HSLJ

HIGH SCHOOL FOR LAW & JUSTICE

EARLY COLLEGE

"Learning Today, To Defend Tomorrow"

Student and Parent Handbook

2026-2027

3505 Coyle Street | Houston, Texas 77003

713-867-5100 (Phone)

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 2026-2027 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 of our students, teachers, staff, and community partners 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.

Important Notice:

This publication can and will be amended, as needed, to accomplish the vision and mission of the High School for Law and Justice Early College. It is meant to supplement, not supplant any state law, national law, board policy, district guideline or code of student conduct.

Anti-discrimination Policy:

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.

The P-TECH Model

The Pathways in Technology Early College High School (P-TECH) allows students an opportunity to receive both a high school diploma and a credential and/or an associate degree. The hallmark of the P-TECH model is its career focus and the provision of work-based education. P-TECH programs:

- Enroll historically underserved students, targeting at-risk and economically disadvantaged
- Provide students in grade 9 through 12 the opportunity to complete a course of study that combines high school and post-secondary courses
- Enable students to earn a high school diploma, along with an associate degree, Level 1 or Level 2 certificate, or industry-based certification within six years
- Offer age-appropriate work-based learning opportunity in every grade level
- Allow students to gain work experience through an internship, apprenticeship, or other job training program
- Aligning to regional workforce needs, guiding students into high-demand, high-wage careers
- Partner with Texas Institutions of Higher Education (IHEs) and regional businesses and industries, giving students access to post-secondary education and workforce training opportunities

Campus Mission

The mission of the High School for Law and Justice Early College 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 emergency services to provide a successful transition into their chosen career paths or advanced academics.

Campus Vision

To create a school where students can grow and develop through rigorous education and training into future leaders in law and justice.

Our Campus

Established: 1981

Mascot: Eagle

School Colors: Blue and white with gray accents

Important Info for the 2026-2027 School Year

- School Hours will be 8:00 AM - 3:40 PM – Students must be dropped off NO LATER than 7:50 and in class and seated by 8:00 AM. Students not in their seats by 8:30 AM will be counted absent.

- Mesh, Clear, or Regular Backpacks

- No Food Deliveries/Outside Food (UberEATS, DoorDash, restaurant or fast-food delivery regardless of who orders it). Parents may drop off for **their child only** by 11:50 am.

- Per HB1481 and HISD Board Policy, cell phones, iPads, smart watches, and headphones are banned from HISD campuses during the instructional day (7:50 a.m. – 3:40 p.m.) These devices cannot be visible at any time while students are on campus.

HISD
HOUSTON INDEPENDENT SCHOOL DISTRICT

YEARLY CALENDAR

2026-2027

JUNE • 2026
4 .....Last day for students
5.....Staff PD Day (no classes)
9.....5th Quarter Staff PD
10-30..5th Quarter
19 .....Juneteenth

JULY • 2026
1-17.....5th Quarter
2.....Recess (no classes)
3 .....Independence Day observed
20-29..School Leaders' Induction and Preparation
30-31..All Staff Induction and Preparation

AUGUST • 2026
3-7 .....All Staff Induction and Preparation
10 .....First Day for Students

SEPTEMBER • 2026
7 .....Labor Day
21.....Staff PD Day (no classes)

OCTOBER • 2026
9.....Staff PD Day (no classes)

NOVEMBER • 2026
6.....Staff PD Day (no classes)
23-27..Recess (no classes)
26 .....Thanksgiving Day

DECEMBER • 2026
21-31..Recess (no classes)

JANUARY • 2027
1 .....New Year's Day
4.....Staff PD Day (no classes)
18 .....MLK Jr. Day

FEBRUARY • 2027
15.....Staff PD Day (no classes)

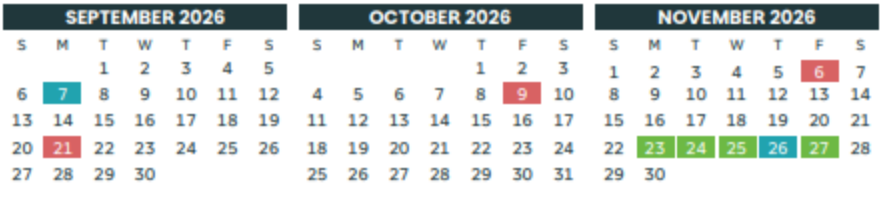
MARCH • 2027
8-12.....Recess (no classes)
26.....Recess (no classes)

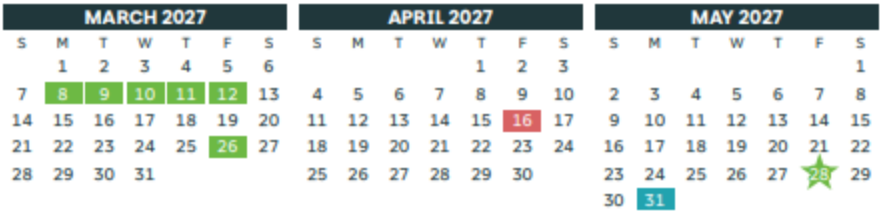
APRIL • 2027
16.....Staff PD Day (no classes)

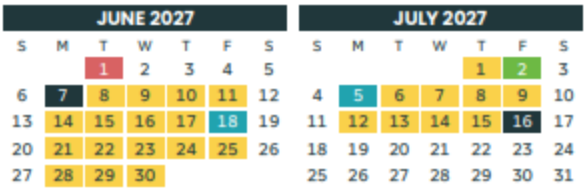
MAY • 2027
28 .....Last day for students
31 .....Memorial Day

JUNE • 2027
1.....Staff PD Day (no classes)
7.....5th Quarter Staff PD Day
8-30.....5th Quarter
18 .....Juneteenth

JULY • 2027
1-15.....5th Quarter
2.....Recess (no classes)
5 .....Independence Day observed
16.....5th Quarter Staff PD Day







FIRST DAY OF SCHOOL AUGUST 10, 2026

LAST DAY FOR STUDENTS MAY 28, 2027

LAST DAY FOR TEACHERS JUNE 1, 2027

- Holiday (no classes)
- Recess (no classes)
- Staff PD (no classes)
- 5th Quarter
- 5th Quarter Staff PD Day (no classes)
- School Leaders' Induction and Preparation
- All Staff Induction and Preparation

GRADING CYCLES	REPORT CARD
Aug. 10 - Sep. 18	Sep. 25 (Friday)
Sep. 22 - Oct. 30	Nov. 6 (Friday)
Nov. 2 - Dec.18	Jan. 8 (Friday)
Jan. 5 - Feb. 19	Feb 26 (Friday)
Feb. 22 - Apr. 15	Apr. 23 (Friday)
Apr. 19 - May 28	Jun. 2 (Wednesday)

Updated 4/6/2026

Bell Schedule

Monday/Wednesday = A Day Tuesday/Thursday = B Day Friday = Eagle Day (All Classes)

A/B Day (Monday-Thursday)		
	Start	**End**
Building Open & Breakfast	7:30	7:50
1st/5th	8:00	9:35
2nd/6th (ADA)	9:40	11:15
Clubs/SLAB; Lunch	11:20	12:30
3rd/7th	12:35	2:05
4th/8th	2:10	3:40

Eagle Day (Fridays)

	Start	**End**
Building Open & Breakfast	7:30	7:50
1st	8:00	8:45
5th	8:50	9:35
2nd (ADA)	9:40	10:25
6th	10:30	11:15
Homeroom	11:20	11:45
Lunch	11:45	12:20
3rd	12:25	1:10
7th	1:15	2:00
4th	2:05	2:50
8th	2:55	3:40

Pep Rally/Assembly Schedule

	Start	End
Building Open & Breakfast	7:30	7:50
1/5	8:00	9:20
2/6 ADA	9:25	10:45
Clubs/SLAB, Lunch	10:50	11:55
3/7	12:00	1:20
4/8	1:25	2:45
Pep Rally/Assembly	2:50	3:40

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. **90% RULE - The Texas Education Code states that to receive credit for a final grade for a class, a student is required to attend EACH class 90 percent of the days class is offered regardless of whether the student's absences are excused or unexcused.**

Excused absences:

Excused, non-school sponsored absences: personal illness or death in the immediate family, medical/dental appointments, quarantine, weather/road conditions making travel dangerous, and emergencies or unusual circumstances excused by the administration. Official visits to the doctor, court, or any government office require an official note provided on the letterhead of that office.

Excused extracurricular absences: college visits during the senior year (with advanced approval by the student's Assistant Principal). The college/university must provide an official note stating the date of visit on their letterhead.

Excused UIL Activities: coaches must contact their Assistant Principal for an excused absence note for sporting events.

Excused Religious/ Holy day absences: excused if a parent/guardian provides the Attendance Office with a signed note prior to the absence.

Excused Absences for school-scheduled/ sponsored field trips: However, the student should check with the Attendance Office within five days of returning to ensure that the absence was documented properly, so it will be an excused absence.

Unexcused absences/Truancy:

Unexcused, non-school sponsored absences (not related to school). State law provides that if a student is absent from school without parental consent for any portion of the school day for three days in a four-week period or for ten or more days in a six-month period, the student and the student's parent or legal guardian are subject to prosecution by the Harris County Justice of the Peace Courts. The student may also be referred to Juvenile Court. Unexcused absences for whole days or parts of days are considered as truancy/skipping which may result in disciplinary action as prescribed by the Student Code of Conduct.

Assignments Missed Due to Absence:

Students who have absences will be given ONE day for every day of absence to turn in their missing work. Teachers must have a designated space (i.e., Canvas, folder) that students may access to retrieve their missing assignments. Students who are absent because of a field trip must turn in the assignment the following class period without penalty.

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 PowerSchool. Sponsors of extracurricular 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. Juniors and Seniors are allowed to excuse two (2) college visits per semester.

Tardies:
It is imperative that students arrive at class on time. If you are tardy, it is necessary to arrive at class as soon as possible. When you arrive at class after the bell rings, you are tardy. If you are more than 30 minutes late for class, you are considered absent. Due to the block scheduling students are late after 30 minutes. Students are expected to be in class by the time listed on the bell schedule. If a student is late for class, they need to report to the main office. Students will receive detention on the third tardy to class.

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. Students who are assigned detention are required to attend the detention on the day assigned. If a student needs to reschedule their detention date, they must do so PRIOR to the detention date. Failure to complete an assigned detention will result in a partial-day In-School Suspension.

Leaving Early
Any student that needs to leave early must be checked out by a parent or legal guardian through the main office. If you drive, your parents or legal guardian must send a note to the main office, giving you permission to leave, by 8:00 a.m., the day you need to leave.

Academic Integrity and Dishonesty

Upholding HSLJEC's tradition of excellence, students are expected to always practice academic integrity and honesty.

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

Cheating:

- Looking at 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
- Using AI to complete an assignment
- 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.

This rule on cheating applies to all schoolwork. A student found cheating on any assignment or test will be given a zero. 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 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 the school secretary. The school secretary maintains a schedule for each of HSLJEC'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 HSLJEC 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 HSLJEC-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's name or "nickname" are those which are approved by the school administration. Any person or organization that uses the school's 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. For the full objectives of student travel to be achieved, school officials must always have full and complete cooperation of participating students. 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 HSLJEC. 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 HSLJEC campus. Students who wish to form must follow these steps:

Find a faculty/staff sponsor. The faculty/staff sponsor must send the principal an email stating they have agreed to be the sponsor.

Create and present a proposal to the principal. The proposal should include the name of the club, the purpose of the club, how the club will be advertised, etc.

Obtain final approval from the principal.

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 extracurricular and co-curricular activities during the first six weeks of a new school year. If a student has not earned 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 the 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. 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 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, UIL (University Interscholastic League) and vocational competitions, cheerleading, school-sponsored clubs and organizations, etc. Students who do not meet 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
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 HSLJEC'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 behalf of individual students who are competing in UIL-sponsored activities. These exceptions must be based upon circumstances that are unforeseen and result from the students' earning the right to compete at post-UIL 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.

Medical/Dental Appointments

Our state-required daily attendance is taken every day at 10:00 a.m. Please schedule your appointments (dentist, doctor, orthodontist, etc.) after school or during school breaks. If it is necessary to miss instructional time for an appointment, please schedule the appointment so that you do not leave class until after 10:00 a.m. There is no pick-up from 3:10 p.m. – 3:40 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 (STAAR EOC) or district-mandated exams. A testing calendar can be accessed on HSLJEC'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.

Students must stay in class until a pass is delivered or the teacher is called. The student must sign out with 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 HSLJEC sports activities is open to all students that wish to participate if they meet the academic/behavioral requirements. Please see the Activities section for more information.

Backpacks

Students may use any type of backpack as long it is school appropriate. Each classroom will have a "backpack station" where students will place their bags during class time.

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 using 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. **HSLJEC administration is not responsible for monitoring any student's social media account.**

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 policies mentioned 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. HSLJEC'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 HSLJEC (after 8:00 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 Responsibilities

Bus Rules and Guidelines

- For the safety of students, drivers, and other people, 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 always sit in their assigned seats. Bus drivers have the authority to assign seats and/or make seating-assignment changes.
- Students should 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 should not mark or deface the bus and/or its equipment. Any damage done to the bus is chargeable to the parents 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 should use appropriate language while on the bus and should not engage in conversation or activities considered to be vulgar, abusive, or demeaning.
- Students should 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. Transportation contact information may also be found on the HISD Transportation Website.

Campus Distributions/Sale of Items

No materials, circulars, advertisements, notices, or similar materials may be sold or distributed on the campus or at sponsored activities unless approved by the principal. Students are prohibited from selling any items for personal gain.

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 HSLJEC campus. HSLJEC is not an extended-day campus (unless the student is registered in an after-school activity/club).

Students are not supervised before 7:00 a.m. or after 4:00 p.m. For the safety and security of HSLJEC students, HSLJEC 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 & Other Personal Communication Devices)

HISD values a safe and distraction-free learning environment. In accordance with House Bill 1481, all Texas public schools will implement a strict **"No Personal Communication Device"** rule during the instructional day (7:50 a.m. – 3:40 p.m.). The following devices are **prohibited from use** on school property during the instructional day:

Devices must be kept at home or stored away (turned off in backpacks). Only district-provided devices are approved for use during class time. Exceptions will be made for approved medical needs, a documented need based on a directive from a qualified physician, or special education needs (as outlined in the student's IEP or 504 plan). Students who do not adhere to this policy will receive a consequence pursuant to HISD policy.

HISD will not be held responsible for any lost, stolen, or damaged devices confiscated due to the violation of the law and district policy.

Closed Campus

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

Conduct & Discipline

HSLJEC 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).

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: **Smoking is a Level III offense (HISD Code of Conduct). Students may be suspended, sent to DAEP, or exited from HSLJEC for violating this policy. This policy includes the use of any smoking products/illegal drugs/paraphernalia.**

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

****90% RULE - The Texas Education Code states that to receive credit for a final grade for a class, a student is required to attend EACH class 90 percent of the days class is offered regardless of whether the student's absences are excused or unexcused. Additionally, HISD states that students with five or more 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 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. **All NGs earned during the school year must be cleared by the deadline stated by HSLJEC. Students who do not clear NGs by the deadline will be required to retake the original credit version of the course.**

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 always be carried by "off campus" students 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 and Grade Classification

The Registrar will assign each student a grade level based on the number of credits earned at the end of the previous school year:

Grade Level Classification		
Grade	**Classification**	**Credits Earned**
9	Freshmen	0.0 – 5.5
10	Sophomore	6.0 – 11.5
11	Junior	12.0 – 17.5
12	Senior	18+

Course Credit

- Students must maintain a minimum grade of 70 on a scale of 100 to receive credit for a course.
- Students will not be awarded credit for a class in which they attend less than 90% of instructional days (excused or unexcused).
- Students must comply with all attendance requirements for each course taken. Students may be assigned to credit appeal to recover the time and curriculum missed due to excessive absences.
- Appeals will only be considered when the student has passed the course with a final semester average of 70% or better and meets qualifying attendance guidelines.

Alternative ways to earn credit

- Middle school – students may earn high school credit in middle school. For students enrolled in Texas public schools, this credit will automatically be added to their high school transcript. Students entering HSLJEC from a non-Texas public school will have their credit assessed. High school courses taken in middle school do not average into a student's GPA.
- Whole-course credit – students must earn 140 points between semesters A and B of a full-year course. For example, if a student earns a 65 in English I in the fall but passes English I in the spring with a 75, the student will receive whole-course credit because the total points earned for the year is equal to 140.

- Summer school – students who did not earn full credit for a course during the regular academic year will be required to enroll in summer school to recover their lost credit. Summer school dates and requirements will be announced in May, and registration will also take place in May.

Crime Stoppers

HISD participates in the Say Something anonymous reporting system. Students may report by using the Say Something mobile app, calling 1-844-5-SAYNOW, or visiting saysomething.net. HSLJEC also 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).

CTE Pathways

All HSLJEC students will choose a Career & Technical Education (CTE) pathway upon enrollment. *Once students choose a pathway, they must remain in that pathway until graduation*. Students must take an aligned CTE course each year to complete their pathway, earn a diploma endorsement, and earn an industry-based certificate (IBC). Students may take additional CTE courses outside of their chosen pathway.

Pathway	Year 1	Year 2	Year 3	Year 4	IBC
Law Enforcement	Principles of Law	Law Enforcement I	Law Enforcement II Criminal Investigations	Forensic Science	General Management; IAED Emergency Telecommunicator
Legal Studies	Principles of Law	Political Science I	Court Systems & Practices	Forensic Science	General Management
Fire Science (Emergency Communication)	Principles of Law	TBD	National Security	Anatomy & Physiology; Practicum	IAED Emergency Telecommunicator

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. **HSLJEC administration is not responsible for monitoring any student's social media account. Report the account and contact Houston ISD Police or Houston Police Department.**

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 fully prosecuted by 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.). Parents who wish to drop off lunch must do so by 11:50 a.m. **Parents may only bring food for their child.** No items or lunches will be delivered on State Mandated Testing days.

Detention (Before/After School)

Detention may be assigned by an administrator. Detention is currently scheduled to be held after school from 3:45-4:45 p.m. on Fridays. If a student is tardy to or does not attend an assigned detention, he/she is subject to In-School Suspension (ISS) or suspension.

Dress Code

HSLJEC implements a dress code to ensure that students dress for success every day of the school year in a manner that promotes professional behavior. This routine reinforces for the students the importance of dressing appropriately for the world of work and their future professional endeavors, including court room dress code expectations. We often have a lot of community collaborators involved in Law Enforcement and Criminal Justice come to our school, and we want each student to have an opportunity to take on a role in that collaboration.

HIGH SCHOOL FOR LAW AND JUSTICE **2026-2027 DRESS CODE**	
TOPS	• Monday - Thursday: HSLJEC branded navy, grey or black polo • Friday: HSLJEC branded spirit shirts, U.S. military shirts, or college branded shirts may be worn • Can be purchased at HSLJEC school store
PANTS, SHORTS, SKIRTS	• Monday – Thursday: Khaki pants, shorts, or skirts in solid black, tan, or navy • Friday: Jeans (no rips or holes) • Leggings may be worn only under uniform skirts • Must fit properly and not be excessively tight, short, loose, or baggy.
OUTERWEAR	• Only HSLJEC sweatshirts are allowed on campus • Winter coats are allowed in situations of extreme cold weather
SHOES	• Closed toe and closed heel • NO sandals, Crocs or Croc style, flip flops, slides, or house shoes
OTHER	• HEADGEAR: Religious headwear allowed. NO caps, hats, bonnets, sunglasses, bandanas, du-rags, etc. Proper hygiene and grooming applicable to all students.

Please note: Violations of the HSLJEC dress code will result in disciplinary action. Depending on the number of dress code offenses and the gravity of the offense, discipline may range from Level I to a Level III offense within the HISD Student Code of Conduct. Courts at both the state and federal levels have recognized the rights of school officials to regulate standards of student dress and grooming.

E-Cigs (VAPES)

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.

Elevators

Elevator use is reserved for faculty and staff, school guests, and students with an office or nurse-issued permit only. Students are NOT allowed to utilize the elevators unless accompanied by an adult or with a proper permit.

Field Trips

From time to time, students will participate in field trips. Students are reminded that while on a field trip, they are representing HSLJEC and must follow the HISD and HSLJEC code of conduct. 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. The work missed for such activities is eligible for make-up, as are days missed for UIL competitions. Prior approval must be ensured for all students participating in a field trip. Students who have violated HISD's Code of Conduct may be excluded from field trips. Teachers should accommodate students requesting advance work prior to missing a class for an extracurricular activity if such work is available.

Final Exam Exemptions

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 10th and 11th graders. Eligible students must meet ALL criteria below:

- 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.
- Students in AP courses must actively participate in all AP exams assigned to the students and meet the criteria above.

This policy is subject to change based on the HISD Board Policy

Final Exam Exemptions for Seniors
During the spring semester of their senior year only, seniors may earn an exemption from the final exam of a course if they meet the following conditions:
An 85 or better semester average in the course.

- An "S" conduct average or better in the course.
- No more than three (3) total absences in the course.

- Students in AP courses must actively participate in all AP exams assigned to the student.

Students who earn an exemption will receive an average of 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.

Fire Drill and Emergency Exit Procedures

Safety is of paramount concern at HSLJEC. Each classroom has exit procedures and routes posted in case of fire or other emergencies. Evacuation is practiced monthly. During drills or a real emergency, the building must be evacuated swiftly, quietly, and orderly via the nearest clear exit. Students and staff will assemble in designated locations away from the building. Other information concerning student safety will be distributed as appropriate in classrooms and through general announcements.

Grade Point Average (GPAs) and Class Rank

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

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

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

Graduation Requirements

To graduate, students must satisfy the credit requirements below and pass all STAAR End-of-Course tests in Algebra I, Biology, English I, English II, and US History. At HSLJEC, our students pursue the Distinguish Level of Achievement diploma, which requires a minimum of 26 credits.

Category	# of Credits	Course Options
English	4	Pre-AP English I, Pre-AP English II, AP Language or OnRamps Rhetoric, AP Literature or OnRamp Rhetoric*
Math	4	Must include Algebra I, Algebra II, and Geometry. Fourth math includes OnRamps Algebra or OnRamps Statistics.**
Science	4	Must include Biology, OnRamps Chemistry, Physics, and Anatomy & Physiology or Forensic Science (depending on CTE pathway). OnRamps Biology is also available as a 5th science.
Social Studies	3	Must include AP Human Geography, AP World History and OnRamps US History.
Government/Economics	.5/.5	
Physical Education	1	Choose from JROTC or JROTC (non-participatory)
Health	.5	Taken through HCC dual credit course.
Foreign Language	2	Both credits must be in same language.
Fine Arts	1	Both semesters must be the same course.
CTE Pathway	4***	Must include Principles of Law.
Electives	2	JROTC, additional CTE or dual credit courses

*OnRamps Rhetoric may be used for English in either 11th or 12th grade.
**Students who do not pass TSI Math or the SAT Math section will be placed in TSI Math in addition to the courses listed in the table above.
***Students earn 1 credit for science and 1 credit for CTE by taking Anatomy & Physiology or Forensic Science, depending on pathway.

Hallways

No students are allowed in the hallways without a hall pass from the teacher whose class they are currently in. Students in hallways without a hall pass are subject to disciplinary action. **No students will be allowed out of class for the first 30 minutes and the last 30 minutes of each period.**

Hazel Health

Hazel Health provides physical and mental health telehealth services to students at school and at home. Hazel Health is an additional tool for nurses, counselors, and social workers to use when providing student services. Hazel Health services are available to all students in HSID who have parental consent on file. Hazel Health's telehealth providers can treat students for many common health issues, such as headaches, rashes, minor injuries, nosebleeds, sore throat, stomachache, toothache, pink eye, fever, cold/flu, couch, diarrhea, nausea, vomiting earache, allergic reactions, and heartburn/acid reflux. Mental health issues that can be treated include anxiety, depression, trauma, self-harm, grief/loss, bullying, family issues, self-esteem, and anger. Reach out to Nurse Riley for questions about the physical telehealth services or Counselor Hernandez for mental health telehealth services.

HISD Devices

All students will be issued a Chromebook at the beginning of the year. A User Device Agreement must be signed and returned prior to a device being issued. Students are responsible for lost, stolen, or damaged devices.

Honor Roll

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

- All A's
- All A's, 1 B
- All A's, 2 B's

Identification Badges

Students must always have their HSLJEC ID with them. 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. 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 parents 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 HSLJEC 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 Email

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.

Lost and Found

All lost items found on campus should immediately be turned into the main office. All personal articles must be permanently marked with the owner's name. Students may look for lost items before and/or after school and at lunchtime. 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.

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 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

Students who have off campus MUST leave school grounds immediately following their last class. If transportation is delayed, students must stay in the front lobby. 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.

Parent Communication with School Personnel

HSLJEC 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 https://hslj.houstonisd.org/ .

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

The HSLJEC News is sent out via TEAMS and ParentSquare every Monday. If you do not receive the HSLJEC News, please contact the main office.

Personal Property

Students should not bring valuables or large sums of money to school. The school will not assume responsibility for any such items. **HSLJEC 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. Chromebooks will not be replaced until the lost device is paid for in the main office and your financial records are cleared.

Posters/Signs

Posting of approved signs and posters requires the principal's signature and may only be posted on the bulletin boards in the hallways. Students may also send the principal the poster to display on the TV screens located on each floor. Any poster on the walls or windows will be removed.

Private Car Drop-off & Pick-up

Parents and others who drive students to and from school are encouraged to drop students off through the main entrance on Scott. During the periods before and after school, the streets and driveways around HSLJEC can be quite congested with both vehicle 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 (7:30-8:00 a.m.) and the 20 minutes just after dismissal (3:40-4:00 p.m.) are the most congested. Drivers may want to plan on arriving at HSLJEC a little earlier in the morning and a little later in the afternoon.

Report Cards & Progress Reports

At the end of the first three weeks of each grading period, HSLJEC 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).

***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 SIR 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 communicate with the parent/guardian via phone, email, or text. Generally, a student should have received a progress report warning that he/she could fail before an "F" appears on the report card. Under certain circumstances, however, it is possible that a student could have been passing until just before the end of the six-week grading period when poor performance on a major test or assignment caused the student's average to fall below 70.

Report cards
Report cards are distributed at the end of each grading period during the school day. A reporting cycle is established on the HISD and HSLJEC 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 30% of a student's final semester average. The final exam counts for 10% of the final semester average.

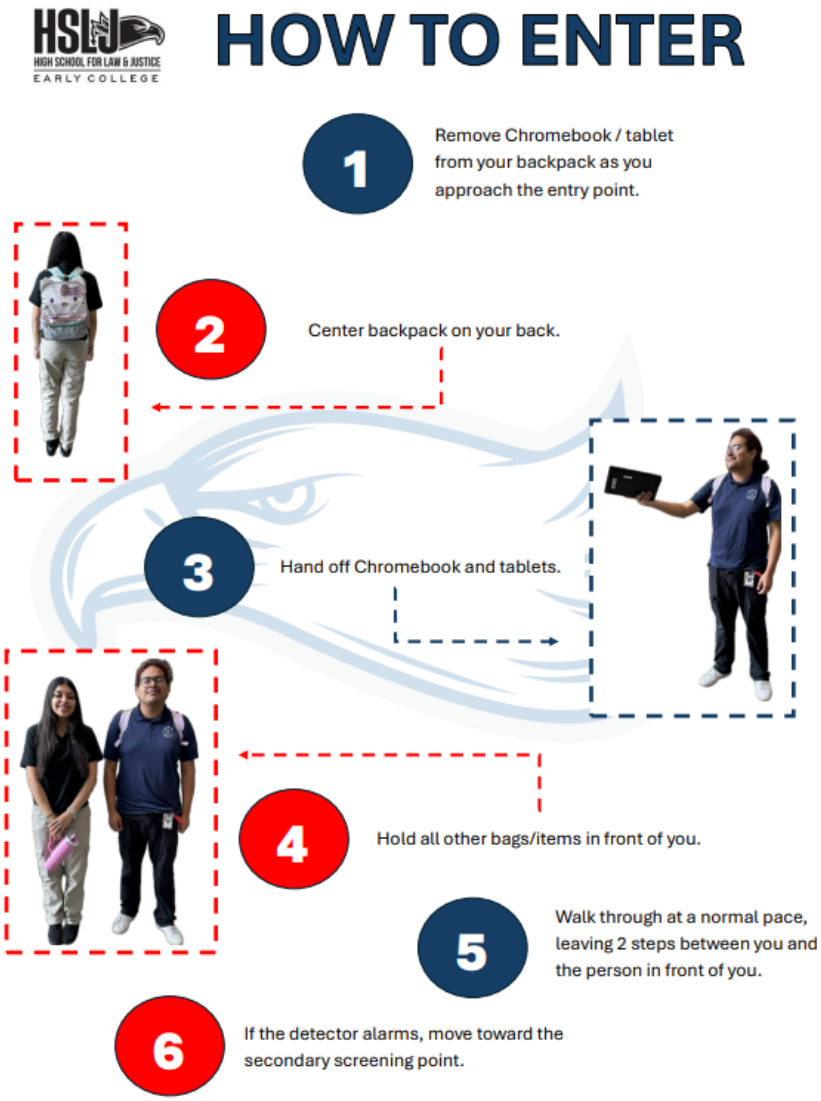
Incomplete Grades
Teachers may elect to give students an incomplete grade on a report card rather than a failing one if there are **extenuating circumstances** explaining the student's failure to complete assignments during the grading period. An "I" allows students to finish their work, but it also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

Safety and Security

All faculty, staff, students, and visitors are required to enter through the designated doors and proceed through the weapons detection system. All Chromebooks or laptops must be removed from your backpack or bag before going through the weapons detection system. Please use the infographic on the next page as a guide to entering our building.



Schedule Changes

Each student follows 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.

Scholarships and College Access

Students should begin working in their freshman year to maintain high grade point averages as well as good conduct grades. As students become eligible for scholarships, they may apply. As information on scholarships is received, the College Adviser and counselors will disseminate information to students who are eligible. Some scholarships require candidate nomination, which will be made by the College Adviser and counselors. In this instance, the committee only nominates; it does not make the final choice. The final choice is usually made by the scholarship donors. Although there are a great number of scholarships available, students are encouraged to contact financial aid offices of their prospective colleges to find out what other aid is available. Students should also check with their parents' employers and other professional associations about any scholarships they might offer.

Students in need of financial aid to attend college should seek assistance from the College Adviser or school counselor and attend a financial assistance workshop hosted by the school throughout the year. It is the expectation that all HSLJEC students complete the Free Application for Federal Student Aid (FAFSA) any time after January 1 of their senior year. Parents should note the completed FAFSA form requires parental financial information.

Schoolwide Grading Policy

Grades will be based solely on achievement of course/grade level standards. Student grades will be determined by teacher evaluation of growth attained during significant learning activities conducted by the teacher in a grade reporting cycle.

Gradebook

Our official gradebook is PowerTeacher Pro. All teachers must use PowerTeacher Pro. A student's grade is not official until it is posted in PowerTeacher Pro. There are two weighted categories: 60% (classwork) and 40% (assessment). Teachers are required to grade and enter on average 10-12 assignments per cycle. Teachers may certainly give more assignments, given they are relevant and

meaningful. Exceptions to the number of assignments required are permitted for OnRamps and Dual Credit courses. Grades must be updated in PowerTeacher Pro by 5 pm every Tuesday. **Please note that HCC dual credit course grades are not entered into PowerTeacher Pro.** Students in dual credit courses only receive a final grade at the end of the semester. Parents may view dual credit grades by asking their student to log into HCC Canvas.

HISD Grading Scale

90-100	= A
80-89	= B
75-79	= C
70-74	= D

HCC Grading Scale

If a student receives the following letter grade in their college class, it will translate to the following numerical grade on their high school report card and transcript. The college reports grades only at the end of the semester. No progress reports or six-week grades are given in a college class.

A = 95	D = 72
B = 85	F = 60
C = 77	W = 50

Absences and Grades

Students who have absences will be given ONE day for every day of absence to turn in their missing work. Teachers must have a designated space (i.e., Canvas, folder) that students may access to retrieve their missing assignments. Students who are absent because of a field trip must turn in the assignment the following class period without penalty.

Late Work Policy

In accordance with School Guidelines, students must be given opportunities to submit late work for credit. A reduction in points earned is allowable. Late work may be submitted up to five SCHOOL DAYS late; however, 10 points will be deducted for each day if it is late. (i.e., 2 days late = 20 points off earned grade).

Incomplete Six Week Averages

A teacher may give a grade of "Incomplete" for a grading cycle to any student who does not complete assignments or assessments due to absences or other extenuating circumstances. The grade of "Incomplete" must be given prior to the gradebook closing. The grade of "Incomplete" must be resolved by the end

of the next grading cycle immediately following the grading cycle in which the incomplete was first given.

Midterms and Final Exams
In all high school credit courses, the final exam will count for 10% of the student's final grade. A student may not retake a final exam to improve their grade.

Grade Changes
Teachers must initiate all grade changes and obtain principal approval. The Principal or Assistant Principals may not arbitrarily change grades issued by teachers. Grades may only be changed at the school where they were given. The only reasons for changing a student's grade after it has been recorded are:

- If there was an error in computation of the student's grade; or
- If an error was made in entering the student's grade.

Grades and UIL Eligibility
A student must maintain an average in each course of no less than a 70 to be eligible for UIL extra-curricular activities. Students receiving an INC (Incomplete) grade for a cycle will NOT be eligible for UIL extra-curricular activities. Under the State's "no pass, no play" law, eligibility for participation in UIL extra-curricular activities during the first six weeks of school is based on whether they were promoted to the next grade level prior to the start of the new school year. After the first six weeks, a student who receives an INC or a grade lower than a 70 in any course, is ineligible to participate in UIL extra-curricular activities during the first three school weeks of the next grading period. During that time the student may continue to practice or rehearse with other students; however, they may not take part in any competition or public performance.

Conduct Grading
Conduct grades are given by each classroom teacher. Under no circumstances may conduct infractions be used to affect the student's academic grade. Conduct marks can affect a student's participation in activities and awards and/or can cause them to be exited from the school if they are attending the campus on a transfer, including magnet. Before a conduct grade of a "P" (poor) is given, the following process should have taken place:

- Personal conference with the student to determine the problem.
- Inform parents by phone, by writing, by email, or through personal conference, of the problem.
- Document teacher intervention.

A conduct grade of a "U" (unsatisfactory) cannot be given without approval the Administration.

Shared Decision-Making Committee

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 HSLJEC. 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 see the HSLJEC website for scheduled meeting dates.

State & District Testing

HSLJEC 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 STAAR End of Course, AP, SAT, and TSI 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

Students who wish to park their motor vehicles on campus must apply for a parking permit from the School Secretary. 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.
- Parking permits cost $30.00 (cash or credit card) for the entire school year.

Parking permits must be displayed on the student's windshield. Any car parked in the student lot without a permit is subject to being towed at the owner's expense.

The speed limit in HSLJEC 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 always off limits 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. HSLJEC, therefore, assumes no responsibility for accidents or the loss of property in the HSLJEC 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 HSLJEC's parking regulations can result in the revocation of campus parking privileges with no refunds of the parking fee.

Tardy Policy

The HSLJEC 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 at school every day. Learning the responsibility of getting to class on time is an integral part of HSLJEC'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 at 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 at school during the first period of the school day should report to the attendance office prior to going to class.

Consequences of arriving late at school:
Parents should plan to have their child to school by 7:50 every morning to avoid the loss of instructional time. Students who arrive after the 8:00 a.m. bell will receive a tardy pass from the main office. Students will be assigned a Saturday detention after three tardies.

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:

- A phone number where the parent/guardian can be reached.
- 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. **HSLJEC 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. In case of an emergency, please contact the school to speak to the counselor or administrator so we may assist in getting the message to your child.

Transcripts

Students who desire an official transcript of their academic records must make a written request to the registrar using School Links. 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 HSLJEC. Any additional transcripts will cost $2.00 each. All transcripts requested VIA mail over the summer break or after graduation will cost $3.00. Additional copies of the report card will cost $2.00.

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. HSLJEC 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 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 provided as often as possible. Additionally, students that are members of the National Honor Society are available for peer tutoring as well. 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.

Visitors to HSLJEC

All visitors to HSLJEC will pass through our weapons detection system prior to checking 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

HSLJEC 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.

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 7:30 a.m. and no supervision after 4:00 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.