

JOURDANTON JUNIOR HIGH
STUDENT HANDBOOK
2022-2023



JOURDANTON PRIDE!
GOTTA HAVE IT!

JJHS Student Hours

The supervision of students at junior high school begins at 7:30 a.m. and ends at 3:45 p.m. Students should not be on campus before 7:25 am or after 3:45 pm if they are not in a supervised school activity.

The After-School for Kids (ASK) program is available from 3:30 pm to 6:00 pm on school days. If you would like to know more about this program, please contact the elementary school office.

Tutoring

All teachers are available Monday through Thursday from 7:30 – 7:45 a.m. and from 3:30 – 4:00 p.m. in order to provide students with support and/or homework assistance.

Lockers

Lockers remain under the jurisdiction of the school, notwithstanding the fact that they are assigned to individual students. The school reserves the right to inspect all lockers. Students have full responsibility for the security of their lockers. If a student sees a need for a lock, one may be rented in the junior high library for five dollars. When a student returns the lock, the student will be refunded three dollars. Personal locks are **not** permitted since searches of lockers may be conducted at any time there is a reasonable cause to do so whether the student is present or not.

Progress Reports

Students will receive individual progress reports from their teachers and a summarized progress report will be sent home with the student on the dates listed below:

August 31, October 12, November 30, January 25, March 22, April 26

Report Cards

Each 6-weeks, the Jr. High will host a report card night. During this time, parents are encouraged to come to the campus to pick up report cards and participate in different activities. Report card nights will be held on 9/22, 11/3, 1/5, 2/23, and 4/13. Report cards will be mailed home on the following dates:

September 24, November 5, January 7, February 25, April 14, June 3

Tardy

A student is allowed two tardies in **each** class during each six weeks' period. Subsequent tardies may be addressed with the following measures: teacher/parent conference, counseling referral, discipline referral, lunch detention, ISS, or Saturday school.

Absences/Attendance

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials, therefore, the student and parent should make every effort to

avoid unnecessary absences. Two state laws—one dealing with the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a student's attendance affects the award of a student's final grade or course credit—are of special interest to students and parents. They are discussed below.

Compulsory Attendance

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

School employees must investigate and report violations of the state compulsory attendance law. A student who is absent without permission from school; from any class; from required special programs, such as additional special instruction (termed "accelerated instruction" by the state) assigned by a grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student's parent, as required by law, to remind the parent that it is the parent's duty to monitor the student's attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the district will also be initiated.

The truancy prevention facilitator for the district is the campus behavior coordinator. If you have questions about your student and the effect of his or her absences from school, please contact the facilitator or any other campus administrator.

A court of law may also impose penalties against a student's parent if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year.

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the attendance review committee to

determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [See policies at FEC]

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will review absences incurred based on the student's participation in board-approved extracurricular activities. These absences will be considered by the attendance committee as extenuating circumstances in accordance with the absences allowed under FM(LOCAL) if the student made up the work missed in each class.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.

The student or parent may appeal the committee's decision to the board by following policy FNG(LOCAL).

The actual number of days a student must be in attendance to receive credit or a final grade will depend on whether the class is for a full semester or for a full year.

Attendance for Participation in Extracurricular/Designated Activities

Student attendance is important to the success of each student, both academically and in extracurricular activities. In order for a student to be eligible to participate in extra-curricular, or any school-sponsored activities on or off campus, students must have no more than nine (9) absences – excused or unexcused. On the 10th absence students will be required to make up time by attending Saturday school (and/or 2 A squared with the Principal's permission) for each absence over 9, in order to maintain eligibility for activities and events with attendance requirements. For students who enroll on or after January 1, no more than five (5) absences are allowed, therefore on the 6th absence students must begin attending Saturday School and/or A squared. Designated activities with attendance requirements include but are not limited to school dances, end of year field trips, graduation ceremonies, and the prom. Extenuating circumstances should be discussed with the campus principal.

Students who are absent after attending an out of town extracurricular activity may be excluded from attending the next out of town extracurricular activity.

Doctor's Note After an Absence for Illness

Upon returning to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school to determine whether the absence or absences will be excused or unexcused.

Absences/Procedures

When a student is absent from school, **the student must bring either a note signed by the parent/guardian or a doctor's note explaining the reason.** The note is to be turned in to the campus secretary's office ASAP upon student's return to school. If a note is not turned in within 2 weeks of absence, the absence will remain unexcused. If your child will be unable to attend school for the day, please call and inform the campus secretary at 830-769-2234 ext. 2821. The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused.

Note: Unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence.

Students with attendance issues may be required to bring a doctor's note for all absences as determined by the principal. Failure to do so will result in the student receiving an unexcused absence. If a student has 3 or more unexcused absences in a 4-week period, a truancy case may be filed at the local judicial office.

Pre-arranged absences are allowed **one** time a year and must be made with the campus principal. **Three days' advance notice is required for all pre-arranged absences.**

Advanced Classes

For ranking purposes only grades in advanced classes taken at Jourdanton Junior High School are weighted for grade-point averages at the end of the **fifth six weeks** for eighth graders and the end of the year for sixth and seventh graders. Grades recorded on the transcript will **not** be weighted. Five points will be added for Advanced English and Advance Math for eighth graders. Five points will be added to sixth and seventh grade student averages for class ranking if they take the Advanced Math or Advanced English offered at their grade level. The student must complete the course to be eligible for the weighted points.

Students who are enrolled in any advanced class must meet the following minimum requirements:

- **Maintain an 83 average in the class for each six weeks grading period**
- **Maintain an attendance rate of 90% for each six weeks grading period**
- **Score at the meets or masters level on STAAR testing**
- **UIL participation is recommended.**

Note: Students who fail to meet the 83 average in advance classes will be moved to a non-advanced class.

Class ranking in eighth grade: Graduating eighth graders will be ranked on the basis of grade averages in the following courses:

ELAR Science Math History

In order for an eighth grade student to be considered for the academic top ten, he/she must have attended school in JJHS for all three years.

Algebra I / Spanish I

Requirements to Enroll:

Math/English teacher recommendation
Score at the meets or masters level on STAAR testing for the prior year

Requirements for Course Completion:

Maintain a 70 or above in the class for each six weeks grading period
Maintain an attendance rate of 90% for each six weeks grading period
EOC test required for High School graduation requirements
UIL participation is recommended

A² (A Squared)

A² is an after school program that will be held Monday through Thursday from 4:00-5:15 p.m. at 1508 Campbell Avenue. This program may be utilized for students who need homework assistance or to acquire time for attendance/truancy issues. Students assigned to the A² program will be provided bus transportation after school to the facility, with parent pick-up from the facility occurring at 5:15pm. A² assignments are typically three-week intervals.

Class Dues

All students are required to pay class dues. This money is used to help pay for educational field trips. This year's class dues will be \$20.00 and must be paid in full by the end of the 5th six weeks. Dues can be paid \$10 per semester, or all at once. Students who do not pay their dues by the end of the 5th six weeks will be unable to participate in the end-of-the-year class trip. Students who enroll after the first semester may be required to pay for their class trip out of pocket due to the student not being able to participate in fundraising opportunities. **Note: Class dues are not refundable.**

Concerns

Concerns must first be addressed by contacting the source of the concern, ie. teacher/coach. If the concern is not resolved, proceed to the Campus Administrator and then to the district office.

Cheerleader Tryouts

Any student wanting to try out for cheerleader must be a member of the junior high Pep Squad.

Student must meet four (4) requirements:

1. Must be a member of the Pep Squad in good academic and disciplinary standing.
2. Members must not receive more than two (2) unexcused absences from a mandatory game attendance.
3. Members must not fail two (2)—Six- (6) weeks.
4. A transfer student will be allowed to try out for cheerleader, as long as they are in good academic and disciplinary standing and has not been assigned to an AEP at JJHS or at any other school.

Conduct Violations

The categories of conduct below are prohibited at school and all school-related activities, but the list does not include the most serious offenses. In the subsequent sections on Out-of-School Suspension, DAEP Placement, Placement and/or Expulsion for Certain Serious Offenses, and Expulsion, severe offenses that require or permit specific consequences are listed. Any offense, however, may be serious enough to result in Removal from the Regular Educational Setting as detailed in that section.

Disregard for Authority

Students shall not:

1. Fail to comply with directives given by school personnel (insubordination).
2. Leave school grounds or school-sponsored events without permission.
3. Disobey rules for conduct on school buses.
4. Refuse to accept discipline management techniques assigned by a teacher or principal.
5. Mistreatment of Others

Students shall not:

1. Use profanity or vulgar language or make obscene gestures.
2. Fight or scuffle. (For assault see DAEP Placement and Expulsion)
3. Threaten a district student, employee, or volunteer, including off school property if the conduct causes a substantial disruption to the educational environment.
4. Engage in bullying, harassment, or making hit lists. (See glossary for all three terms)
5. Engage in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including a district student, employee, or volunteer.
6. Engage in conduct that constitutes dating violence, including the intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship.
7. Engage in inappropriate or indecent exposure of private body parts.
8. Participate in hazing. (See glossary)
9. Cause an individual to act through the use of or threat of force (coercion).
10. Commit extortion or blackmail (obtaining money or an object of value from an unwilling person).
11. Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.

12. Record the voice or image of another without the prior consent of the individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others.

Property Offenses

Students shall not:

1. Damage or vandalize property owned by others. (For felony criminal mischief see DAEP Placement or Expulsion)
2. Deface or damage school property—including textbooks, lockers, furniture, and other equipment—with graffiti or by other means.
3. Steal from students, staff, or the school.
4. Commit or assist in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code. (For felony robbery and theft see DAEP Placement and Expulsion)
5. Possession of Prohibited Items

Students shall not:

1. Possess or use:
 - A. fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
 - B. a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
 - C. a “look-alike” weapon;
 - D. an air gun or BB gun;
 - E. ammunition;
 - F. a stun gun;
 - G. a pocketknife or any other small knife or knife-like object;
 - H. mace or pepper spray;
 - I. pornographic material;
 - J. tobacco products;
 - K. matches or a lighter;
 - L. a laser pointer for other than an approved use;
 - M. or any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists. (For weapons and firearms see DAEP Placement and Expulsion)

Safety Transgressions

Students shall not:

1. Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
2. Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
3. Make false accusations or perpetrate hoaxes regarding school safety.
4. Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
5. Throw objects that can cause bodily injury or property damage.

6. Discharge a fire extinguisher without valid cause.

Miscellaneous Offenses

Students shall not:

1. Violate dress and grooming standards as communicated in the student handbook.
2. Cheat or copy the work of another.
3. Gamble.
4. Falsify records, passes, or other school-related documents.
5. Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
6. Repeatedly violate other communicated campus or classroom standards of conduct.

The district may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code.

Cafeteria Services

All campuses are closed campuses and students are expected to remain on campus during lunch. Parents wishing to have lunch with their child must first check in at the main office, proceed to the cafeteria and sit at the eating area designated for parents. **Parents cannot bring or share food with children that are not their own.**

When students enter the cafeteria, they can choose any one of the lines to obtain food items. Once the student sits down, they must raise their hand and receive permission from cafeteria duty staff to leave their seat again. Students will sit in assigned grade level seating. **During the lunch period students may eat only their own lunch or food served in the cafeteria. Sharing of food is not allowed. Students are not allowed to have any type of party during the lunch period.**

Free breakfast will be served to junior high students and will be delivered to the classroom every day at 7:45 am.

Lunch is served from 11:04 a.m. – 11:34 a.m. for junior high students, staff and visitors in the high school cafeteria. There are two lunch lines and a snack bar available in the high school cafeteria. Serving times are subject to change if class schedules change. *Menu is subject to change. ***Prices and schedules are subject to change.***

For your convenience, the district has an online payment process. Go to the district website at www.jourdantonisd.net and click on “My School Bucks” on the right side of the site to set up an account.

Drinks and Food

The District follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. Cold drinks, ice cream, candy, gum, etc., will not be allowed in the classroom except by campus principals on special occasions and in accordance with state and federal guidelines. Deliveries of outside food will not be allowed, with

the exception of afternoon deliveries for students participating in extra-curricular activities.
Students may only bring drinks to school that are to be consumed at lunch.

Extracurricular Events

All students are encouraged to attend extracurricular events sponsored by the school such as volleyball games, football games, basketball games, school dances, etc. Students that do attend and violate our District Code of Conduct at any extracurricular event may lose the privilege to attend extracurricular events.

Field Trips

End-of-the-year class trips serve as an incentive for the students who meet the minimum expectations of positive behavior, attendance and have no fines.

Food Allergies

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

In order for a student to be allowed to participate in a field trip, the student must be in good academic standing with his/her class, paid all fines and **have made-up all absences after the ninth absence**. Students with discipline issues will be discussed on a case by case basis.

Fundraising

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes in accordance with administrative regulations. **Individual students are prohibited from selling or bartering any items that are not campus-approved fundraisers.**

Grading Guidelines

Grading guidelines are posted on teacher webpages and referenced in the district student handbook.

Promotion Guidelines

1. A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. Education Code 28.021 (a)
2. In grades 6-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts, mathematics, science, and social studies. A student must meet the minimum attendance requirement in order to be promoted.

4. At the Junior High School, retention and placement of students will be at the principal's discretion.

Visitors to The School

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office, present an I.D., be cleared through our RAPTOR system, and must comply with all applicable district policies and procedures.

Parent/teacher conferences can be scheduled either via email or by leaving a message at the main office. **All conferences will be scheduled in advance to ensure teacher availability.** "Drop-in" meetings will not be accommodated.

Visits to individual classrooms during instructional time are permitted only with advance approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

Visitors must be escorted by campus staff at all times while on campus property. Visitors are not allowed on playgrounds and fields during the regular school day except for special events and activities. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Release of Students from School

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. **The nurse will decide whether or not the student should be sent home and will notify the student's parent.**

If a student contacts a parent to pick him/her up for an illness and leaves without going through the nurse or office staff, the absence will be unexcused.

Illegal, Prescription, and Over-the-Counter Drugs

Students shall not:

1. Possess or sell seeds or pieces of marijuana in less than a usable amount. (For illegal drugs, alcohol, and inhalants see DAEP Placement and Expulsion)

2. Possess, use, give, or sell paraphernalia related to any prohibited substance. (See glossary for “paraphernalia”)
3. Possess or sell look-alike drugs or attempt to pass items off as drugs or contraband.
4. Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event.
5. Abuse over-the-counter drugs.
6. Be under the influence of prescription or over-the-counter drugs that cause impairment of the physical or mental faculties.
7. Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.

Transportation

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school and any students who are homeless. This service is provided at no cost to students. **It is imperative to inform the campus secretary of any student address changes.** The district does not provide transportation to transfer students or students assigned to DAEP/JJAEP.

A parent of an eligible bus rider may also designate a child-care facility or grandparent’s residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact the Transportation Office.

Students are expected to assist district staff in ensuring that buses and other district vehicles remain in good condition and that transportation is provided safely. When riding in district vehicles, including buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct.

General Transportation Safety Rules:

- Follow the driver’s directions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- **Never chase a bus or any other vehicle.**
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the vehicle or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle.
- Not possess or use any form of tobacco or e-cigarettes in any district vehicle.

- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- **If any article drops or rolls near or under the bus, do not go after it or approach the bus.** This is very dangerous because the bus driver may not see you. Notify the bus driver for help.
- Follow any other rules established by the operator of the vehicle.

Prohibited Items:

- Tobacco products, e-cigarettes, alcoholic beverages, drugs, or chemicals
- Live animals or insects
- Glass containers
- Weapons, explosive devices, and fireworks
- Open flames of any kind
- No food, drink, or gum

***** Cell phones will be permitted as long as they are not a distraction to the driver. *****

Procedures for Waiting for the Bus:

- Be at the bus stop at least five (5) minutes before the scheduled pick-up time. The driver will not wait or honk the horn.
- Stand on the sidewalk or 5 giant steps back from the roadway while waiting for the school bus.
- Form a line and be prepared to load immediately.
- Stand clear of the bus until it comes to a complete stop and door opens.

Missing the Bus:

- The student's parent should instruct his/her child/children on procedures to follow if the bus is missed.
- The student's parent is responsible for providing transportation to and/or from school if their student misses the bus.
- The district is not responsible for providing transportation to students who miss the bus.
- Go home immediately if the morning bus is missed. **Never chase a bus!**
- Go to the campus office if the afternoon bus is missed.

Loading the Bus:

- Do not push or shove.
- Use the handrail and steps.
- A bus pass will be required in order to board an unassigned bus at an unassigned location. A parent must send a note to the campus one day in advance for a principal to issue a bus pass.

For the safety of your child, the driver will not transport your child without a bus pass. **Please note: No bus passes will be issued for the first two weeks of school!**

- Go to assigned seat. The bus will not move until all students are seated.
- Assigning seats is within the bus driver's authority.

Unloading the Bus:

- Stay seated until the bus is completely stopped.
- Wait for your turn to leave the bus.
- Use the handrail and take one step at a time when leaving the bus.
- A bus pass will be required in order to get off at an unassigned location. A parent must send a note to the campus one day in advance for a principal to issue a bus pass. For the safety of your child, the driver will not transport your child without a bus pass. **Please note: No bus passes will be issued for the first two weeks of school!**
- Leave the bus in an orderly manner.
- Move away from the bus as quickly and safely as possible. Do not run.

Crossing the street or highway:

- All students living on the left side of the roadway shall exit the bus and move to a point 10 to 12 feet in front of the right bumper and wait for the bus driver to signal them that it is safe to cross.
- Do not cross a roadway by going behind the bus.
- Check in both directions and walk directly across the road.
- Be alert for vehicles that do not stop when the bus is loading or unloading; be cautious.
- Cross all streets at intersections when possible.
- Obey all traffic lights and signs.

Accidents and Emergencies:

- Stay calm, remain quiet and follow the driver's instructions.
- If the bus must be evacuated, follow these procedures:
 - a) The student nearest the door will open and hold the door.
 - b) Emergency windows/hatches will only be used if instructed by the driver.
 - c) Evacuation will start with the seat closest to the door.
 - d) All riders will leave the bus in single file as quickly as possible following the designated leader to a safe waiting area.

All riders must follow the driver's instructions completely.

Transportation of Students to and from School

Transportation service is not mandated by the State of Texas. The Jourdanton Independent School District provides bus transportation to and from school as a courtesy service for eligible students residing in the District. The district is committed to providing safe transportation for students to and from school.

All students will be assigned to a specific bus and will not be allowed to ride on a different bus or route without contact and/or a note from the student's parent **and** approval of the principal/designee.

Discipline Procedures

District Student Code of Conduct and School Board Policies apply to school bus related activities/trips. The school bus is an extension of the classroom and students should observe the same conduct as in the classroom. The bus driver will report all violations to the transportation director. Consequences for transportation violations will be administered by the campus administration.

Steps and consequences for improper conduct on the bus include but are not limited to the following:

- 1st offense – Verbal Warning
- 2nd offense – 1 day bus suspension
- 3rd offense - 3 day bus suspension
- 4th offense - 5 day bus suspension
- 5th offense - 10 day bus suspension
- 6th offense – Bus Suspension for the remainder of the school year

If an incident occurs which the driver feels may endanger the safety of any passenger, the 1st offense – Verbal Warning may be omitted.

Serious misconduct warrants the immediate removal of student from the bus. The student may be removed by any school official or law enforcement officer. The parent of the student will be notified as soon as possible.

Medicine at School

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

- Only authorized employees, in accordance with policies at FFAC, may administer:
 - Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
 - Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
 - Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
 - Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:

- In accordance with the guidelines developed with the district's medical advisor; and
- When the parent has previously provided written consent to emergency treatment on the district's form.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. [See policy FFAF(LEGAL).]

Saturday School

Saturday school is held from 8:00 A.M. until 12:00 P.M. in classroom D110. This time is considered as a study time and is assigned by the assistant principal.

If for some reason (e.g. family emergency, doctor's appointment, etc.) a student is unable to report for an assigned detention, and the absence is excused by the principal or vice-principal, the time will be made up the following Saturday.

Rules for Saturday school:

- 1. Students attending must be in dress code and provide current school ID for admittance.**
2. School will start promptly at 8:00 A.M., and no one will be admitted after 8:05 A.M. Students who are late for Saturday school or do not have a current ID will be required to make up the day the following Saturday.
3. Students will stay the entire time, 8:00 until 12:00, as instructed on their referral sheet.
4. Upon entering the detention room, students will sign in, be seated, and begin working.
5. Students are responsible for bringing either an assignment to complete or a book to read.
6. Students will **not** disturb the school environment in any manner. If they do so, they will be asked to leave and additional consequences will be assigned.
7. Students will sit up straight at all times.
8. Students will **not** be allowed to sleep in Saturday school.

9. Students will have one (1) five-minute break after approximately one hour of Saturday school to get a drink and go to the restroom.
10. Saturday School will take precedence over **all** school-related activities such as athletics, field trips, meeting, practices, rehearsals, etc.
11. Students are responsible for their own transportation to and from school for Saturday School.
12. Students must observe all school rules, including dress code, the use of food, drink, gum, tobacco, etc.
13. Failure to comply with any rule and/or direction from the person in charge will result in additional time in detention and/or more serious consequence.
14. All students will write the Saturday School Rules upon arriving in school.

Dress and Grooming

General Guidelines

Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. Jourdanton ISD prohibits any clothing or grooming that, in the principal's or principal designee's judgment may reasonably be expected to cause disruption of or interference with normal school operations.

Hair

- Hair should be clean, well-groomed and not cover eyes or interfere with eyesight. Distracting hairstyles (such as Fohawks/Mohawks, wigs), including designs/symbols/initials cut into hairstyle or eyebrows, will not be permitted.
- Unnatural hair color or chemical treatments will not be permitted.
- Student's face must be clean shaven. Facial hair, beards or mustaches will not be permitted.
- Hair curlers, rollers, nets, hair picks, feathers, etc. will not be allowed without special permission for school function.

Footwear

- Shoes must be worn at all times.
- House shoes, "heelies" (shoes with wheels) are not permitted.

Clothing

- Shorts, dresses, skirts and/or skorts are to be no more than 4" above the knee.
- Pants must fit so that they ride on the hips or waist and stay in that position when the arms are not touching the pants.
- Extracurricular uniforms that do not meet dress code may not be worn during the instructional day.
- Clothing and jewelry linked to gang related activity are prohibited.
- Undershirts, tank tops, halter tops, tube tops, are not to be worn as outer garments.
- Appropriate undergarments are to be worn.
- Yoga pants, jeggings, or leggings, worn as pants are permitted with tops that extend to at least fingertip length.
- Garments worn on or below the waist shall not have holes or frays above the knee. Patches must cover the hole and any frays.

- Top garments (shirts, blouses, and dress tops) must have sleeves. No sleeveless garments or garments with straps are allowed.
- The District prohibits clothing with pictures, emblems, or writings that are lewd, offensive, vulgar, violent, or obscene and those that advertise or depict tobacco products, alcoholic beverages, weapons, drugs, or any illegal substances.
- Excessively oversized/saggy/baggy garments are not permitted.
- Clothing that reveals underwear, cleavage, or torso is prohibited.
- Sheer (see through) clothing is not permitted without an appropriate undershirt.
- Full-length trench coats, blankets, or pajamas are prohibited.

Accessories

- Bandannas are not permitted or to be shown.
- Headwear, including but not limited to hats, caps, hairnets, hoods, distracting headbands, earbuds and earphones may not be worn inside school buildings during the school day except when participating in a school event or practice which requires headwear or when expressly allowed for an activity or event. Unless otherwise allowed by a staff member, caps worn on school property should be worn with the bill to the front.
- Piercings are allowed on the ear only. Ear gauges, spacers, and spikes will not be allowed. (No more than 2 piercings on each ear will be allowed.) Administration will monitor trends in relation to gang-identified membership.
- Body piercing or any bandage covering body piercing is prohibited for all students.
- Dog collars, chains, spiked jewelry, "dental grills," or wallet chains are prohibited.
- Sunglasses are not to be worn in the building unless a doctor's certification is presented to campus administration.
- Long or oversized coats/jackets/sweatshirts/sweatshirts with hoods/other hooded outdoor wear are not permitted. For safety, students may be required to remove coats, jackets, sweaters, sweatshirts, and sweatshirts with hoods.
- In grades 6-12, District issued student ID's must be worn on a breakaway neck lanyard and visible at all times

Tattoos

- No visible tattoos. Tattoos must be covered while on school property and at extracurricular activities.

Compliance with Dress Code

If the campus administration determines that a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student shall be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repetitive offenses will result in more serious disciplinary action in accordance with the Student Code of Conduct. The district reserves the right to prohibit any clothing or grooming style that the administration determines to be reasonably expected to pose a health or safety hazard or to cause substantial disruption of, distraction of, distraction from, or interfere with general operations. In addition, extracurricular programs may have additional requirements or guidelines for students participating in those programs.

Electronic Devices

For safety purposes, the district permits students to possess personal mobile telephones; however, **these devices must remain turned off during the instructional time and passing periods, including during all testing, unless they are being used for approved instructional purposes.** For certain activities, including state assessments, all electronic devices must be turned off and may be collected by staff. Students are allowed to use their phones before school and during lunch on non-state assessment days.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications or Bluetooth device without authorization during the school day, the device will be confiscated. The parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15. Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE.]

Electronic devices must be surrendered to campus administration upon request and during ISS assignments.

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** on page 96 and policy FNF.] Any disciplinary action will be in accordance with the Student Code of Conduct. **The district is not responsible for damaged, lost, or stolen telecommunications devices.**

In addition, a student must have prior approval to possess other personal electronic devices such as netbooks, laptops, tablets, MP3 players, ipods, video or audio recorders, DVD players, cameras, speakers, or games etc. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to collect the items.

Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. By signing the Acceptable Use Agreement Form, students agree to adhere to all district guidelines regarding electronic devices. When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Misuse of Computers and the Internet

Students shall not:

1. Violate computer use policies, rules, or agreements signed by the student or the student's parent.
2. Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
3. Attempt to alter, destroy, or disable district computer equipment, district data, the data of others, or other networks connected to the district's system, including off school property if the conduct causes a substantial disruption to the educational environment.
4. Use the Internet or other electronic communications to threaten district students, employees, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment.
5. Send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including off school property if the conduct causes a substantial disruption to the educational environment.
6. Use e-mail or Web sites at school to encourage illegal behavior or threaten school safety.
7. Use personal equipment to access the internet on school property during the school day.

WIN Time

Students will attend WIN (What I Need) Time daily. During their WIN Time class, students will be able to complete homework assignments, daily work, and make-up work. Teachers will use data from their unit assessments and daily work to determine students' instructional needs.

These policies and procedures are for Jourdanton Junior High. It is recommended that students and parents be familiar with the campus and district handbooks and the code of conduct.