or more to process for newly graduated students.

Conduct & Behavior

Classroom Conduct Marks

Conduct grades affect eligibility for participation in school activities. Poor conduct interferes with a student's ability to learn and a teacher's ability to teach. It is also disruptive to other students in the class who want to learn. Poor conduct will be reflected in conduct cuts on a student's report card. Conduct infractions, however, may not be used to affect a student's academic grade. Office conduct cuts do affect eligibility and senior exemption status.

Students who have been sent to the office for discipline problems may receive conduct cuts from the teacher as a result of misbehavior.

A student must maintain an "S" average in conduct to qualify for certain honors and other special recognition, awards, clubs, and offices. For each grading cycle, the overall conduct average is computed by averaging numerically the individual class conduct marks as follows:

Course Conduct		
<i>Conduct Grade</i>	<i>Value</i>	<i>Conduct Average</i>
E = Excellent	3 points	3.0 - 2.5 = E
S = Satisfactory	2 points	2.4 - 1.5 = S
P = Poor	1 point	1.4 - .5 = P
U = Unsatisfactory	0 point	0.4 - 0.0 = U

Office Conduct Marks

The principal or an assistant principal may reduce a student's conduct grade for persistent disciplinary infractions. This

conduct grade overrides the student's overall conduct average.

Academic Integrity & Dishonesty

Upholding HSLECJ's tradition of excellence, students are expected to practice academic integrity and honesty at all times.

The following examples will help students understand what kinds of behavior are dishonest:

Cheating:

- Looking on someone else's paper during a test or quiz
- Giving or getting information about a test or quiz before or while taking it
- Looking in the book or at notes during a closed-book test or quiz
- Collaborating with someone on an assignment or project unless such work has been specifically cleared with the teacher in advance
- Getting information from someone under false pretenses

Plagiarism:

- Copying sentences or parts of sentences manually or electronically from someone else's writing without proper credit, and/or writing someone else's idea(s) without giving the source credit for the original idea(s).

Any student who is aware of another student's violation is also practicing academic dishonesty and is obligated to report the student to the teacher.

Actions or attempted actions that run counter to these principles are a violation of the *HISD Code of Student Conduct*. Violations will be handled in according with HISD policy as stated in the *HISD Code of Student Conduct*.

The HISD Code of Student Conduct indicates that it is a disciplinary infraction to cheat or copy another student's work in class. Therefore, students who are found to be cheating on their final exams should be given a zero on the exam. The results of their cheating need to be very carefully explained to them. Present guidelines mandate the computation of the final examination grade into the final grade. If a student is found to be cheating on the final examination and given a zero, the zero will be averaged in as zero and will have a significant impact on the final grade in the course. (HISD SSG - XVI – 6)

This rule on cheating applies to all schoolwork. A student found cheating on any assignment or test will be given a zero. (HISD SSG - XVI – 6)

It is the responsibility of the student to check with the teacher when cases seem unclear. Ignorance of the academic integrity and honesty policy and the *HISD Code of Student Conduct* are not excused for the violation.

Definitions of Activities

Curricular – a part of the regular school day; constitutes the delivery of instruction

Co-Curricular – an extension of the classroom instruction in which participation is by the entire class or a significant portion of the class, such as field trips. Co-Curricular absences that occur in classes other than the one taking the field trip will be counted as extracurricular absences.

Extracurricular – school-sponsored activities that are not directly related to instruction of the essential elements but that offer significant contributions to a student's development. Participation in extracurricular activities is a privilege and not a right. Students must meet specific requirements in order to participate.

Absences due to extracurricular activities will be limited to five per semester.

Academic Requirements

First Grading Cycle

All students are eligible for participation in extra-curricular and co-curricular activities during the first six-weeks of a new school year, as long as the student has been promoted to the next grade level and is not on disciplinary probation.

If a student has not been promoted or does not earn enough credits by the beginning of the new school year, the student is considered ineligible for at least three weeks of school. If at the end of three weeks of ineligibility, students who have achieved a passing average in all classes become eligible to play or perform. However, if a student's average remains below 70 in any class, the suspension continues for at least three more weeks.

Credits earned in summer school, night school or in approved correspondence courses may be used to determine eligibility of extracurricular activities.

Subsequent Grading Cycles

A student whose officially recorded six-week grade in any course is lower than a 70 at the end of a six-week grading period, shall be suspended from participation in any extracurricular or co-curricular activity event for at least three weeks during the next six-week grading period. The only exception involves honor-level courses (Such as Advanced Placement, but does include Pre-AP). A student suspended under these "no pass, no play" rules would still be eligible to practice and rehearse with the team or group. If at the end of three weeks of ineligibility, the student has achieved a passing average, he/she becomes eligible to play or perform. However, if a student's

average remains below 70, the suspension continues for at least three more weeks.

Suspension due to six-week (report card) grades shall become effective seven calendar days after the last day of the six-week grading period in which the failing grade was earned. For example, if the fourth six-week grading period ended on Tuesday, March 5, and a student received a failing grade in that fourth six-week grading cycle, he/she could participate in any activity that occurred during the week until Tuesday, March 12, @ 3:30 p.m.)

Incomplete Grades

A student receiving an incomplete (I) six-week grade in a course is considered ineligible seven days after the end of that specific six-week grading period in which the incomplete was recorded. Such students remain ineligible during the next six-week grading period or until the incomplete grade is officially replaced with a passing grade for the grading period.

Activity Ineligibility

Eligibility rules apply to athletic teams, U.I.L. (University Interscholastic League) and vocational competitions, cheerleading, school-sponsored clubs and organizations, etc. Students not meeting the designated grade requirements may practice but may not compete or perform in any of these activities, even though the activity would not require them to miss any class time.

Attendance Requirements

Two-Period Rule

In order to participate in any extracurricular activity, the student must have attended school for at least one-half of the school day on which the activity is scheduled. Under HSLECJ's block schedule, this rule would require attendance in two full classes on

days where four classes are held and five classes when nine classes are held. Exceptions must be approved in advance by the principal and sponsor of the activity.

Five-Day Rule

Students will not be permitted to participate in such activities that would require a student to be absent from class more than five days during the semester.

An exception to the five-day rule may be made on the behalf of individual students who are competing in U.I.L.-sponsored activities. These exceptions must be based upon circumstances that are unforeseen and result from the student's earning the right to compete at post-U.I.L. district levels. Exceptions shall not exceed a total of five additional absences per year.

Students Requesting a Campus Transfer

Students transferring from one senior high school attendance zone to another will not be eligible to participate in the varsity-level extracurricular program of the new school for a period of one calendar year following the granting of the transfer unless an athletic release has been signed by his/her former coach. The eligibility of a student is not affected when there is a change in school due to a documented change in the family's primary residence.

Note: Students who choose not to participate in a group's required practices or after school events may be removed from that group or receive an academic penalty (if that group is part of a graded course). When selecting courses, a student should investigate practice and event requirements.

Other Requirements

Conduct Requirements

Students with discipline problems of a severe nature are subject to probation. Students

placed on probation are not allowed to participate in extracurricular activities, not seek or hold an elected position in the school. In addition, sponsors of a group may suspend the student from participating in a particular activity of that group because of a student's misbehavior or lack of preparation.

Dress Requirements

The principal, in cooperation with the sponsor, coach or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity.

Note: Students should be aware that there are additional expenses required for some extracurricular activities such as cheerleading. The sponsor will provide a written estimate of the required expenses.

School Honors & Student Offices

In order to be eligible for school honors and student offices, a candidate must currently have a conduct average of at least an "S". An "S" or better must have also been earned the preceding semester. The student must also have passing grades in all subjects and have an overall average of 75 or better in the preceding semester.

Elected students must maintain the outlined standards of citizenship and scholarship or else relinquish their honors and offices. Students who do not meet the standards for continued participation will be placed on three weeks probation, during which time the student may practice, but not participate or compete. If at the end of the first three-week probation, the student has an unsatisfactory academic average or conduct average, a second three-week probation will be allowed. If unsatisfactory academic average or conduct problems remain at the end of the second three-week probationary period, the student will be dismissed from the student office or honors activity.

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In order for a student to be eligible for school honors based upon academic achievement, the student must have a general average of a "B" (80 or better) and must earn his or her last five credits at the school where the awards are presented.

The *National Honor Society* has special requirements related to leadership, service, character and academic achievement.

General Information

Approval, Scheduling & Supervision

All student activity events must be approved in advance by the principal (or designee) and listed with school secretary. The school secretary maintains a schedule for each of HSLECJ's major facilities and venues. Timely scheduling will minimize conflicts between competing activities and allow adequate preparation for student events. The principal will ensure that the physical plant is maintained and secured for all events.

A HSLECJ faculty sponsor must attend and supervise all scheduled extracurricular activities. In addition, the administration may require security, additional chaperones, and/or other types of supervision for certain events. Regardless of whether a HSLECJ-sponsored event is held on-campus or off-campus, the same "school-day" rules of student conduct apply.

Official Recognition

The only activities that may use the school name or "nickname" are those which are approved by the school administration. Any person or organization that uses the school name without proper permission is subject to disciplinary action. No school clubs and organizations may be affiliated with fraternities and sororities.

Note: Initiations and "Hazing" are strictly prohibited. Also, all club and organization

activities must be approved and chaperoned by a faculty sponsor. Students who meet without their faculty sponsor present are subject to disciplinary action.

The principal must approve all fundraisers for student groups and organizations each year (two per year); the duration of a specific fundraiser (A two-week period); and the number of fundraisers that can take place at any one time. These limitations apply to booster club fundraising as well. Students may not sell unauthorized items or services on campus at any time.

School-Sponsored Trips

Student travel can be a very worthwhile educational experience, but the benefits come with unique challenges for all involved. In order for the full objectives of student travel to be achieved, school officials must have the full and complete cooperation of participating students at all times. Due to the tremendous responsibility placed on school sponsors during any trip of this sort, there may be special rules that students are expected to follow.

Students are allowed to participate in travel away from school only when their academic, attendance and conduct records are acceptable. The principal (in collaboration with trip sponsors) has the right to make a final determination on whether a student may participate in a school activity including travel. Students should remember that participating in such school-sponsored trips is a privilege, not a right.

Absences for school-sponsored travel will be counted as extracurricular or excused absences and will be subject to the limits of such absences.

Students must be willing to cooperate completely with their sponsors and their fellow group members so that the trip is enjoyable and beneficial for everyone involved. Certain rules violations can be of such a serious nature when traveling with a student group as to cause a student to be sent home early at his/her parents' expense. In addition, the student may be subsequently removed from any future activities in which the student would be representing HSLECJ. Trip sponsors will make both parents and students aware of the applicable rules when asking for parent permission for student travel. Also, because of the binding contractual requirements of some travel arrangements, students who find themselves unable to participate in planned student travel (Due to a loss of eligibility or other reasons) may be unable to receive refunds of their travel deposits.

Clubs and Organizations

Participation in school clubs and organizations supports the development of well-rounded personalities and strengthens the student's feeling of school pride and spirit. Each student is encouraged to join and actively participate in one or more of the clubs and organizations available on the HSLECJ campus.

The following is a list of the clubs and organizations that are available at HSLECJ:

Anime Club	Explorers Club
Art/Literacy Magazine	JROTC Parents Club
Business Professionals	JROTC Teams
Chess Club	National Honor Society
Class of 2016	Student Council
Class of 2017	Students against Drugs
Class of 2018	Teen Court
Class of 2019	Youth for Christ
Computer Lab	Youth and Government
Debate Club	Y-PAC

As per HISD Board Policy 741.300, there shall not be any fraternities, sororities, or other secret organizations within HISD schools, nor may any student be a member of such an organization. Students violating this regulation shall be subject to disciplinary action. All clubs and organizations are organized to promote the broadcast of diversity of our student population.

Conduct & Discipline

Student Standards of Conduct

It is the responsibility of HSLECJ to develop character in future legal and law enforcement professionals, as well as high academic achievers. The manner in which students conduct themselves at school is a reflection on the student, parent and the entire student body. Any misconduct becomes a matter of school discipline and will be handled accordingly.

HSLECJ follows the HISD Code of Student Conduct. All students will receive a copy of this document at the beginning of the school year. It may also be downloaded from the HISD website (www.houstonisd.org).

Conduct warranting suspension, placement in an alternative educational setting, or dismissal from the magnet program may include, but is not limited to, the following:

- Hazing
- Forgery
- Smoking
- Theft
- Fighting
- Gambling
- Vulgar Language
- Insubordination
- Gang activity/participation
- Truancy and excessive tardies
- Possession of drugs or alcohol
- Vandalism of personal or school property
- Possession of knives, weapons, or fireworks
- Defacing Property: graffiti, lockers, desks, books, etc.
- Abusive verbal threat or physical assault to any student or school personnel.
- Bullying

Parents and students should note that some of the above are violations of state law and city ordinances and may involve law enforcement officers, as well as school officials.

NOTE: Please be aware that skate boards, roller skates, and other items deemed

inappropriate for high school campus by HISD or HSLECJ administrators are banned from this campus.

Students who habitually commit level 1 and level 2 offenses will have those offenses documented and the parent will be contacted by the teacher. After the third occurrence of any level 1 or level 2 offense, the student will be referred to the administrator.

Campus Distributions

No materials, circulars, advertisements, notices or similar materials may be sold or distributed on the campus or at the sponsor-sponsored activities unless approved by the principal or his designee.

Damage to School Property

Anyone who accidentally or intentionally destroys or damages anything on campus must pay the cost for repair and/or replacement. Students who are caught in the act of vandalizing the school in any way will be prosecuted to the fullest extent of the law, and they and their parents will be billed for the cost of repairs.

Hall Passes

During instructional time, a hall pass is required of any student outside the classroom. Teachers have been given hall passes. Staff members should ensure that all the information requested on the hall pass (Including student name, destination, and date and time) is included in ink.

Students in the halls without permits are in violation of school rules and may be taken to an assistant principal's office for disciplinary action. Students leaving a classroom for any reason during class time should be certain to get a permit from a teacher before leaving the classroom.

Drugs & Alcohol

Students are not to be in possession of, using, or under the influence of any drug or alcohol substance. All medication (prescription and over-the-counter) should be taken to the nurse's office to be dispensed. Medications must be in the original container with the student's name and directions from the physician on the container.

Failure to comply will result in disciplinary action indicated in HISD Code of Student Conduct.

No Smoking

Smoking and the use or possession of any tobacco products is prohibited on all HISD campuses and facilities. This includes HSLECJ and all district athletic stadiums, arenas and venues. Please be aware this policy is also in effect at any HSLECJ function that is held off-campus.

Detention

Lunch Detention may be assigned for minor classroom misconduct at the teacher's discretion. Failure to serve a teacher lunch detention will result in a disciplinary referral.

Before-School and After-School Detention may be assigned by an administrator. Detention is currently scheduled for 3:30-4:30 p.m. Monday through Thursday and may be assigned as needed.

If a student is tardy to or does not attend an assigned detention, he/she is subject to In-School Suspension (ISS) or suspension.

Saturday School may be assigned by the administrator. Saturday School is a unique form of detention for students who have broken school rules. Saturday School will begin promptly at 8:00 am and end at Noon. Time spent in Saturday School involves either a study hall or service projects to improve the campus environment.

Students must be on time, in dress code and must serve all assignments. Failure to serve time in Saturday School will result in further disciplinary actions such as In-School Suspension (ISS) or suspension from school.

Use of School Name and Mascot

Unauthorized use of the school name or mascot by any student for the purpose of advertising a non-school sanctioned activity is prohibited. Only school-approved organizations may use the HSLECJ name and/or mascot for approved activities. Use of the mascot is limited to a choice of the visual representations that have been approved by the school principal.

Zero Tolerance

Any student who possesses a firearm, illegal knife, explosive, or any other dangerous object or weapon on school district property, on school buses, and/or in attendance at district-related activities shall be immediately suspended and recommended for expulsion by the principal (as indicated in the HISD Code of Student Conduct). For purposes of this policy, an object used in a threatening manner shall also be considered a dangerous object or weapon even if its normal use is not as a weapon.

In every case where students in middle and high school commit a Level IV offense in violation of the Code of Student Conduct, Education Code, or Penal Code, principals must pursue charges, arrests, and removal to a juvenile detention facility or county jail. The Board of Education further declared that the Code of Student Conduct would be strictly applied.

Communications

Assemblies

Assemblies are intended to be informative and instructional. Students are to behave in a responsible and respectful way at all assemblies. When possible, seating will be assigned for assemblies.

Deliveries to Students from Off-Campus

In order to avoid unnecessary disruptions of classroom instruction, the delivery of flowers, balloons, gifts and related goods to HSLECJ is not permitted. Also, there will be no food deliveries made to students on campus unless administrative approval has been secured.

Only emergency phone messages will be delivered to students. In the case of emergency requiring contact with a student, please call the attendance office and the clerk will ensure that the student is promptly notified.

If a student forgets a lunch, science project, club dues, uniform or similar school materials, deliveries can be made to the secretary. The student will be notified and he/she can pick the item(s) up at lunch or between classes.

Posters, Signs & Advertisements

The principal or designee must approve all posters, signs, and/or advertisements. After the advertised event or deadline has passed, the organization or individual that posted the notice must remove the posters promptly.

Publications

The principal is responsible for all publications edited, produced and distributed on the HSLECJ campus, and therefore, may exercise editorial control over them. All school publications at HSLECJ must be supervised and approved by a faculty sponsor and reflect the high ideals and expectations of the citizens of the HSLECJ community. No

unauthorized publications may be produced or distributed on campus.

Release of Student Information

At the beginning of each school year, the parents or legal guardians of all students and all eligible students (18 years of age or older) will be notified by the school and about the HSLECJ directory information. Parents or eligible students who wish not to have their personal information released to outside parties will be given an opportunity to put this request in writing.

Release of Information forms will be sent home during the first few weeks of school to facilitate the process. If the privacy statement is on file, no directory information will be released without written consent of the parent, legal guardian or student if he/she is 18 years of age or older.

After the notice has been given and other requirements of the Federal Regulations have been met, all directory information in which no privacy interest has been asserted is public information and will be disclosed upon request under the Texas Open Records Act.

Student Health & Safety

The School Nurse and Clinic

The school nurse provides clinic services in the event of illness or injury occurring during the day. A student may go to the clinic only after obtaining a permit from a teacher. The clinic is also open during lunch periods. At all times, the student must sign in and out – showing the time arrived in the clinic and the time left the clinic. There is a Nurse's Daily Registry in the clinic for this purpose. If the Nurse believes the student should go home, she or another school official will notify the student's parent/guardian. Students who feel ill and go home without going through the clinic and attendance office will be considered truant and are subject to disciplinary action.

Available in the clinic is a *Physician's Request for Administration of Medication during School Hours* form. This form must be filled out and signed by the physician or dentist and parent/legal guardian, then returned to the nurse to be kept in the clinic each year. No medication – prescription or non-prescription – will be dispensed by the nurse without this form being on file. The medication must be in the original container and be appropriately labeled by the pharmacy. Non-prescription medication must be in an unopened container with a pharmacy label attached. The form must be renewed each year.

Any pertinent health information should immediately be provided to the nurse so that she may be of assistance in matters concerning student health. The school nurse is responsible for checking student's immunization records. Any immunizations to the student's immunizations should be given to the nurse.

Pesticides

HSLECJ periodically applies pesticides. Information concerning these applications may be obtained from the plant operator.

School Visitors

A Qualified Welcome

HSLECJ is glad to have as visitors, parents and guardians who have an interest in the welfare of the school and its students. To maintain campus security, all visitors must come directly to the main office upon entering the building and identify themselves, state the purpose of their visit and receive a visitor's permit. Former students may not come back to campus during the school day to visit school personnel without arranging an appointment in advance with the appropriate personnel.

Rules for All Visitors

All HSLECJ visitors must obtain a visitor's pass name tag from the main office immediately upon entering the building.

No visitors are allowed during standardized testing periods or during formal classroom observations being conducted by district appraisers. Parental classroom visits must be approved by both the teacher and an administrator. Persons other than parents are not permitted to visit classrooms with two exceptions:

- Educational professionals from in or outside the district may be escorted by campus or central office staff on classroom visits with prior approval from the campus administrator.
- Parents of students with disabilities who are being considered for placement in a new setting by an ARD committee may visit the proposed setting. The campus administrator must approve the visit in advance and the parent must be escorted by the campus or central office staff during the course of the visit.

Students who wish to bring outside guests for school events such as dances must have administrative approval before they will be allowed into any school-related function or event.

The Texas Education Code (Section 4.23) states: "Any person loitering upon school property after being warned to leave by the person in charge shall be guilty of a misdemeanor... School property...include[s] the grounds of any public school and any grounds or buildings used for school-sponsored assemblies or for activities."

Campus Security

Fire & Evacuation

On occasion, there may be a need to evacuate the HSLECJ buildings due to emergency conditions (or due to a drill for such an emergency). In each room of the school, a map is posted that illustrates the appropriate route to use for evacuating the building. The routes for evacuation are designed for to avoid excessive crowding at the building exits. The map should also show alternate routes to be the used should the primary route be inaccessible. Teachers should review with their students various evacuation Teachers should review with their students various evacuation routes to avoid possible confusion during evacuation.

Students are to remain with their assigned teacher at all times. (If an evacuation must occur during the lunch periods, students are to report to their 3rd/7th period teacher, depending on the school day.) When leaving the building, students are to move in a safe and orderly manner away from the building to the outer perimeter of the campus closest to the exit point. All windows and doors in the classroom should be closed upon evacuation. Students are to take nothing with them except their valuables.

The teacher will take class attendance after the students have moved safely from the building. Make sure you stay with your teacher throughout the evacuation or drill. All students must remember the seriousness of fire drills. The drills are preparation for the reality of fire or imminent danger. The school administration, faculty and staff expect each student's absolute cooperation in abiding by these rules.

No person shall re-enter the building until the all clear signal is given.

Emergency Signals – 1 extended bell or alarm

Student Services

Driver's License Eligibility

State law related to driver's license eligibility states that the Department of Public Safety may license a person as a class "C" driver who is under the age of 18 years, provided the person has obtained a high school diploma or the equivalent or if the student if enrolled in a school and has attended school for at least 80% of the fall or spring semester before the date of the application, or the student has been enrolled for at least 45 days and is currently enrolled in a program to prepare persons to pass the high school equivalency exam. For the purposes of computing attendance for driver's license eligibility and for meeting the intent of the legislation, students must meet the attendance requirement for each class in which they are enrolled. The Verification of Enrollment (VOE) forms are completed in the attendance office and require at least 24 hours notice.

Homebound Instruction

When a student is seriously ill, he or she may receive academic instruction by a homebound teacher through HISD's Department of Community Services. This service is only for a student whose physician provides the HSLECJ nurse with a written diagnosis and prognosis explaining that the student will be out of school for a minimum of four weeks. This process will start with the student's counselor at HSLECJ.

Other eligibility requirements include that the student be free of infectious disease, and that there will be an adult in the home at the time of the teacher's visit.

For a student who is absent more than five days but fewer than four weeks, the counselor/dean can obtain make-up work from the classroom teachers. Please allow a three-day turnaround from the time of the request to the pick-up date of the assignments. Be sure to empty the student's locker so that all school materials will be at home.

Locker Use

Students will be issued a locker at the beginning of the school year. Any property, money or other valuables left in the lockers are the responsibility of the student to whom the locker is assigned. Locks should be secured at all times when the student is not present at the locker. (Please note: inexpensive locks are often easy to open by others.) Students are not to give access to their locker to any other students. Lockers are the property of the Houston Independent School District and are subject to inspection by authorized school personnel.

Students are only allowed to go to lockers between every class period. However, students are encouraged to plan trips to their lockers according to their schedule of courses to avoid being tardy to class.

All backpacks must stay in lockers at all times during the school day.

State & District Testing

HSLECI students take several standardized tests during the school year. The school calendar lists these examinations and the dates of administration. Special Schedules will be developed for the AP and End of Course examinations. This will allow for the best possible teaching environment for this crucial examination, while still including an abbreviated day of classroom instruction.

Textbooks

Each student is responsible for all books issued to him/her. Textbooks will be distributed directly to the students by the HSLECI bookroom at the beginning of the school year, during school lunches and before and after school.

Textbooks must be completely covered at all times. Students are not to write in their textbooks. Students will be charged a fine for textbooks that suffer excessive wear and tear.

Textbooks are bar coded to track distribution and return. Textbooks that do not have the appropriate bar code when returned will not be credited as returned by the student.

Lost textbooks and book fines must be paid before any new books are issued and before final semester report cards will be released.

PowerUp

Beginning with the 2014-2015 school year, HSLECI will be a PowerUp campus meaning students will be issued laptops to use for classroom instruction. Each student is required to pay an annual, non-refundable \$25 security deposit fee to receive a laptop. Under board policy, questions regarding fee eligibility should be directed to the student's principal.

Before the laptops are distributed to students, students required to take a digital citizenship class that reviews the district's policy on the proper use of technology and electronic services. Both parents and students are required to sign a laptop loan/acceptable use agreement before a student will receive a computer. Improper use of the laptop and/or technology will result in strict consequences such as discipline, detention, and/or limited use of the device as determined by the district's Code of Student Conduct.

As with any other instructional material, the student is responsible for his or her laptop. Teachers will work with students on responsible use and safekeeping of their laptop. Each device comes with a protective bag for safekeeping. Additionally, each device is equipped with the LoJack® Stolen Recovery System, so stolen devices can be disabled and recovered. Students are required to report a lost or stolen laptop immediately to the campus officer. Damaged devices will be evaluated by the school to determine whether or not they can be repaired.

Fees

A reasonable charge may be assessed students in those courses where the students elect to undertake projects which may become their property upon completion, such as art, legal manuals, etc.

A fee of \$1.00 per page will be collected from any student who sends or receives a FAX.

Fees may be charged in classes for workbook expenses as per district directive.

Transcript fees are set at \$1.00 per transcript.

Students who lose or destroy textbooks that are issued to them will be charged a replacement fee for each book not returned or damaged.

Late book fines at the library. (5 cents per day per book.) Replacement cost for lost books and materials from the library.

PowerUp 1:1 Laptop Initiative requires students to pay an annual nonrefundable \$25 fee.

Student Copies and printed documents are 15 cents per page.

HISD Stadium & Field House Regulations

HISD stadiums and field houses are extensions of the school campus. Consequently, students at HISD events are under the authority of the principal and HISD personnel and must abide by all school rules.

No alcoholic beverages, cigarettes or tobacco products of any kind may be used or possessed on stadium premises, including the parking lot.

No air horns or mechanical noisemakers are permitted.

Food and drink cannot be brought into a stadium or field house.

Spectators are not allowed on the playing areas at any time.

No loitering is permitted in the aisles, exits or outside the stadium or field house. All persons shall enter the facility and be seated or leave the premises.

Admittance to the facility is by ticket or authorized pass only.

All visitors are subject to search and seizure of unauthorized possessions.

Videotaping may be done only with the prior approval of the principal.

Participation in School Activities & Events

In accordance with the HISD Student Code of Conduct, failure to adhere to attend classes, leaving the grounds without permission, other forms of truancy, and other Level II offenses are grounds for exclusion from school activities, extra-curricular activities such as field trips, and commencement and award ceremonies.

Students who fail to meet the UIL requirements, behavior requirements and attendance requirements may be denied

participation in such activities such as: field trips, prom, and the graduation ceremony.

Library

Hours & Services

The HSLECJ Library is open Monday through Friday from 7:45 a.m. to 3:15 p.m. The library staff will gladly assist students using the library. The library includes magazines, a full reference collection, fiction and non-fiction collections and an audio/visual collection. The HSLECJ Law Library contains both Texas and Federal collections. Students are encouraged to use the library for both academic research and leisure reading.

A copier is available for student use. Copies are 15 cents each.

The library collection and additional information may be found at www.hslecjlibrary.bravehost.com.

Computer Usage

The library currently has multiple computers for student use. Students must have/do the following to use a computer:

1. a school I.D
2. an Internet Permission Form (IPF) signed by their parents and returned to the library
3. Follow HISD internet use rules and HSLECJ library rules as outlined in the IPF (including no email, chat-rooms, instant messaging services or inappropriate materials).

Be aware, security software erases all files saved on the computers every 24 hours. **SAVE** your work on your USB drive.

Library Usage and Conduct

Students must have a permit issued by their period teacher to enter the library during class hours. The library is open during lunch and after school when a permit is not needed. Students may check out up to three (3) books during a 2-week period. Students must have a school I.D. to check out materials. Reference books, magazines, audio/visual materials and equipment may not be checked out. The library fine for overdue books is 5 cents per day. Students who lose a library book(s) must pay the replacement cost of the book.

Students violating HSLECJ rules in the library or interfering with the library environment may be refused library services regardless of academic standing or class year and be subject to regular disciplinary action.

The High School for Law Enforcement & Criminal Justice is charged with the responsibility of maintaining an atmosphere conducive to learning. Student success depends in part on how students perceive themselves and how others perceive them.

HSLECJ has a uniform dress code approved by the school's Shared Decision Making Committee

HSLECJ STANDARD DRESS		
ITEM	REQUIREMENTS	SOLID COLORS
Shirts	Uniform Polo or Oxford shirt with HSLECJ Logo worn tucked in the pants	Navy blue, white, grey, black
Undershirts	Writing is not visible	Navy blue, white, grey, black
Pants	Twill/Khaki/Dickie/Docker style slacks. Belts must be worn when belt loops are present.	Navy blue, black or British tan
Skirts	Tea-length (calf to ankle length) with no slits above the calf	Navy blue, black or British tan
Jackets (traditional zip)	HSLECJ logo only or no visible logo	Navy blue, white, grey, black
Hoodies (pullover)	HSLECJ Logo/Approved club or no visible logo	Navy blue, white, grey, black
Sweatshirts (pullover)	HSLECJ Logo/Approved club or no visible logo	Navy blue, white, grey, black
Sweaters	HSLECJ logo only or no visible logo	Navy blue, white, grey, black
Shoes	Closed toe and closed heel. No sandals, flip flops or house shoes.	Any color
Other	Student ID Badges or a Temporary Student ID Badge must be visible at all times. No headgear (Hats, sunglasses, head scarves, etc.) Proper hygiene and grooming applies to all students. Clear or Mesh Backpacks required.	
Friday Dress		
Tops	Approved Spirit Shirt or HSLECJ issued club, organization, or class t-shirt	
Jeans	No rips, holes, embellishments, low-rise, rolled up, or frayed hems.	Blue
Professional Attire/Career Attire		
Certain days will be designated as professional or career attire days. Professional attire is conservative in nature and does not include denim, skirts above the knee, exposed shoulders, t-shirts, facial piercings, etc.		

Students are expected to follow the dress code. Students in violation of the dress code will be expected to correct the violation. Students refusing to correct the dress code violations are subject to further disciplinary action as outlined in the *HISD Code of Student Conduct*.

HSLECJ School-Wide Grading Policy

The High School for Law Enforcement & Criminal Justice, along with the Houston Independent School District, recognizes that no one method of student assessment can be all encompassing. In order to receive credit for a course, as student must achieve an average of 70% or better. Below 70% is failing.

Each department has developed their own grading policy which addresses the following areas: Class Notes; Learning and Practice Work; Labs; Projects; Quizzes; Tests

General Guidelines

All teachers must provide their students with a written grading policy enclosed with their course syllabus within ten days from the beginning of the course. Each course syllabus will be posted to GradeSpeed.

Teachers must show at least two grades per week for all students.

Teachers will establish due dates and deadlines for work completed.

To prevent “fatal zeros,” no single test, lab, project, or grade will count for more than 25% of the total cycle average. For example, if English tests/essays are worth 50% of the grade, at least two separate English tests/essay grades must be entered for the six weeks cycle so each entered grade is worth 25%.

Students’ grades are determined by mastery of the course objectives only. Formative assessments and practice work will not weigh more than 10% of the grade. Practice Work will be used only for reinforcement or practice of a lesson objective.

All teachers will share their department’s grading policy with parents during Open House and Parent Nights.

All grades assigned to students must be arrived through a justifiable system clearly evident in the teacher’s grade book. All grade

book entries should indicate the concepts and student expectations that were learned and mastered as part of the assignment.

SB 2033 and TEC 28.0261 states that grades are a reflection of mastery of the assignment and all students may have a reasonable opportunity to make-up or redo class assignments for which the student received a failing grade.

In accordance with this policy, HSLECJ students may resubmit assignments that they turned in on time and received a grade of a D or F within three weeks of the original due date. The student is required to attend tutorials to receive assistance with the concepts missed the first time. Before students are allowed to retest or resubmit projects or major grades, all assignments, quizzes, and practice work related to concepts assessed in the test/project must be complete. Teachers may elect to give alternate assessments and assignments to assess if the students have learned and mastered the concepts in the original assessments.

Retests will not be given during tutorial time and must be scheduled before or after school. Any special circumstances beyond the three week time limit, or the inability to schedule a time before or after school for retesting require a teacher, student, parent conference where a written agreement will be developed.

In order to assure that assignments are graded for mastery, late penalties of no more than 10% will be assessed. Any assignment that is submitted late may require a parent note to the teacher explaining the circumstances about the late work and that the student and parent understand that the assignment may not be resubmitted for a higher grade. Teachers may elect to give alternate assessments and assignments to assess if the students have learned and mastered the concepts in the original assessments. Students who submit late work must do so within the three weeks of

the original due date or two days prior to the end of a grading cycle (whichever occurs first). Teachers may elect to accept work past this deadline upon mutual written consent of the teacher, parent, and student after a parent, teacher, and student conference is held on campus.

Departmental Grading Criteria

Career & Technology (CTE)

45%	Summative Exams
15%	Summative Projects: student performance and application
15%	Summative Projects: Student Engagement
15%	Summative Projects: Technology Application
10%	Formative Quizzes, Learning & Practice Work

English

90%	Summative Tests, Essays, & Projects
10%	Formative Quizzes, Learning & Practice Work

Fine Arts

50%	Summative Projects
40%	Summative Tests
10%	Formative Quizzes, Learning & Practice Work

Health

35%	Summative Tests & Quizzes
25%	Summative Labs
30%	Summative Class Projects
10%	Formative Learning & Practice Work

Languages Other than English

40%	Summative Tests
30%	Summative Written Assessments
20%	Summative Oral Learning Assessments
10%	Formative Reading & Listening Comprehension, Practice & Learning Work

Math

55%	Summative Tests
35%	Summative Projects
10%	Formative Learning & Practice Work

Physical Education & JROTC

90%	Summative Tests & Projects
10%	Formative Learning & Practice Work

Science

50%	Summative Tests & Quizzes
20%	Summative Pre-Lab Procedures & Safety
20%	Summative Lab Communication & Scientific Analysis
10%	Formative Learning & Practice Assignments

Social Studies

90%	Summative Projects, Quizzes & Exams
10%	Formative Learning & Practice Assignments

Semester Grades

The semester average will be determined as follows:

Grading Cycle 1	25%
Grading Cycle 2	25%
Grading Cycle 3	25%
Final Examination	25%

To determine the semester average, add the total for each grading cycle and divide by four to calculate the final semester average. In order to earn credit for a course, a student must earn a minimum of 280 points when adding the cycle grades and final examination grade together.

HISD Grading Scale

100-90	A
89-80	B
79-75	C
74-70	D
69 and below	F

Academic Dishonesty

Plagiarism: Any written assignment submitted for grading will be subject to a 2% deduction for every 1% of the assignment that is plagiarized. Papers that are found to be 50% or more plagiarized will receive a grade of zero (0).

Cheating: Students caught cheating, along with the student who helps them to cheat, will receive an automatic grade of zero (0) on the assignment.

Technology Usage during Assignments and Assessments: Students caught using inappropriate technology (i.e. text messaging, cell phone use, etc.) during an assignment, lab, project or test will receive a deduction of 30 points on the assignment. The device will be confiscated in accordance with the HISD Code of Student Conduct and HSLECJ Student Handbook.

SDMC Approved 2006-07 Academic Year; SDMC Updated and Approved 2014.

High School for Law Enforcement & Criminal Justice

2015-2016 Bell Schedules

Monday Schedule				Tuesday - Friday Schedule			
	Start	End		A Days = Periods 1, 2, 3, 4 B Days = Periods 5, 6, 7, 8			
	Start	End		Start	End		
Period 1	7:45	8:30			7:30	7:45	Students Enter Building
Period 5	8:35	9:15		Tutorials	7:45	8:30	
Period 2	9:20	10:00	ADA	Period 1 or 5	8:35	10:05	ADA
Period 6	10:05	10:45		Period 2 or 6	10:10	11:40	
Lunch (10 & 11)	10:45	11:15	Bell 1				
Advocacy (9 & 12)	10:50	11:25		Period 3 or 7	11:40	1:40	
Advocacy (10 & 12)	11:20	12:00	Bell 2				
Lunch (9 & 12)	11:25	11:55	Bell 3	Lunch A	11:40	12:15	Rooms 400-500, 100s, and T-Bldgs; Bell at 12:10 to return
Period 3	12:00	12:50		Lunch B	12:25	1:00	Rooms 200-309; Bell at 12:55 to return
Period 7	12:55	1:45					
Period 4	1:50	2:30					
Period 8	2:35	3:15		Period 4 or 8	1:45	3:15	

Early Dismissal Schedule			
	Start	End	
Period 1 or 5	7:45	8:40	
Period 2 or 6	8:45	9:40	
Period 3 or 7	9:45	10:40	ADA
Period 4 or 8	10:45	11:40	
Lunch	11:40	12:10	
Teacher Duty	12:10	3:25	

Final Exam Schedule			
	Start	End	
Exam 1	7:45	9:55	ADA
Exam 2	10:00	12:00	
Lunch	12:00	12:30	
Teacher Duty	12:30	15:25	

Senior Final Exam Schedule						
	Tuesday & Wednesday			Thursday & Friday		
	Start	End		Start	End	
Tutorials	7:45	8:30		7:45	8:30	
Period 1/5	8:35	10:35	ADA/Testing	8:35	9:35	Class
Period 2/6	10:40	11:40	Class	9:40	11:40	ADA/Testing
Period 3/7	11:45	2:10	Test	11:45	1:10	Class
Lunch A	11:40	12:10	12:05 bell	11:40	12:10	12:05 bell
Lunch B	12:25	12:55	12:50 bell	12:10	12:40	12:35 bell
Period 4/8	2:15	3:15		1:15	3:15	Test

Tentative 2015-2016 HSLECJ Calendar
Revisions will be posted on the HSLECJ website

August	10	CB Professional Development		October	6	Grades Due: Cycle 1
	11	CB Professional Development			9	Report Card : Cycle 1
	12	CB Professional Development			10	JROTC VA Retiree Activity Day @ Ellington Field
	13	HS Core Content Training in Various Locations			10	JROTC Mental Health Walkathon
	13	New Student Orientation			13	JROTC Parent Meeting @ 7 p.m.
	14	CB Professional Development			13	Senior Parent Meeting
	17	CB Professional Development			13	JROTC Essay Contest begins
	18	CB Professional Development			14	PSAT Testing
	19	CB Professional Development			16	HISD JROTC Fall Classic Physical Fitness Competition
	20	CB Professional Development			19-20	HSCA3 window
	21	Teacher Work Day			20	Late Work Deadline: Cycle 2A
	24	Students Return to School			22	Grades Due: Progress Report 2
	24	Cycle 1 (28 days)			22	HSC Meeting at Lamar
					24	HISD JROTC Fall Classic Drill Competition
September					25	Daylight Savings Time Ends
	3	HSC Meeting at Lamar			26	Progress Report: Cycle 2
	7	No School: Labor Day			28	Early Dismissal: Teacher Professional Development
	8	JROTC Parent Meeting 7 p.m.			29	HISD JROTC Rifle Match 1
	8-11	HSCA 1 window				
	9	Late Work Deadline: Cycle 1A				
	11	Grades Due: Progress Report 1				
	14	Progress Report: Cycle 1		November		
	15	Open House 4-7 p.m.			3	Election Day
	17	HSC Meeting at Lamar			4	Late Work Deadline: Cycle 2B
	18-19	JROTC JACP @ Texas A&M			9-10	HSCA 4 window
	19	JROTC Fiestas Patrias Parade			9	Cycle 3 (27 days)
	21	SDMC Meeting 3:30 p.m.			10	Grades Due: Cycle 2
	22	Early Dismissal			10	JROTC Parent Meeting 7 p.m./ Thanksgiving Pot Luck Dinner
	23	No School: Fall Holiday			12	HSC Meeting at Lamar
	26	JROTC Picnic			13	Report Card: Cycle 2
	28-30	HSCA2 window			18	Early Dismissal: TAPS
	30	Late Work Deadline: Cycle 1B			19	HISD Rifle Match 2
					20	HISD JROTC Federal Inspection
October					22	Late Work Deadline: Cycle 3A
	1	HSC Meeting at Lamar			23	SDMC Meeting 3:30 p.m.
	2	Cycle 1 Ends			24	Grades Due: Progress Report 3
	1-2	HSCA 2 window continues			25-27	No School: Thanksgiving Break
	5	Cycle 2 (25 days)			30	HSCA5 window

November	30	Progress Report: Cycle 3				
				February		
					8-9	HSCA7 window
December					9	JROTC Parent Meeting 7 p.m.
	1	HSCA5 window			11	HSC Meeting at Lamar
	3	HSC Meeting at Lamar			10	Late Work Deadline: 4B
	4	Charity Basketball Game (Tentative)			15	Cycle 5 (29 days)
	7	Testing: English 1 EOC			16	Grades Due: Cycle 4
	9	Testing: English 2 EOC			18	HISD JROTC Rifle Match 3
	7-9	Testing: Algebra 1, Biology, US History EOCs			20	JROTC Military Ball
					22	SDMC Meeting 3:30 p.m.
	14	Advocacy: Locker Clean Out			24	Law Day
	15	Early Dismissal: Periods 1 and 3 Final Exams			24	Early Dismissal: Teacher Professional Development
	16	Late Work Deadline: Cycle 3B				
	16	Early Dismissal: Periods 5 and 7 Final Exams			26	HISD JROTC Bluebonnet Drill Physical Fitness Competition
					29	HSCA8 window
	17	Early Dismissal: Periods 2 and 4 Final Exams			29	HISD JROTC Superior Instructor Evaluation
	18	Early Dismissal: Periods 6 and 8 Final Exams				
	21-31	No School: Winter Break				
				March		
					1	Late Work Deadline: Cycle 5A
January					1-3	HSCA8 window
	1	No School: Winter Break			1-11	JROTC Cadet Challenge
	4	Teacher Work Day			3	Grades Due: Progress Report 5
					7	Progress Report: Cycle 5
	4	Grades Due: Cycle 3 9:30 AM; For students who failed the semester, teachers must notify parents by phone. Call logs are due to appraiser by 3:30 PM on January 5.			10	HISD JROTC Rifle Match 4
					10	Talent Show sponsored by Student Council
	5	Students Return to School			14-18	No School: Spring Break
	5	Cycle 4 (28 days)			21-31	JROTC Cadet Challenge
	7	HSC Teacher Meeting at Lamar			25	No School: Spring Holiday
	8	Report Card: Cycle 3			28	SDMC Meeting 3:30 p.m.
	12	JROTC Parent Meeting 7 p.m.			28-29	HSCA9 window
	18	No School: MLK Holiday			29	Testing: English 1 EOC
	19	Late Work Deadline: Cycle 4A			30	Late Work Deadline: Cycle 5B
	19-20	HSCA6 window			31	Testing: English 2 EOC
	21	HSC Teacher Meeting at Lamar			31	HSC Meeting at Lamar
	21	Grades Due: Progress Report 4				
	25	Progress Report: Cycle 4		April		
	27	Early Dismissal: Parent Conferences			2	JROTC Military Qualification Board
					4	Cycle 6 (38 days)

April	7	JROTC Military Qualification Board Luncheon		May	13	AP Exams AM: Human Geography; Microeconomics
	12	In School SAT Testing			17	Senior Final Exams: Periods 1 and 3
	12	JROTC Parent Meeting 7 p.m.			18	Senior Final Exams: Periods 5 and 7
	11-15	Spring Diagnostic Window			19	Senior Final Exams: Periods 2 and 4
	19	Late Work Deadline: Cycle 6A			20	Early Dismissal: Periods 6 and 8 Final Exams (Grades 9-12)
	21	Grades Due: Progress Report 6			23	Grades Due for Grade 12 students by NOON
	21	HSC Teacher Celebration			23	Late Work Deadline: 6B
	23	HISD JROTC Final Review and Awards Ceremony			23	Early Dismissal: Periods 1 and 3 Final Exams (Grades 9-11)
	25	Progress Report: Cycle 6			24	Teacher must notify parent of grade 12 students by phone that student has failed the semester. Call logs submitted by EOB
	29	Senior Prom at Marriott West Loop (Glass Palace)			24	Early Dismissal: Periods 2 and 4 Final Exams (Grades 9-11)
					25	Early Dismissal: Periods 5 and 7 Final Exams (Grades 9-11)
May					25	Teachers must notify parents of grade 9-11 students by phone who failed the semester. Call Logs are due to appraiser on May 16 at 10 AM.
	2-6	Testing: Algebra 1, Biology, US History EOCs			26	Teacher Work Day (Make-up Day 1 if needed)
	2	AP Exams AM: Chemistry, Environmental Science			26	Grades Due for Grade 9-11 students by 10 AM
	2	AP Exams PM: Psychology			27	Make-up Day 2 (if needed)
	3	AP Exams AM: Spanish Language				
	3	AP Exams PM: Art History; Physics 1		June	1	Report 6 Mailed Home
	4	AP Exams AM: English Literature and Comp			6-11	JROTC Summer Camp
	5	AP Exams AM: Calculus			TBD	Summer School
	6	AP Exams PM: European History; Studio Art				
	9	AP Exams AM: Biology		July	11	Testing: English 1 EOC
	10	Testing: English 3 EOC (if given in HISD)			13	Testing: English 2 EOC
	10	AP Exams AM: US Government			11-15	Testing: Algebra 1, Biology, US History EOCs
	10	AP Exams PM: Spanish Literature				
	11	AP Exams AM: English Language and Composition				
	11	Testing: Algebra 2 EOC (if given in HISD)				
	11	AP Exams PM: Macroeconomics				
	12	AP Exams AM: World History; Comparative Government				
	12	AP Exams PM: Statistics				

The High School for Law Enforcement & Criminal Justice

2015-2016 Grade Reporting Schedule

Report Card dates are as follows:

	End of Grading Period	Teacher Grade Deadline (3:30 p.m. unless otherwise noted)	Report Card Date
Cycle 1	October 2	October 6	October 9
Cycle 2	November 6	November 10	November 13
Cycle 3	December 18	January 4 @ 10 AM	January 8
Cycle 4	February 12	February 16	February 19
Cycle 5	April 1	April 5	April 8
Cycle 6	May 25	May 23 @ Noon (grade 12) May 26 @ 10:00 am (grade 9-11)	June 1

Progress Reporting Dates are as follows:

	End of 6 week-cycle grading period	Teacher Grade Progress Report Deadline	Progress Report Distribution
PR 1	October 2	September 11	September 14
PR 2	November 6	October 22	October 26
PR 3	December 18	November 24	November 30
PR 4	February 12	January 21	January 25
PR 5	April 1	March 3	March 7
PR 6	May 25	April 21	April 25

The High School for Law Enforcement & Criminal Justice

December 201 Final Exam Schedule

All students are to take their exams in the period scheduled. Students who are absent from their assigned final exams will receive the grade of “0” for the final exam grade and must arrange an appointment to take their final with the principal.

All make-up exams must be made up prior Friday, January 29, 2016.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
	December 14	December 15	December 16	December 17	December 18
7:45-9:55	Regular Instructional Day	Period 1 Exam	Period 5 Exam	Period 2 Exam	Period 6 Exam
10:00– 12:00		Period 3 Exam	Period 7 Exam	Period 4 Exam	Period 8 Exam
12:00– 12:30		Lunch	Lunch	Lunch	Lunch
12:30- 3:25		Teacher Duty	Teacher Duty	Teacher Duty	Teacher Duty

All grades are due on January 4, 2016 by 10 AM to the registrar.

Parent of students with failing semester grades must be called by 3:00 p.m. on January 4, 2016.

The High School for Law Enforcement & Criminal Justice

May 2016 Final Exam Schedule

Senior Exam Schedule					Grades 9-12 Early Dismissal
Time	Monday	Tuesday	Wednesday	Thursday	Friday
	May 16	May 17	May 18	May 19	May 20
	Regular Monday Schedule	8:35-10:35 Period 1 Exam	8:35-10:35 Period 5 Exam	9:40 – 11:40 Period 2 Exam	7:45 – 9:55 Period 6 Exam
		11:45 – 2:10 Period 3 Exam	11:45 – 2:10 Period 7 Exam	1:15 – 3:15 Period 4 Exam	10:00 – 12:00 Period 8 Exam

All senior grades must be exported and hard copies turned in to the registrar by 10 a.m. on May 26, 2015. The parent of seniors failing any course (semester average) must be called by the teacher by May 27 @ 3:00 p.m.

Final Exam Week Grades 9-11					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:45-9:55	May 23	May 24	May 25	May 26	May 27
10:00–12:00	Period 1 Exam	Period 2 Exam	Period 5 Exam	Teacher Workday	
12:00–12:30	Period 3 Exam	Period 4 Exam	Period 7 Exam	All Grades Due No later than 10:00 AM to the registrar.	
12:30–3:25	Lunch	Lunch	Lunch	1 st Make-up day	2nd Make-up day

Students are to take their exams in the period scheduled. Students who are absent from their assigned final exams will receive the grade of “0” for the final exam grade. Students who miss an exam may make up the exam in the afternoon of finals weeks with their assigned teacher. Students not able to make up an exam during finals week must arrange an appointment to take their final exams during the summer with the principal. All make-up exams must be made up prior June 23, 2016

**Parent of grade 9-11 students with failing semester grades must be called
by 3:00 p.m. on May 26, 2016**



The High School for Law Enforcement & Criminal Justice

GUEST FORM

Guest's Name _____ HSLECJ Student _____

Guest Address _____
Address City State ZIP

Guest's Emergency Phone # _____ Guest's School _____
(Or place of employment of guest.)

I, _____, understand the attending the High School
(Name of Guest)
for Law Enforcement & Criminal Justice school event, I agree to abide by all HSLECJ policies
and procedures.

Guest Signature

Parent/Guardian Signature (if student has
not graduated from high school)

**I understand my child is bringing the above person as their guest to an HSLECJ event. My student
and I accept responsibility for this person's behavior at the HSLECJ function.**

HSLECJ Parent Signature

HSLECJ Student Signature

School Verification of Guest

I hereby attest that the above-named student is enrolled at our high school and is in good standing. He/She
has submitted this dance form and should be considered for admission to The High School for Law
Enforcement & Criminal Justice event or activity.

Administrator's Signature

Date

Phone

**PLEASE STAMP THIS FORM WITH YOUR SCHOOL SEAL (Guests who have graduated and
who are working must include verification of employment or enrollment in postsecondary
education.)**

**This form must be completed before tickets may be purchased. This form must be accompanied by a state
photo ID (Driver's License or State-Issued ID card). Photo ID is required of all students and guests at the
door. Age limit for guests is at least 15 and enrolled in high school. Guests may not be older than 20 years
of age.**



High School for Law Enforcement & Criminal Justice

Carol Mosteit, Principal
Patricia Alexander, Assistant Principal
Maria Silva, Counselor
James Estrella, Registrar

Parents/Guardians,

This letter is to inform students and parents about campus policy regarding renting rooms at hotels during school sponsored activities. The High School for Law Enforcement and Criminal Justice prohibits students from renting rooms at prom, military ball or any related school function. Students found to be renting rooms will not be allowed at the school activity. Also, it is strongly recommended that parents do not rent rooms for their child. Parents who rent rooms for their child must accompany them to the prom or other related school activity and assume full responsibility for their child's conduct and activities while on the premises. Once a student leaves the prom area they will not be readmitted and may not loiter at the site where the function is being held. They are expected to have a parent pick them up unless they have their own transportation.

The above campus policy concerning conduct at school functions is effective immediately. Any violation of these rules may result in student disciplinary action in accordance with the guidelines set forth in HISD Code of Student Conduct.

If you have any questions concerning this information, please feel free to call me at 713-867-5100.

Sincerely,

Carol Mosteit, Principal

Student Signature

Date

Parent Signature

Date



High School for Law Enforcement & Criminal Justice

Carol Mosteit, Principal
Patricia Alexander, Assistant Principal
Maria Silva, Counselor
James Estrella, Registrar

Padres/Guardianes

Esta carta es para informarles a estudiantes y padres de la política de la escuela en referencia de rentar cuartos en hoteles durante actividades patrocinadas por la escuela. La escuela de Leyes & Criminología prohíbe a estudiantes que renten cuartos durante el baile de graduación (Prom), baile militar o cualquier funcionamiento relacionado con la escuela. Al saber que un estudiante rento cuarto no se les permitirá que participe en actividades de la escuela. Al mismo tiempo se les recomienda a padres que no les vallan a rentar cuartos para su hijo(a). Los padres que decidan rentar los cuartos tendrán que acompañar al el estudiante a baile de graduación (Prom) o cualquier otra actividad de la escuela y azumar llena responsabilidad de la conducta de su hijo(a) o cualquier actividad que se lleve acabo mientras que estén en el evento. El estudiante que salga del baile no les permitirá que vuelvan a entrar ni que estén afuera del área

donde se este llevando acabo el baile. Se espera que todos los estudiantes sean levantados por sus padres al menos que tengan su propia transportación.

La política de la escuela mencionada anteriormente en referencia a la conducta de actividades es efectiva inmediatamente. Cualquier violación de estas reglas resultara en acción disciplinaria en acuerdo con las reglas del código de conducta del estudiante de HISD.

Si tiene alguna pregunta por favor llámeme al 713-867-5100.

Sinceramente,

Carol Mosteit, Directora

Firma del estudiante

Fecha

Firma del padre

Fecha

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