MICKEY LELAND COLLEGE PREPARATORY ACADEMY

FOR YOUNG MEN

KNIGHTS



STUDENT HANDBOOK
2016-2017 SCHOOL YEAR

1510 JENSEN DRIVE HOUSTON, TX 77020 PHONE: 713-226-2668 FAX: 713-226-4923

This handbook belongs to:	
Name	
Address	
City	_ Zip Code
Home/Student Phone	
Parent/Guardian Names	

TO ALL STUDENTS

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

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

If you require additional assistance at the Mickey Leland College Preparatory Academy, please do not hesitate to contact me.

Sincerely,

DC

Dameion Crook Principal

MISSION STATEMENT

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

LEARNER'S CREED

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

Overview of Responsibilities

Student Responsibilities:

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

Parent Responsibilities:

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

School Responsibilities:

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



It is my right to be uncommon.

I seek opportunity....not security.

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

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

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

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

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

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

This is what it means to be a Knight!

HISD 2016-2017 Academic Calendar

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Mickey Leland College Preparatory Academy

Bell Schedule

Middle School Schedule

	47 AND VAL
7:45 - 8:15 am	Breakfast
8:20 - 9:10 am	1st
9:13 - 10:03 am	2nd
10:06 - 10:56 am	3rd
10:59 - 11:29 am	A Lunch
11:29 - 11:59 am	B Lunch
11:29 - 12:29 pm	C Lunch
10:59 - 12:29 pm	4th
12:32 - 1:22 pm	5th
1:25 - 2:15 pm	6th
2:18 - 3:08 pm	7th
3:11 - 4:00 pm	8th
4:05 - 5:05 pm	Tutorials

High School Schedule

A Day	
7:30 am -8:15 am	Breakfast
8:20 am – 10:03 am	1st
10:06 am – 11:59	2nd
11:59 am - 12:29	HS Lunch
12:32 pm – 2:15 pm	3rd
2:18 pm – 4:00 pm	4th
4:05 pm – 5:05 pm	Tutorials

B Day	
7:30 am -8:15 am	Breakfast
8:20 am – 10:03 am	5th
10:06 am - 11:59	6th
11:59 am – 12:29	HS Lunch
12:32 pm – 2:15 pm	7th
2:18 pm – 4:00 pm	8th
4:05 pm – 5:05 pm	Tutorials

Mickey Leland College Preparatory Academy <u>Daily Operations and Procedures</u>

Attendance

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

Attendance and Excuses

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

Absences

Students who have been absent or tardy must present a written excuse from the parents or guardian when they return to school. Excuses for absences and tardiness are:

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

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

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

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

Tardiness

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

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

Tardy Policy

- 3 unexcused tardies in a six week period will result in one day of lunch detention
- 6 unexcused tardies in a six week period will result in two days of lunch detention/or afterschool detention and parent contact
- 7 or more unexcused tardies in a six week period will result in parent contact and discipline referral to one of the administrators

Closed Campus

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

Credit Denial

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

Student Conduct

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

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

Disciplinary Procedures

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

Detention

Loss of Privilege

In school suspension

Suspension

Behavior Contract

Non-Renewal of Magnet Transfer

Cell Phone & Electronics

Students may not use their cell phones to talk, listen, or text from 8:45 am until after the last class dismisses. *If students need to contact their parents, they should get permission from their teacher or an administrator and use the phone at the front office.* If the cell phone or any electronic items are seen, heard, or in way interferes with the educational process, the item will be taken up.

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

All personal electronic devices including, but not limited to: iPad's, iPod's, tablets, wearable electronics (watches), notebooks, and DS are only allowable during breakfast and lunch,

not during instructional time. If any electronics are needed for a specific classroom assignment, that assignment must be approved first.

Consequences for Cell Phone and Electronics Violations

1ST Violation - Student warning/ Parent contact

2rd Violation- Item Taken and Student/Parent Charged \$15.00

After 2rd cell phone or electronics violation, it becomes a Level II offense and will require administrative intervention. Please refer to the 2016-2017 Student Code of Conduct and Discipline Policies.

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

Digital Citizenship

The Mickey Leland College Preparatory Academy is a part of the district's Power UP Laptop initiative, and as a student at MLCPA you will be afforded the opportunity to have access to various technology tools for learning. In middle school all students will have access to an **iPad** or laptop in their classes and all high schools students will be assigned a **laptop** that they can use in class and take home. The fee for the laptop is \$25.00. Please see Mr. Salazar for more details.

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

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

Digital Footprints and Digital Citizenship

DEFINITION

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

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

DEFINITION

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

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

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

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

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

MLCPA Dress Code

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

2016-2017 UNIFORM POLICY

HIGH SCHOOL

Monday	Dress Uniform : Blazer, Blue Button Down, Tie, Khakis, Belt, Dark Socks, and Dress
BLAZER	Shoes. All weather jacket may be worn over the blazer; sweaters or sweater vests may be
DAY	worn under the blazer
	***Non-School Jackets and hats are not allowed on campus
Tuesday-	Casual Uniform: ML Sweater/ Sweater Vest, Blazer, MLCPA Hoodie, All-Weather Jacket,
Thursday	OR Wind Breaker must be worn over Blue Button Shirt, Tie, Khakis, Belt, Dark Socks, and
	Dress shoes.
	***Non-School Jackets and hats are not allowed on campus
Friday	High School Free Dress: Shirts, hoodies, etc. with jeans or khakis and casual shoes
	**No shorts, sweatpants, joggers or colored jeans
	**no sandals, flip flops or slides
	***Non-School Jackets and hats are not allowed on campus

MIDDLE SCHOOL

Monday-	Dress Uniform : Blazer, White Button Down, Tie, Khakis, Belt, Dark Socks, and Dress
Tuesday	Shoes. All weather jacket may be worn over the blazer; sweaters may be worn under the
BLAZER	blazer
DAYS	***Non-School Jackets and hats are not allowed on campus
Wednes	Casual Uniform: Sweater/ Sweater Vest, Blazer, OR All Weather Jacket over White
day-	Button Down, Tie, Khakis, Belt, Dark Socks, and Dress shoes. All weather jacket may
Thursday	be worn over the blazer; sweaters may be worn under the blazer
	Middle School can only wear MLCPA Hoodies on FRIDAY
	***Non-School Jackets and hats are not allowed on campus
Friday	Middle School Spirit Uniform: MLCPA Hoodie, MLCPA Spirit Shirt with jeans or khakis
	and casual shoes
	**No shorts, sweatpants, joggers or colored jeans
	**no sandals, flip flops or slides
	***Non-School Jackets and hats are not allowed on campus
SPECIAL	Middle School Free Dress: Shirts, hoodies, etc. with jeans or khakis and casual shoes
DAYS for	**No shorts, sweatpants, joggers or colored jeans
FREE	**no sandals, flip flops or slides
DRESS	****
	***Non-School Jackets and hats are not allowed on campus

Uniform Policy for Field Trips and Special Events

- Some field trips and competitions, students may be allowed to change the dress. You must consult with the sponsor and check the Field Trip Permission form for each event's dress code.
- Uniform policy may also change based upon some performances and special events. (These may include field days, Spirit Week, etc. Students will be notified in advance and information will be posted on the school calendar.)

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

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

Sunglasses are never to be worn in school building.

Consequences for Uniform Code Violations

1ST Violation - Student warning

2nd Violation ~ Parent Contact

3rd Violation In School Suspension or Detention

After 3rd uniform violation, it becomes a Level II offense and will require administrative intervention. Please refer to the 2016-2017 Student Code of Conduct and Discipline Policies.

Academics

Grading Policy

Cycle Grade Composition

Each cycle grade is composed of 50% major grades and 50% minor grades. A major grade constitutes any assignment of greater importance as determined by the teacher. Examples include tests, quizzes, projects, etc. AT LEAST 3 MAJOR grades must be reported per cycle. Minor grades or daily grades are more frequently collected and include classwork, homework, etc. AT LEAST 6 MINOR grades must be reported per cycle.

Grade Reporting

All grades will be posted on HISD's online grade reporting software called Gradespeed. Parents and students have access to check grades daily through PS Connect. Teachers must report missing assignments within 48 HOURS of the collection date. Teachers will also post the initial grade for each assignment within 5 WORKING DAYS of collection.

Late Work

Late work will only be accepted up to 3 DAYS AFTER the initial due date. Each day an assignment is late, 10 points will be reduced from the potential score. On the 3rd day an assignment is late, the highest score a student can receive on the assignment is a 70. NO LATE WORK WILL BE ACCEPTED AFTER THE 3 DAY GRACE PERIOD.

Make Up Work

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

	Detailed Example
Assignment	Homework – Watch video on one-step equations and take notes.
Date Assigned	8/23/16
Date Due	8/26/16 (If absent on the 26 th then it is due on the 29 th)
Grade Category	Minor/Daily Grade
8/29/16	Highest grade possible if submitted is a 90

8/30/16	Highest grade possible is submitted is an 80 (All missing assignments recorded as missing in Gradespeed)
8/31/16	LAST DAY TO SUBMIT! – Highest grade possible for submission is a 70
9/1/16	Final grade for assignment posted on Gradespeed

- Every 3 weeks progress report
- Every 6 weeks report card

Grading scale:

100-90 A

89-80 B

79-75 C

74-70 D

69- below F

Academic Integrity

Academic Integrity is a highly regarded behavioral expectation for each student enrolled at the Mickey Leland College Preparatory Academy. When this expectation is not honored, it becomes academic dishonest which is a behavioral issue which will result in a Level 2 offense. An alternative assignment or assessment may be assigned.

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

- Copying / looking at someone's paper, homework, project, etc. that is not your own.
- ❖ You give your paper, homework, project, etc. to someone else to copy.

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

- ❖ You turn in a paper written **totally or partially** by a friend, a sibling, or parent and you put your name on it
- ❖ You go to the Internet, download a substantial part of an essay, and put your name on it.
- You go to the encyclopedia, rewrite the information in your own words, and put your name on it

If you are caught plagiarizing or cheating, then you will be required to complete the assignment or an alternative assignment (at the discretion of the teacher) and your conduct grade will drop one letter grade for the six weeks during which the offense occurs. If the assignment is a major project, for example a research paper, then the student may receive a "U" in conduct for the six weeks with the designated administrator's approval. The maximum grade of 70 will be given to the make-up/alternative assignment.

Homework Policy

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

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

Mickey Leland College Preparatory Academy For Young Men

Faculty/Staff Roster

2016-2017

Administration

Dameion Crook Principal <u>dcrook@houstonisd.org</u>

Ketina Willis Assistant Principal <u>kwillisl@houstonisd.org</u>

Rebecca Ryan Teacher Specialist <u>rryan@houstonisd.org</u>

School Support Staff

Zelda Partida School Secretary zpartida@houstonisd.org

Tara Melton Student Information Rep <u>tmelton@houstonisd.org</u>

JoAnn Coronado HRLY- Student Information Rep <u>jcoronad@houstonisd.org</u>

Melanie Miller- Landry Front Office Clerk mmillel@houstonisd.org

Rene Chapa Special Education Dept. Chair jchapa@houstonisd.org

Sir Edward Salazar Campus Technologist ssalaza7@houstonisd.org

Javier Solis Campus Police <u>jsolis3@houstonisd.org</u>

Rosalba Martinez Cafeteria Manager <u>rmarti32@houstonisd.org</u>

Eugene Redic Plant Operator eredic@houstonisd.org

Faculty

6th Grade

Jason Prince Team Lead -ELA/Reading jprince@houstonisd.org

Derek Devore Science <u>ddevore@houstonisd.org</u>

Zachary Hill Social Studies <u>zhill@houstonisd.org</u>

Brenda Boyer Math bboyerl@houstonisd.org

7th Grade

Carmelita Lifsey Team Lead - Math <u>clifsey@houstonisd.org</u>

Tyler Douse PLC Lead-History <u>tdouse@houstonisd.org</u>

Zainab Fazalbhoy Reading <u>zfazalbh@houstonisd.org</u>

Crystal Black English/Writing

Derek Devore science ddevore@houstonisd.org

8th Grade

Iysha Batts English ibatts@houstonisd.org

Erin McNairy US History emcnairy@houstonisd.org

Arnessa East Science/ Biology aeast@houstonisd.org

Aaron Toler Math atoler@houstonisd.org

High School

Enishia Davenport PLC-Lead – Biology/ English II <u>edavenpl@houstonisd.org</u>

Nicole Walker English I, AP Lang, AP Lit <u>nwalker3@houstonisd.org</u>

Aphisit Penmoon Chemistry/ Physics apenmoon@houstonisd.org

Antonio Sloan W. Geography/ AP World History

Chalapathi Gundlapalli Algebra I/ Geometry cgundlap@houstonisd.org

Anthony Garza Algebra II/ Pre-Calculus

Scott Schultz US History/ AP Macro & Government sschultz@houstonisd.org

Electives

Peter Broz Art

Calvin Hutson Band chutson@houstonisd.org

Zane Laker Physical Education <u>zlaker@houstonisd.org</u>

Mr. Prier Concepts Eng. / Robotics

Guadalupe Saucedo Spanish gsaucedo@houstonisd.org

Parent/Student Signature Sheet 2016-2017

My signature on this form indicates that I have received a copy of the Mickey Leland College Preparatory Academy student handbook. I understand that it is my responsibility to review the contents of the student handbook and be familiar with the rules, procedures, and policies found within this handbook and the HISD student code of conduct.

Student Name (Print)	
Student Signature	Date
Parent or Guardian Signa	ture Date

This form must be signed and returned with the student's enrollment packet or to Mrs. Willis.