



# HIGH SCHOOL FOR LAW & JUSTICE



**2020-2021**

**Student and Parent Handbook**

**High School for Law and Justice**

3505 Coyle Street

Houston, TX 77003

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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



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# ***Learning Today, To Defend Tomorrow.***

It is a pleasure for us to welcome you to the High School for Law & Justice, an HISD specialty magnet school. It is a place of great enthusiasm, energy, and promise. Each one of you has the potential for great success and can play an integral role in the shaping of our school community. The 2020-21 school year can be one of your best years ever if you put forth the effort and make the commitment to be the best learner that you can be.

The diversity within our students, teachers, and staff provides an opportunity to build relationships over time and to enhance your school experiences. We encourage each of you to begin (or to continue) building positive relationships, grounded in respect and civility across our entire school community.

We look forward to seeing you in the halls, classrooms, and common areas working hard and enjoying the high school experience with your peers and teachers, regardless of grade level. We challenge you to embrace and be part of a school community that practices and believes in respect, tolerance, and creates a community of caring and life-long learning.

## **Mission**

The mission of the High School for Law and Justice is to provide students and staff with a safe facility wherein strong academic education is provided in conjunction with an in-depth study of Law Enforcement, Legal Studies, and Fire Science in order to provide a successful transition into their chosen career paths or advanced academics.

## **Vision**

Our vision is to create a school where students can grow and develop through rigorous training and education into future leaders in law and Justice.

**Established:** 1981

**Mascot:** Eagle

**School Colors:** Blue, White, and Gray Accents

## **ABSENCES:**

When a student is absent, the parent/guardian is to call the school at 713-867-5100 before 10:00 a.m. and report the absence by giving the following information: student name, grade, and reason for absence. Failure to give a proper excuse note (within three days of return to the school) will result in an absence being considered as an unexcused absence. According to Federal and State Compliance, a secondary school student who is in an every-other-day block schedule may have a maximum of two unexcused absences per semester course or a maximum of four unexcused absences per year per year-long course. Excessive absences will result in loss of credit for coursework. Three or more consecutive absences will result in an attendance referral.

### **Excused absences:**

Absences are excused for personal illness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous as publicized by HISD, preapproved college visitation, HISD recognized religious holy days, and a doctor or therapy appointment (a doctor's note is required). Please note that any absence for personal illness for 3 or more days requires a doctor's note to be considered excused. Only 3 absences for illness, per semester, will be allowed to be excused by only a parent/guardian note. Other absences must have the required supporting documentation to be approved as excused. All other absences are unexcused.

### **Unexcused absences:**

Car trouble, oversleeping, traffic, Metro bus issues, being out of town, and trips not sponsored by HISD/HSLJ are all examples of unexcused absences. HISD policy permits 4 unexcused absences in the fall and 5 in the spring.

### **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.

### **Loss of credit:**

If a student exceeds the allowable number of absences in a semester high school course (more than 4 in the fall semester and 5 in the spring semester), credit will be denied and designated by an **NG** (no grade) on the report card. Please refer to Credit Recovery section for steps to receive credit.

### ***Tardies:***

It is imperative that students arrive to class on time. If you are tardy, it is necessary to arrive to class as soon as possible. If you arrive to class after the bell rings, you are tardy. If you are more than 20 minutes late to class, you are considered absent. Due to the block scheduling Tuesday through Friday students are late after 20 minutes. Students are expected to be in class by the time listed on the bell schedule. If a student is late to class, they need to report to the main office. Students will receive detention on the third tardy to class.



If a student arrives late because of a doctor/dentist appointment (with note) or late HISD bus, please visit the main office for a pass to class. Notes from a parent for any other tardies will be reviewed by the attendance office and students will be given a pass to class. **As a reminder, only 3 absences, per semester, will be excused by a parent note.**

Failure to attend a detention or persistent tardies (past 5 minutes) may result in an escalation through the discipline options by school leadership. Students who are repeatedly tardy will be assigned escalating consequences based on HISD's Student Code of Conduct. Additionally, excessive tardies jeopardize receiving credit for courses as well as the renewal of their magnet transfer.

## ACADEMIC INTEGRITY & DISHONESTY

Upholding HSLJ'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
- Using inappropriate technology during assignments and assessments

### *Plagiarism: Please make sure you are fully aware of all penalties for 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 accordance 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.

## ACTIVITIES

### 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.

### 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 HSLJ’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 HSLJ 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 HSLJ-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 HSLJ. 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 HSLJ campus.

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

## 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 who's 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 HSLJ'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.

## APPOINTMENTS:

Our state-required daily attendance is taken every day at 10:30 a.m. Please schedule your appointments (dentist, doctor, orthodontist, etc.) after school. In the event it is absolutely necessary to miss instructional time for an appointment, please schedule the appointment so that you do not leave class until after 10:30 a.m. There is no pick-up from 3:40 p.m. – 4:10 p.m., therefore, parents please do not plan appointments that would require a pick-up time during the last 30 minutes of school. Additionally, please do not schedule appointments during state-mandated exams (STAAR, EOC). A testing calendar can be accessed on HSLJ's website.

If you would like us to release your child without you signing them out, the following procedure must be followed in accordance with HISD policy:

- The student must submit a note **to the attendance office before the first class** on the day of the request. The note needs to include the student's first and last name, grade, ID number, date of early dismissal request, time the student is to be released and reason for the dismissal. The note must also include a parent/guardian signature and phone number which we will call to verify the note before the student is released.
- Student must stay in class until a pass is delivered.
- The student must sign out at the main office where they will provide the student with a permit to leave campus.

**In accordance with school policy, we will not release any student unless their parent/guardian signs them out or we have verified the written request. No student (including those 18 years of age or older) may leave school without parental consent.**

## **ATHLETICS:**

Participation in the club/intramural sports is subject to a modified version of the “No Pass, No Play” restrictions. Participation in HSLJ sports activities is open to all students that wish to participate as long as they meet the academic/behavioral requirements. Please see [Activities](#) for more information.

## **BACKPACKS:**

Students may only use ***clear backpacks***. No backpack purses, sling backpacks, mesh backpacks, or any other types of bags will be allowed on campus.

## **BULLYING:**

Bullying includes a single significant act or pattern of acts by one or more students against another student that exploits an imbalance of power and involves engaging in expression (written, verbal, or electronic) or physical conduct that: (1) Physically harms a student, damages a student’s property, or places a student in reasonable fear of harm to the student’s person or of damage to the student’s property; (2) Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; (3) Materially and substantially disrupts the educational process or the orderly operation of a school or classroom; or (4) Infringes on the rights of the targeted student at school. Bullying includes “cyberbullying,” which includes any bullying done through the use of any electronic communication device, including cameras, social-media applications, internet websites, and any other internet-based communication tool, in addition to more traditional devices, such as phones, e-mail, and instant or text messaging. If bullying is suspected, students should notify the school Counselor, Assistant Principal, or Principal. Please note, **acts of bullying including cyber bullying, that occur on campus** fall under the guidelines of the [HISD Student Code of Conduct](#). Please see the [HISD Student Code of Conduct](#) for consequence guidelines.

## **BUS CONDUCT:**

Students are required to adhere to the [HISD Student Code of Conduct](#). See [Bus Riders’ Responsibilities](#). Failure to adhere to either of the mentioned policies may result in suspension or permanent removal from the bus.

## **Buses and transportation:**

The HISD Transportation Department is responsible for preparing routes and schedules and furnishes the school with copies of bus routes. The HISD Transportation Department also mails individual route information to student families. HSLJ’s Magnet Coordinator assists with busing and will work with you and the HISD Transportation Department if scheduling information needs to be changed. When an HISD bus arrives late to HSLJ (after 8:30 a.m.), students will receive a pass to class. It is the student’s responsibility to be at the bus stop 10 minutes before their scheduled time. If a parent or student feels that a bus scheduling problem exists, report your concern to the HISD Routing and Scheduling Department, (713) 556-9400. School districts are not required by law to provide bus service.

Transportation is rendered as an auxiliary service by the local board. Transportation service can be discontinued at any time per the HISD Code of Conduct. Responsible student behavior is important for the safety of all passengers. Riding the bus is a privilege. Students may ride only the bus to which they are assigned.

*HISD Transportation Phone Numbers:*

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 RIDER’S RESPONSIBILITIES**

### **Bus Rules and Guidelines**

- For the safety of students, drivers, and other persons, bus drivers have the authority to enforce the rules listed below. Student riders are expected to obey these rules for their safety and welfare:
- Students should be at their bus stops 10 minutes before the scheduled pick-up time in a visible location.
- Students shall wait in a safe place, clear of traffic and away from where the school bus stops.
- Students shall wait in an orderly manner and avoid horseplay.
- Students shall enter and exit the bus in an orderly manner.
- Students are required to use and securely fasten three-point seat belts, when available, any time the bus is in motion.
- Students shall remain seated in an orderly manner while the bus is in motion and until the bus comes to a complete stop.
- Students must sit in their assigned seats at all times. Bus drivers have the authority to assign seats and/or make seating-assignment changes.
- Students shall not tamper with bus windows, emergency doors, or any other bus equipment. Emergency doors and exits will be used in the event of a declared emergency or evacuation drill.
- Students shall keep arms, legs, heads, and all personal effects inside the bus and out of the aisle.
- Students shall not mark or deface the bus and/or its equipment. Any damage done to the bus is chargeable to the parent of the student responsible for the damage.
- Students shall not fight, scuffle, throw objects, or possess/use laser pointers inside or outside the school bus or at the bus stop.
- Students who must cross the roadway before entering or after leaving the school bus shall cross the roadway 10 feet to the front of the bus and only after the bus has come to a complete stop, and upon the direction of the bus driver.
- No one except school personnel, authorized adults, and school children assigned to a particular route or
- schedule may ride a bus, unless written permission is received from the appropriate school administrator.
- Students shall not eat or drink, including candy and gum, or use any tobacco product while on the bus.

- No student shall take or remove from another passenger personal effects of any kind.
- Students shall use appropriate language while on the bus and shall not engage in conversation or activities considered to be vulgar, abusive, or demeaning.
- Students shall wear classroom-acceptable attire while on the bus.
- Students are not permitted to leave or board the bus at any location other than the assigned stop

### Disciplinary actions:

A video-monitoring system is used on buses, and the video may be used as a basis for determining disciplinary action. Should the above rules be broken, students shall be reported to an appropriate school administrator, and discipline may be imposed in accordance with the [HISD Student Code of Conduct](#). **Transportation services can be discontinued at any time per the HISD Student Code of Conduct.**

Bus complaints should be directed to the appropriate personnel in the transportation department, all contacts are listed below. Transportation contact information may also be found on the [HISD Transportation Website](#).

### 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 their designee.

### CAMPUS SUPERVISION:

Assigned teachers and administrators supervise the arrival of students and the timely dispersal of students at dismissal. Teachers and staff have the authority to correct any student at any time on the HSLJ campus. HSLJ is not an extended-day campus (unless the student is registered in an after-school activity/club). Students are not supervised before 8:00 a.m. or after 4:10 p.m. Parents are strongly encouraged to make arrangements for their children to arrive on campus just before the first bell rings at 8:20 a.m. and leave immediately at 4:10 p.m. For the safety and security of HSLJ students, HSLJ staff, and school property, strict regulations are enforced. Students inside the building before or after school hours without written permission or direct supervision of a teacher or activity sponsor will be subject to disciplinary action.

### CELL PHONES:

HSLJ supports the use of technology for education purposes. Cell phones, iPads, etc. are allowed on campus, but may **not be visible** or **turned on** during the school's instructional hours of 8:30 a.m. – 4:00 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 Principals office and will not be available for pick-up until after 4:10 p.m. HISD policy requires a fee for the return of cell phones. A retrieval fee of \$15 will be assessed for confiscated cell phones.**

**Cell phones are only allowed to be visible during the student's lunch time.** The first violation of this rule is considered a Level II offense or greater. Cell phones will be confiscated and a \$15 (non-



refundable) return fee will be assessed to the parent and the student will be subject to disciplinary action. Further violations of the rule will be considered Level III offenses where the \$15 fee and suspension will be issued. Parents/legal guardians might be required to pick up the confiscated items.

Any student with possession or use of a cell phone or electronic devices during the state-mandated or nationally administered testing will be considered a Level III offense and a suspension will be issued.

**HSLJ is not responsible for lost or stolen electronic devices.**

## CLOSED CAMPUS:

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

## COLLEGE CENTER:

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

## CONDUCT & DISCIPLINE:

HSLJ 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/codeofconduct](http://www.houstonisd.org/codeofconduct)).

Conduct warranting parent/student conference, 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, Repeated Level II offenses.*

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.

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.

**NOTE:** *Please be aware that skate boards, roller skates, and other items deemed inappropriate for high school campus by HISD or HSLJ administrators are banned from this campus.*

## COUNSELING SERVICES:

Guidance services are available on an as-needed basis to assist the student in achieving success and coping with the challenges of high school life. Information is available on test-taking skills, extracurricular activities, dates of tests scheduled, career choices, as well as other academic, social, vocational, or personal concerns. Any student or parent may make an appointment with the school counselor.

## COURSE CREDIT / ABSENCES:

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.

## 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, some 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/assistant principal. 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 participate in our Emergency Services Program practicum will have two "off-campus" periods. "Off-campus" is a privilege of being in the 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 that withdraw from the practicum program at any time will have their "off campus" permit revoked and classes added to their schedule for a total of eight classes.

## CREDITS

### 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 due to excessive absences. Conditions for the approval of an appeal are decided on a case-by-case basis by the grade level Assistant Principal. 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 assistant principal/counselors. If it is determined that the student is eligible for composite credit, the assistant principal/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 (Requires Prior Approval – May not always be available option)**

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.*

### **CREDIT APPEALS:**

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

- The student earned a passing semester grade in the class; and
- Acceptable excuses 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 receive an NG on their report card will be placed on an attendance contract. Seniors may be in jeopardy of senior activities and participation. Dues will not be refunded. To avoid appeals, all students are strongly encouraged to clear any unexcused absence before final exams begin.

### **CRIME STOPPERS:**

HSLJ participates in the Crime Stoppers program. If you encounter anything that seems unlawful or suspicious, report it to an administrator, teacher or any staff member in the school. If you are uncomfortable reporting to school personnel, you should call Crime Stoppers at 713-222-TIPS(8477).

### **CYBERBULLYING:**

Inappropriate electronic device use is defined as the use of the internet via computer, tablet, cell phones, or other devices to send, post, or text-message inappropriate images and material intended to hurt, harass, intimidate or embarrass another student on web sites, forums, or social media apps. This may include, but is not limited to, cyber bullying; continuing to send email to someone who has said he or she wants no further contact with the sender; sending inappropriate pictures or photos; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in electronic forums and posting false statements as fact intended to humiliate another student; disclosure of personal data such as another student’s real name, address, or

school to embarrass or harass; posing as another student for the purpose of publishing material in his or her name that defames or ridicules him or her; sending threatening and harassing text, instant messages, or emails to another; and posting or sending rumors or gossip to incite others to dislike and/or gang up on the target, which is determined to have a material and substantial interference with school activities or with the rights of students. Please see the [HISD Student Code of Conduct](#) for consequence guidelines.

## 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.

## DELIVERY OF ITEMS:

**Instructional time will never be interrupted by the office staff for the delivery of homework, lunch, projects, etc.** Parents may leave these items at the front desk for the student to pick up during passing periods, lunch, after school, or may be placed in the appropriate teacher’s mailbox at the parent’s request. Please ask students to stop by the main office to check for forgotten items during their passing periods. Office staff will not leave their post to deliver items.

**Please take special note of the following:**

- **Delivery from any food service providers (UberEats, DoorDash, etc.) will not be allowed regardless of who orders the food (parent, student, etc.)**
- Students will not be notified by school staff to pick up items from the main office.
- No items or lunches will be delivered on State Mandated Testing days.

## 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*

50%..... Summative Tests, Essays, & Projects  
30%..... Formative Quizzes, Learning & Practice Work  
20%..... Daily Assignments & Homework

### *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***

- 35%..... Summative Tests
- 25%..... Summative Projects
- 10%..... Formative Learning & Practice Work
- 15%..... Homework

***Physical Education & JROTC***

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

***Science***

- 40%..... Summative Tests & Quizzes
- 20%..... Summative Pre-Lab Procedures & Safety
- 20%..... Summative Lab Communication & Scientific Analysis
- 20%..... Formative Learning & Practice Assignments

***Social Studies***

- 40%..... Summative (Projects, Tests)
- 20%..... Quizzes
- 40%..... Daily Assignments

**DETENTION (BEFORE/AFTER SCHOOL):**

Detention may be assigned by an administrator. Detention is currently scheduled to be held after school from 4:10-5:10 p.m. and may be assigned any day between Monday through Friday 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.

**E-CIGS/NICOTINE:**

Per the HISD student code of conduct, e-cigarettes and nicotine products are prohibited from campus. Consequences will be aligned with the [HISD Student Code of Conduct](#).

## FIELD TRIPS:

Students 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.

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.

## FINAL EXAM EXEMPTIONS ALL HIGH SCHOOL COURSES

To incentivize the daily attendance rate, eligible grade 9 students may be allowed one spring final exam exemption; two spring final exam exemptions may be allowed for eligible 10<sup>th</sup> and 11<sup>th</sup> graders. Eligible students are those with no more than three (3) absences in any one course for the duration of the semester. In addition, eligible students must have an 85 or higher semester average in the specific course(s) where the final exam exemption is applied.

***\*This policy is subject to change based on the HISD Board Policy due to the Pandemic***

## 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: ***\*This policy is subject to change based on the HISD Board Policy due to the Pandemic***

- 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.*

# GRADES

## Grading System

<b>Course Grades</b>		
<b>Letter Grade</b>	<b>Numerical Average</b>	<b>Description</b>
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

## 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:

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

## GRADE POINT AVERAGE (GPA'S) & CLASS RANK

HSLJ 12<sup>th</sup> 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 12<sup>th</sup> 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.

<b>Grade Points (HISD Policy)</b>			
<b>Numeric Average Equivalent</b>			
<b>Credit Courses</b>			
<b>Grade</b>	<b>Quality</b>	<b>Regular</b>	<b>Modified</b>
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

## 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, assistant principal 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 HSLJ 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 HSLJ 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. Also student may earn a purple cord through Teen Court.
- 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*.

### HALLWAYS:

Obtain a signed permit from your teacher or classroom hall pass. No students are allowed in the hallways without proof of teacher permission. Students in hallways without permits or passes are subject to disciplinary action.

**No students will be allowed out of class for the first 15 minutes and the last 15 minutes of each period.**

### 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.

### IDENTIFICATION BADGES:

**Students must wear their HSLJ ID on a lanyard around their neck at ALL times.** Identification badges are issued at the beginning of the year at no charge and lanyards can be obtained from the main office. If a student does not have his/her official ID, he/she must obtain a temporary one (valid for the day) from the main office; the fee is \$1.00 or the student can serve detention. Repeat violations by the student will result in disciplinary action in accordance with the Student Code of Conduct.

If you lose your ID, replacement badges are \$5 and may be purchased in the main office before and after school and during lunch.

Students who deface the ID will be responsible for purchasing a new ID and may suffer disciplinary consequences. ID's must be able to be scanned at all times. You are not allowed to wear or carry another student's ID at any time; disciplinary action will result.

## **ILLNESS/NURSE:**

If you feel ill during school, ask your teacher for a permit and report to the nurse's clinic located in the main office. **Students should not call/text parents directly without visiting the clinic.** This policy/procedure allows for open dialogue as to why your child is not feeling well. Students that text/call their parents directly for their parents to pick them up will have their cell phones confiscated by administration. The nurse will determine if you should be released and will contact your parent or guardian. If need be, your parent may authorize a relative to pick you up; the person must be listed on your records, or written authorization must be provided. This can be emailed to the HSLJ Attendance Office. Please note that if a student leaves the school without first going to the nurse, classes missed for the remainder of the day will be unexcused even if they return to school with a valid excuse.

## **IMMUNIZATIONS:**

All students are required to have current and updated immunizations as required by law. It is the responsibility of the student and parent to provide the school with an accurate immunization record. A student may not attend school without documentation of state required immunizations. Exclusions from compliance are allowable on an individualized basis for medical and religious conflicts. Students falling into these categories must submit affidavits as specified by law.

## **INTERNET AND E-MAIL:**

Student use of network resources will be governed by Board Policy 740.300 regarding Student Publications. Refer to [HISD Student Code of Conduct](#) regarding consequences for inappropriate use of the internet.

## **JEAN DAY GUIDELINES:**

See [Uniform Policy](#).

## **LATE ARRIVAL TO SCHOOL:**

The first class begins at 8:30 a.m. Promptness is important and demonstrates commitment to success. If a student arrives late to school by more than 10 minutes (8:40 a.m.) he/she reports to the Attendance Office. Official daily attendance is taken at 10:30 a.m. For specific expectations and consequences, refer to the [Tardy Policy](#).

## **LEAVING SCHOOL DURING THE DAY:**

See [Tardy Policy](#).

## **LOST AND FOUND:**

All lost items found on campus should immediately be turned in to the main office. Prescription or reading glasses are held in the nurse's office. All personal articles must be permanently marked with

owner's name. Students may look for lost items before and/or after school and at lunch time. Students may not leave the classroom to look for lost items. Articles will be donated to a charitable organization at the end of each semester.

## LUNCH/FOOD/DRINK:

The consumption of food and drink is only allowed in the commons (cafeteria), and outside patios. 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. **Delivery from any food service providers will not be allowed at any time during the school day – regardless of who ordered the food. (UberEats, DoorDash, etc.)**

## 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/assistant principal to share that information with the teachers. Since work is primarily available electronically, the teacher may choose to print the work out for the parent or communicate via email.

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

## MEDICATION AT SCHOOL:

Administering of medication is allowed (by the school nurse) only by order of a physician and with parental consent as recorded on HISD form 40.3740. This form must be on file in the clinic before the medication is administered. Medication is only administered during school hours when it is deemed medically necessary. All medication must have a pharmacy label on the container. Students bringing medication to school are to take it to the nurse in the clinic immediately upon entry to the building. A student may never be in possession of medication for the purpose of self-administration. (Exception: In the case of asthma, the physician expressly orders the student to carry an inhaler and meets the above stated criteria.) Over the counter (OTC) medications may only be administered in accordance with the policy as stated above. If you have any questions or concerns regarding the administering of medication at school, please contact the school nurse.

**A student may not carry medication with him/her - This includes prescription and non-prescription items such as Tylenol, Advil, Aspirin, etc. All medications need to be kept locked in the clinic.**

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. In some cases, possession of medication can result in consequences per the Student Code of Conduct.

### Temporary or Ongoing Medical Conditions:

If your child has a temporary or ongoing medical condition that could (a) require medical attention at school, and/or (b) impact his/her ability to thrive in the school environment, we need to know. Please be sure the school nurse is made aware of the situation so we can respond appropriately to your child's needs. In addition, HISD has resources available that may be of assistance to you. Personal medical information will be kept confidential.

### OFF-CAMPUS PERMITS:

Seniors that are enrolled in the Emergency Services CTE program and work at the Houston Emergency Center practicum program will be given early release permits. They must carry the "off-campus" permit at all times and must have 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. If a student in the practicum becomes no longer employed by the Houston Emergency Center, their "off-campus" permit will be revoked by the instructor and a full class load will be added to their daily schedule by the counselor.

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.

### P.E. UNIFORMS

Students must wear the official P.E. uniform, available for purchase from the P.E. Coach. The uniform **MAY NOT** be worn an undershirt or under short and may only be worn in P.E. class. During cold weather, students may wear sweatpants and any school approved sweatshirt (NOT HOODIE) with permission from the P.E. teacher. Jackets and coats are not permitted. Students are not allowed to come to school dressed in their P.E. Uniform.

### PERSONAL PROPERTY/POWER UP LAPTOPS:

Students should not bring valuables or large sums of money to school. The school will not assume responsibility for any such items. **HSLJ is not responsible for lost or stolen items, but they should be reported to administrators or 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.

## PRIVATE CAR DROP OFF & PICK UP

Parents and others who drive students to and from school are encouraged to drop students off on Coyle St., not through the main entrance on Scott. During the periods before and after school, the streets and driveways around HSLJ 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 and pick up students in the visitors parking area located on Coyle 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 (8:00-8:30 a.m.) and the 20 minutes just after dismissal (4:10-4:30 p.m.) are the most congested. Drivers may want to plan on arriving at HSLJ a little earlier in the morning and a little later in the afternoon.

## REPORT CARDS AND PROGRESS REPORTS:

At the end of the first three weeks of each grading period, HSLJ 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. Parents have up to date access to student grades through the [Parent Student Connect \(https://www.houstonisd.org/domain/11001\)](https://www.houstonisd.org/domain/11001).

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:

Are distributed at the end of each grading period during the school day. A reporting cycle is established on the HISD and HSLJ 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.

Each grading cycle counts for 25% of a student's final semester average. The final exam counts for 25% of the final semester average.

### 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.

### Missed Final Exams:

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.

### SALES AND FUNDRAISING:

Selling, trading or fundraising initiated by individual students is prohibited. Consequences will align with the [HISD Student Code of Conduct](#).

### SCHEDULE CHANGES:

Each student is to follow his/her schedule. Students are to complete the electronic *Request for Schedule Change Form* based on your grade level. The appropriate grade level assistant principal will review the request and approve or deny change. Students should notify their assistant principal immediately if they do not have a total of eight classes on their schedule. **If approved, schedule changes will only be made during the first two weeks of school.**

### 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.

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.

## SCHOOL-WIDE GRADING POLICY

The High School for Law & 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 HUB Course.

The following guidelines should be used:

- 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 an 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.
- **LATE WORK POLICY**
  - 10% deductions each class day for 5 class meetings (or two weeks). Teachers maintain the discretion to extend the submission period.
  - All late work must be submitted prior to the end of the current marking period. i.e. Students are encouraged to submit all late work prior to the end of each progress report, and the end of each cycle. Teachers are not advised to accept any late work after the Friday before grades are due.
  - If no work is submitted for an assignment before the end of a marking period (every 3 weeks), that assignment will receive a grade of MSG or 0.
  - Grades must be entered into PowerSchoolPro within 5 school days after the assignment’s due date. Students cannot be penalized for assignments entered late by the teacher. Late entry by the teacher is defined as entering grades after the 5-school daytime frame has expired. Teachers may enter MSG for students which have not submitted the assignment on time.

- **RE-TAKE POLICY**

- Teachers may provide students an opportunity for reassessment of major tests when the grade received is below 70%. (This option is not available to any students that received a “0” for cheating)
- Students must complete one or more of the following, determined by consistent academic team policy
  - Attend necessary tutorials
  - Complete alternative assignment
  - Complete necessary homework
  - Complete test corrections.
- The assessment will cover the same objectives, but will not be the original test given.
- The highest grade a student can earn for a retake is 75.
- All retests must be completed within one week from the time the assessment is returned to the student.

### Parent Communication with School Personnel

HSLJ 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, assistant principal/counselors, or school principal may communicate via e-mail or telephone. All staff emails can be found at [www.houstonisd.org/hslj](http://www.houstonisd.org/hslj) - school website.

Parents requesting a telephone/virtual 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 and/or feel free to reach out to an administrator.

Should parents want to arrange a conference, they may call the school office or schedule a conference via email. 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.*

Teachers are unable to meet parents during their instructional time, but they should be able to conduct a parent-student-teacher conference (virtual/face-to-face), 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 HSLJ main office upon arrival to sign in, present a state-issued ID and receive a visitor’s pass.



## SDMC:

The Shared Decision Making Committee (SDMC) is a group of teachers, parents, school staff, administrators, and community members elected by their peers in the spring to serve for the following year. The SDMC is chaired by the principal and is the policy-setting body for HSLJ. Decisions are made and school policy established based on expressed community needs and guidelines of the Texas Education Agency and Houston Independent School District. Suggestions for topics of concern are accepted in the main office. Please contact the Principal's Secretary for the scheduled meeting dates.

## 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.

## SKATEBOARDS:

Riding skateboards is not allowed on campus at any time.

## STATE & DISTRICT TESTING:

HSLJ 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.

## 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 HSLJ 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 HSLJ 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. HSLJ, therefore, assumes no responsibility for accidents or the loss of property in the HSLJ 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 HSLJ's parking regulations can result in the revocation of campus parking privileges with no refunds of the parking fee.*

## **STUDENT SAFETY**

If at any time you feel the need to report a concern regarding yourself or another student, please visit any administrator's office, or the campus police officer to fill out and submit an INCIDENT REPORT FORM. Completion of the form is what starts an investigation/conversation toward resolution of your issue/problem. In addition to the paper form a student may submit the form electronically using the following link - <https://forms.gle/aCQSpgePTmMyp5U7> . **If you choose to report an issue anonymously, and it is determined that more information is needed, the proper solution and/or disciplinary action may not be taken and your problem may not be resolved appropriately.** All concerns are addressed based on the HISD Student Code of Conduct Guidelines.

## **TARDY POLICY**

The HSLJ Tardy Policy has been developed to emphasize the importance of each student being in the classroom for the entire period, as well as arriving on time to school every day. Learning the responsibility of getting to class on time is an integral part of HSLJ's standard of excellence, which prepares students for success. During the first week of school, all teachers will be working with their students, focusing on getting organized and arriving to class on time, or early, every day.

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

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

## Tardiness

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 Front Office. This does not apply to Public Transportation.

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.

### Consequences for arriving late to school:

Parents should make arrangements to have their child to school by 8:30 every morning to avoid the loss of instructional time. Repeated tardies to school will be reported to the HISD truancy officer and will require parent/administrator conferences. Please communicate extenuating circumstances to administration in advance.

### Consequences for arriving late to class:

- **1<sup>st</sup> Tardy** - Teacher warning
- **2<sup>nd</sup> and 3<sup>rd</sup> Tardy** - Student conference and parent contact.
- For any subsequent tardy, students may serve afterschool detention.
- Additional consequences will be administered at the discretion of an administrator.

**Note:** *The exception to the consequence sequence is being caught in a hall sweep. Any student (regardless of the tardy count) found in the hall during the hall sweep will be assigned an after-school detention.*

## Student Early Departure

A student leaving school early for any reason (other than on a regular off-campus permit) must take a note from a parent/guardian to the attendance office before school begins. 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 attendance office will issue a permit for the student. Students will not be released from school without parental contact.

## TECHNOLOGY:

Please refer to [HISD Technology Acceptable Use Policy](#). **HSLJ is not responsible for lost or stolen devices.**

## TELEPHONE:

In an emergency, students may use a telephone in the teacher's classroom (with permission from the teacher) or in the main office. Only emergency messages will be delivered to students during the instructional day.

## TEXTBOOKS:

For each textbook issued, students should write in ink on the inside of the front cover their name, their teacher's name, and year issued. All textbooks must be covered as required by state law. Textbooks are

the property of the state of Texas; if lost, damaged, or stolen, the book must be paid for by the student to whom the book was assigned. Barcodes are on each textbook to ensure accurate records. Any tampering with these barcodes will result in a monetary fine.

## 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 working days) to process a transcript request. Students may request up to three official transcripts at no charge during their enrollment at HSLJ. 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. HSLJ has limited staffing during the summer and any transcripts requested may take four weeks or more to process for newly graduated students.

## TRUANCY:

“Skipping school” is a Class C misdemeanor for a minor child to be in a public place without the company of a parent or permission of the school during school hours. [Houston City Code 28-172(a)]. Violation of this ordinance may result in criminal charges against the parent. A student absent from school without parental or school permission is truant. This includes leaving campus during the school day without the company of a parent and returning. Refer to [Houston ISD Student Code of Conduct](#).

## TUTORIALS – Intervention/Enrichment

Intervention/Enrichment is built into the school day bell schedule. We have found that providing students with additional assistance during the school day is the most effective method to provide support. Students will be assigned to either of these groups on an as needed basis determined by test data, teacher feedback, and review of grades. If a student is assigned to an intervention course, attendance is mandatory.

Students may ask their individual teachers for assistance at any time and special accommodations will be made as often as possible. Additionally, students that are members of the National Honor Society are available for peer tutoring as well.

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.

## WEATHER:

Please be mindful of the weather when dropping your child off prior to the building opening. As a reminder, there is no supervision or access to the building prior to 8:00 a.m. and no supervision after 4:10 p.m. when all students should exit the building (unless they are participating in an after-school

activity). In the event of inclement weather before or after school, we will do our best to provide longer hours for supervision.

## UNIFORM POLICY

The High School for Law & 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. *All articles of the uniform are to be maintained and worn in a way that presents the individual student and the school in a positive fashion. Polos, shirts, and sweatshirts may not be altered and/or personalized. All articles of the uniform are to fit properly without cuts, nips, or tears at hems or seams.*

<b>High School for Law and Justice</b> <b>Standard Dress Code</b>		
<b>ITEM</b>	<b>REQUIREMENTS</b>	<b>SOLID COLORS</b>
<b>Shirts</b>	Uniform Polo, school t-shirt with HSLJ Logo or Approved Spirit Shirt, HSLJ issued club/ organization, or class/college t-shirt.	
<b>Undershirts</b>	Writing is not visible	Navy blue, white, grey,
<b>Pants</b>	Twill/Khaki/Dickie/Docker style pants. <b>No</b> rips, holes, embellishments, low-rise, rolled up, patches or frayed hems. <b>No</b> leggings, yoga pants or tights of any kind.	Navy blue, black, or Khaki Pants – <i><b>(Denim/Blue Jeans are not permitted)</b></i>
<b>Skirts/shorts</b>	Knee-length shorts/skirts with no slits, must not be shorter than one inch above the knee.	Navy blue, black, or Khaki Pants – <i><b>(Denim/Blue Jeans are not permitted)</b></i>
<b>Jackets (traditional zip)</b>	HSLJ logo only or no visible logo, solid color.	Navy blue, white, grey, black

<b>Hoodies (pullover)</b> <b>Sweatshirts (pullover)</b> <b>Sweaters</b>	HSLJ Logo/Approved club, or solid color with no visible logo. Sweatshirt hoods will not be worn when in the building. <b>Must have HSLJ Uniform Shirt/polo under Hoodie/Sweatshirt.</b>	Navy blue, white, grey, black
<b>Shoes</b>	Closed toe and closed heel. <b>No</b> sandals, crocs or croc style, flip flops, slides or house shoes.	Any color
<b>Other</b>	Student ID Badges or a Temporary Student ID Badge must be visible at all times. No headgear (hats, sunglasses, bandanas, du-rags, etc.) Proper hygiene and grooming applies to all students. <b>Clear Backpacks Only, No backpack purses.</b>	
<b>Friday Dress</b>		
<b>Tops</b>	Approved Spirit Shirt, HSLJ issued club, organization, or class t-shirt or college shirt	
<b>Professional Attire/Career Attire</b> -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*.

### Additional uniform policies:

- Shirts may not be knotted on the side or in the back.
- The hood of a hoodie must be down before entering the building.
- Students may not arrive to school wearing PE uniform, even if they have it for the first class of the day.
- Pants must fit appropriately—pants which are too baggy or too tight are not permitted. Pants cannot sag; inseam cannot hang low; pants must fit at waistline.
- Capri uniform pants (hem at mid-calf) are permitted.
- Khaki jeggings, leggings, and stretch pants are not permitted. No spandex.
- Shorts shall be no more than 3 inches above the top of the knee.
- Shorts must fit appropriately—shorts which are too baggy or too tight are not permitted. Shorts cannot sag; inseam cannot hang low; shorts must fit at waistline. Shorts cannot be frayed.
- Skirts must be no shorter than 1 inch above the top of the knee.
- Skirts must fit appropriately at the waist and may not be tight-fitting.
- Built in shorts with pleated skirts are acceptable.

### Head coverings

- Hats, do rags, scarves, hairnets, bandanas, and any other headgear is NOT permitted to be worn in the building and may be confiscated.
- Headbands may be worn in the building if their purpose is to hold the hair in place and they do not distract from instruction.

### Tights/leggings

- Tights and leggings must be a solid color without holes (no lace) and worn under skirts only.
- Socks, if worn, must be worn below the knee and can be any color.

### Shoes

- Must be closed toed
- Shoes must allow for SAFE movement throughout the building, including the stairs.
- Shoelaces must be tied.
- High-heeled shoes, flip-flops, slides, crocs, house shoes/slippers, platform shoes, backless shoes (including clogs or mules), sandals (including Gladiators) are not allowed.

### Free jean day guidelines

Adhere to the dress code standards. In addition:

- Pants must be solid blue denim, cannot be acid/stone washed, and **must be free of any tears, rips or holes.**

### Free dress day guidelines

- Yoga pants, pajama pants, jeggings/leggings and spandex material pants are NOT permitted.
- Clothes must be free of any tears, rips or holes.

### Make-up, body piercings, hair color, heavy chains

- Your appearance must not be such a distraction that it interferes with the educational process.

- Excessive make-up, body piercing other than appropriate earring(s), and hair color other than a natural shade, are not permitted. Tattoos must not be visible.
- Excessive bracelets and bracelets with metal spikes are not permitted.
- Heavy chains, dog collars, hoop earrings larger in diameter than a quarter are NOT permitted.
- Any engraving on jewelry must be appropriate. Any jewelry containing vulgar language or pictures will be confiscated and parents/guardians will have to pick it up from the main office. Any jewelry deemed gang-related by HISD will be confiscated.

### **Administrative discretion**

The administrators will determine if any issue related to student dress, including any not listed above, is a violation of the student dress code. We encourage you to make wise choices! Students in violation of dress code will receive consequences deemed appropriate by administration.



## VISITORS TO HSLJ

All visitors to HSLJ 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

HSLJ 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 south side of campus on Coyle Street.

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.

SDMC *Approved* 2006-07 Academic Year; SDMC Updated and Approved 2019