

JACKSBORO HIGH SCHOOL

Student Handbook

2011 – 2012

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TABLE OF CONTENTS

MISSION OF JACKSBORO HIGH SCHOOL.....4

DISTRICT HANDBOOK4

ACADEMIC PROGRAMS AND REQUIREMENTS4

 CREDIT BY EXAM—IF A STUDENT HAS TAKEN THE COURSE4

 CREDIT BY EXAM—IF A STUDENT HAS NOT TAKEN THE COURSE4

 STUDENTS WITH DISABILITIES4

 GRADUATION EXPENSES4

 CERTIFICATES OF COURSEWORK COMPLETION5

 CORRESPONDENCE COURSES5

 EARLY GRADUATION.....5

 STUDENTS ENROLLING FROM UNACCREDITED SCHOOLS.....5

 PARENT INFORMATION5

 GRADING METHOD5

 HOMEWORK.....6

 MAKE-UP WORK.....6

 PROGRESS REPORTS6

 ACADEMIC ENRICHMENT (TUTORIALS, TAKS REMEDIATION).....6

 ADVANCED PLACEMENT AND DUAL CREDIT COURSES6

 CAREER AND TECHNOLOGY EDUCATION.....6

 COLLEGE ENTRANCE EXAMS.....6

 OFF PERIODS7

 SCHEDULE CHANGES.....7

 SUMMER SCHOOL7

 SPRING SEMESTER TEST EXEMPTIONS.....8

ACADEMIC AWARDS8

 MASTER ACHIEVEMENT AND HONOR ROLL8

 PERFECT ATTENDANCE AWARDS8

 OUTSTANDING SENIOR BOY AND GIRL.....9

 TIGER PRIDE CLUB9

STUDENT ELECTIONS9

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS.....10

 ATHLETIC PROGRAMS10

 STUDENT COUNCIL11

 BAND.....11

 HIGH SCHOOL CHEERLEADERS AND MASCOT11

 UNIVERSITY INTERSCHOLASTIC LEAGUE (UIL) ACADEMIC COMPETITION11

 BETA CLUB11

 DRAMA CLUB/THESPIANS (ITA)12

 FCCLA12

 FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)12

 FFA12

 FUTURE BUSINESS LEADERS OF AMERICA (FBLA)12

 NATIONAL HONOR SOCIETY12

 SCIENCE CLUB.....12

 SPANISH CLUB.....12

EXTRACURRICULAR ACTIVITY AWARDS12

 FOOTBALL, BASKETBALL, VOLLEYBALL LETTER JACKET POLICY12

 CROSS COUNTRY, POWER LIFTING, GOLF, TRACK AND FIELD LETTER JACKET POLICY.....13

 BASEBALL, SOFTBALL LETTER JACKET POLICY13

 CHEERLEADER & MASCOT LETTER JACKET POLICY13

 UIL ACADEMIC & ONE ACT PLAY (OAP) LETTER JACKET POLICY13

 BAND LETTER JACKET POLICY13

ORGANIZATION LETTERING AND JACKET POLICY (FFA, FCCLA, FBLA) 14

ATTENDANCE 14

LATE ARRIVAL TO SCHOOL 14

ABSENCES 14

ATTENDANCE FOR CREDIT..... 15

SATURDAY SCHOOL..... 15

TARDIES 15

STUDENT RELEASE FROM SCHOOL 16

DRIVER’S LICENSE ATTENDANCE VERIFICATION 16

DISCIPLINE MANAGEMENT 16

STUDENT RIGHTS AND PRIVILEGES 16

STUDENT RESPONSIBILITIES 16

DETENTION..... 17

VEHICLE POLICY 17

PARKING PERMITS 17

DESIGNATED PARKING AREAS 17

ENTERING/LEAVING CAMPUS..... 17

SCHOOL PERSONNEL AND VISITOR PARKING..... 18

MISCELLANEOUS INFORMATION..... 18

CELL PHONES, CD PLAYERS, AND OTHER ELECTRONIC DEVICES AND GAMES 18

CELL PHONES 18

ASSEMBLIES 19

EXTRA-CURRICULAR ACTIVITIES 19

FUND-RAISING 19

JUNIOR-SENIOR PROM 19

LIBRARY 20

LOCKERS 20

LOST AND FOUND 20

MARRIED STUDENTS 20

PUBLICATIONS 20

RELEASE OF STUDENT INFORMATION TO MILITARY RECRUITERS AND INSTITUTIONS OF HIGHER EDUCATION..... 20

SCHOOL PARTIES/SOCIAL EVENTS 20

SCHOOL TELEPHONE 21

STUDENT MEETING AREAS..... 21

SUNDAY ACTIVITIES..... 21

WEDNESDAY NIGHT ACTIVITIES 21

TRAVEL REGULATIONS 21

FIELD TRIPS 21

MISSION OF JACKSBORO HIGH SCHOOL

Our mission is to create a positive educational environment in which all students will learn valuable knowledge and skills that enable them to become successful and productive members of society. This mission will be accomplished through strong school, parent, and community relationships in order to achieve our goal. Our responsibility in accomplishing this mission is to provide abundant and varied opportunities for the development of academic knowledge while promoting citizenship, teamwork, and leadership skills.

DISTRICT HANDBOOK

The topics listed below are located in the **District Handbook**:

Student Classification-Credits Needed	Graduation Requirements
Distinguished Achievement Program	THEA Test
Honor Graduates	Local Graduation Honors
Valedictorian & Salutatorian	Transferred Grades
Grade Weights	Drug/Alcohol Testing Policy
Drills: Fire, Tornado, and Other Emergencies	Facility Use by Students Before and After School
Use of Hallways during Class Time	School Sponsored Trips

ACADEMIC PROGRAMS AND REQUIREMENTS

Credit by Exam—If a Student Has Taken the Course

A student who has received prior instruction in a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, counselor, principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. To receive credit, a student must score at least 70 on the exam.

Credit by Exam—If a Student Has Not Taken the Course

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction. See the Counselor for Credit by exam testing dates.

Jacksboro ISD accepts grades 90 or above on Credit by Examination for Acceleration and awards credit. Tests ordered for dates other than above require a fee.

If a student plans to take an exam, the student (or parent) must register with the counselor no later than 30 days prior to the scheduled testing date. The District will consider a request by a parent to administer a test on a date other than the published dates. The parent will be responsible for purchasing the test from a university approved by the State Board of Education.

Students with Disabilities

Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her individualized education program (IEP).

Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—

both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year.

Certificates of Coursework Completion

A certificate of coursework completion will be issued to a senior student who successfully completes state and local credit requirements for graduation, but fails to perform satisfactorily on the exit-level tests.

Correspondence Courses

Students interested in taking correspondence courses for credit should see the high school counselor. Only TEA approved providers may be used to furnish the courses. A fee is charged for these courses. Course work for a **fall** semester class must be completed by the last day of the 1st semester. Course work for a **spring** semester class must be completed by May 1st.

Early Graduation

A parent is entitled to request, with the expectation that the request will not be unreasonably denied, that the parent's child be permitted to graduate from high school earlier than the child would normally graduate, if the child completes all courses required for graduation and passes all sections of the statewide exit-level exam. Please refer to Jacksboro ISD Board Policy EIC (LOCAL) for early graduation eligibility.

Students Enrolling from Unaccredited Schools

Any student enrolled in the Jacksboro Schools from a non-accredited school must meet with the counselor prior to enrollment and take a standard grade placement test. This along with grades and other information from the sending school will determine the grade placement of the student. The counselor, principal, and superintendent will make the decision as to grade placement. Out of state transfer students must meet the prescribed state graduation requirements in order to receive a graduation diploma.

Parent Information

The student and parent portal for the Texas Assessment Management System is accessible through a code on each student's confidential student report. The parent portal for CSCOPE can be accessed at: <http://www.cscope.us/parentportal/>.

Grading Method

Class work, classroom performance, daily and weekly tests, and other activities will be considered when determining a student's six-week average. Six weeks averages will be determined by the following formula:

- Major tests/projects **50%**
- Daily work/minor tests **25%**
- Six weeks test **25%**.

There are exceptions to this system, such as performance courses. These include physical education, art, band and certain other subject areas designated by the principal. Due to semester testing, the third and sixth six-week tests may be optional. Regardless of the type of course, each student will have at least **10 grades** so that his/her progress during the reporting period can be fairly evaluated.

The final grade each semester will be based on the three six-week averages and a final exam. Semester averages will be calculated in the following manner. Each six weeks will be $\frac{1}{4}$ of the semester grade, and the semester test will count as $\frac{1}{4}$ of the grade.

Homework

Homework will be assigned at various times by teachers. Students are responsible for turning in all work on time, or penalties will be assessed. Refer to the teacher's class syllabus for policies regarding late work.

Make-up Work

Following an absence, students will be allowed the number of days absent plus one additional day to make up any work missed during the absence. It is the student's responsibility to ask for make-up work. Parents must call the high school office by 10:00 AM to request assignments for students who are absent.

Progress Reports

Progress reports are mailed to parent(s) on the Wednesday following the first three weeks of each six weeks. Any student with a 75 average or below will be required to attend a tutorial session designated by the principal.

Academic Enrichment (Tutorials, TAKS Remediation)

Students needing TAKS remediation or tutorial assistance will be required to attend the enrichment period held daily from 3:00-3:30. The student may be released from the enrichment period when the teacher determines that the student has successfully met the requirements of the class. Failure to attend an assigned tutorial/TAKS remediation period will be treated as a truancy and result in 2 days of ISS placement.

Advanced Placement and Dual Credit Courses

Courses are offered for Advanced Placement (AP) credit at JHS. All students enrolled in an AP course are required to purchase and take the Advanced Placement test. Dual credit courses are offered for students to earn both high school and college credit. Tuition is required to gain college credit in all dual credit courses. Please see the counselor for a complete description of dual credit and AP courses. Students who are participants in the Gifted and Talented program are required to be enrolled in a least one Pre-AP or AP course each semester of their enrollment at JHS.

Career and Technology Education

Jacksboro High School offers career and technology education programs in Agriculture, Family and Consumer Sciences, Business Education, Technology Education, and Special Education. Admission to these programs is based on enrollment, grade placement, age appropriateness, interest, aptitude, and availability of class space. Jacksboro ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

College Entrance Exams

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year. See the counselor for registration deadlines and test dates:

Off Periods

Juniors will be allowed 1 off period if the following criteria are met:

- Mastery on all sections of the 10th grade TAKS.
- No credits lost in 10th grade.
- Did not exceed attendance limits during the previous semester.
- Enroll in at least one Career and Technical elective course.

Seniors will be allowed 2 off periods if the following criteria are met:

- Mastery on all sections of the Exit level TAKS or be enrolled in a remediation course for any section not mastered. Be on track to graduate at the end of the current school year.
- Did not exceed attendance limits during the previous semester.
- In order to receive a 2nd off period, seniors must be enrolled in at least one Career and Technical elective course.

The principal will determine the class periods in which off periods will be offered. Off periods are considered a privilege and can be revoked at the discretion of the administrative team which consists of the Principal, Assistant Principal, and Counselors.

Schedule Changes

1. All schedule changes must be complete within the first week of a semester.
2. Extenuating circumstances may permit schedule changes during the second week of a semester.
3. Teachers may request that a student be placed in a lower level class if the student is unable to perform at the required level or meet the requirements and pace of the class. This should be done no later than the second six weeks of each semester.
4. Students may at the request of the teacher be withdrawn from a Pre-AP or AP course if they receive a failing grade in that course for the six weeks. Failure of two six weeks in a Pre-AP or AP course will result in the student being removed from the course.
5. Other extenuating circumstances will permit the principal to make schedule changes in collaboration with the counselor, parents, student and teachers involved.

Summer School

Summer school is available for students needing to recover credit(s) attempted but not earned during the regular school year. The following guidelines apply to summer school at Jacksboro High School:

- Tuition - \$75 per ½ credit for Jacksboro ISD students; \$150 per ½ credit for out of district students. Tuition must be paid by the second day of class, or the student will be withdrawn. Tuition is non-refundable
- Courses offered – English I-IV, Algebra I & II, Geometry, Government, Economics, World History, U.S. History, and World Geography.
- Maximum credits – A student may earn a maximum of one full credit (two ½ credits) during summer school.
- Student transportation will not be provided.

Exit Level TAKS tutoring will be provided during summer school for any JHS student needing to take the Exit Level TAKS retest. Please notify the counselor if interested.

Spring Semester Test Exemptions

Exemptions will be calculated on a per grade level basis with the minimum passing rate determined by the principal that will be based on results of the spring state standardized testing.

Semester test exemptions only apply to subjects that are associated with a state assessment (TAKS, or End of Course)

In order for a student to be exempt the following criteria must be met:

- Student must be passing for the semester/year.
- Student must not owe any attendance payback as determined by the Attendance committee.

Students must take a semester exam if the class group did not earn an exemption. Students may **NOT** be awarded an exemption based on their individual results. TEA does not permit individual rewards for achievement. Only group rewards are permitted.

Even if a student did not meet the state standardized test passing standard, their class earned the exemption for them as long as they have a **70** or above average for the semester/year.

Students are required to take semester exams in their elective courses. Final exams are optional in elective courses for **Seniors only**. Seniors must take a semester exam in their elective course if they are failing the class.

ACADEMIC AWARDS

Any student in high school who makes an average of 92 or higher (not 91.99 or lower), in all subjects (including PE) and who has no grade on their six-week reports below 85 during the first five (5) six- week periods of a school year will be given an academic award. A student who is eligible may choose either a jacket (one jacket per career), or other award determined by the administration. **Citizenship grades are not included in this average.**

Master Achievement and Honor Roll

Recognition of academic excellence at Jacksboro High School is done through the Master Achievement Awards and the Honor Roll. The Master Achievement Awards are given each six weeks to those students who have made 90 or above in each subject and no grades lower than “S” or “E” in conduct.

Students making the Honor Roll must have a 90 (at least 89.5, rounded to 90) average and no conduct grade lower than “S”. Students must be enrolled in five or more subjects and DCP students must be enrolled in four or more academic subjects to be considered. Weighted courses will be averaged for Honor roll and Master Achiever. In determining the numerical average, the non-academic classes of athletics, physical education, and marching band (fall) will not be averaged in, but the conduct grades in these courses will be considered in determining master achievers. A student with a grade of below 70 in any course (including Pre-AP and AP classes) will not be recognized for Master achievement or honor roll.

Perfect Attendance Awards

Attendance is a key factor in any student's education. Students who attend class regularly learn more and retain their knowledge for a longer period of time. For this reason, Jacksboro High

School recognizes those students who have not been absent during the school year. A student who misses any class time, unless on school business will not be able to receive this award. Trips to the doctor, dentist, college visits and other non-school activities will be classified as absences.

Outstanding Senior Boy and Girl

Outstanding Senior Boy and Girl Awards follow the same guidelines as valedictorian and salutatorian concerning attendance requirements. To be considered, a student must attend JHS his/her entire junior and senior year, but the four-year average will be considered. See the Counselor.

Tiger Pride Club

Students at Jacksboro High School have always been the source of pride for Jacksboro and the surrounding area. To continue this tradition and to encourage all students to take pride in themselves, their behavior, their school, and their community, the **TIGER PRIDE CLUB** has been established. Membership in this exclusive club is earned over a six-week period by meeting the requirements as listed below. Students may progress to higher levels of membership by meeting the requirements for more than one six-week period. The rewards that accompany each level increase as efforts to reach the next level increase. The Principal will announce the type and amount of rewards for membership prior to the end of each six weeks.

Requirements for membership in the TIGER PRIDE CLUB:

- Perfect attendance for a six-week grading period
- No unexcused tardies for six weeks
- No discipline referrals for six weeks

STUDENT ELECTIONS

The following criteria will govern all student elections at Jacksboro High School:

1. All nominees for class officer, student council, cheerleader, drum major, majorette, rifle and flag corps captain, etc., must have at least an overall average of 80 in all academic courses during the semester preceding the election.
2. All nominees for class favorites, school favorites, organizational favorites, football, basketball, and band queens and kings, and other social honors must have at least a 70 average in all academic subjects during the semester preceding the election. Also, these nominees must not have failed more than one subject the preceding semester.
3. Kings, queens, and sweethearts of any sport, organization, or activity must be classified as a senior.
4. All elections will be by secret ballot and shall be controlled by an adult sponsor.
5. Each student organization will develop specific criteria for holding office or leadership positions within the organization.

No student who has been in ISS or DAEP for disciplinary reasons may run for office within one calendar year from the date of the infraction.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Students interested in joining any club or organization at Jacksboro High School should contact the sponsor of that club or activity. Any and all students are encouraged to become a part of one or more of the clubs and activities available.

District Expectation of Student Leaders

The following extracurricular activities have established student expectations in order to participate or hold an elected position. The expectations and consequences outlined by these activities have been approved by the principal and will supersede the district expectation of student leaders:

- Athletics
- Band
- Cheerleaders

Students that represent the district through an elected or appointed position of any school sponsored club or activity will be subject to the following requirements:

1. These requirements become effective on the date of election and continue until the title or office is relinquished. This includes summer vacation, school holidays, or any time school is not in session.
2. Each student organization will develop specific criteria for holding office or leadership positions within the organization with approval of the principal.
3. Student leaders at JISD are expected to set a positive example for other students by avoiding the use of illegal drugs or alcohol.
4. The following consequences will result if a student leader is cited or witnessed (by school personnel or city officials) to be in possession or consumption of illegal drugs or alcohol:
 - **1st offense:** suspension from activity/office for 10 calendar days **and/or** 1 meeting, event, or competition in which the student serves in a leadership capacity.
 - **2nd offence:** suspension from activity/office for remainder of current semester or 45 calendar days whichever is greater. Class officers will forfeit their office upon the 2nd offence of this policy.
 - **3rd offense:** forfeit office, title, or leadership position for a minimum of 1 calendar year.
5. The period of suspension begins on the date the principal meets with the student leader and activity sponsor to inform them of the allegation of possession or consumption of illegal drugs or alcohol.
6. The student or parent/guardian may appeal the decision of the principal in accordance with Jacksboro ISD Board Policy FNG (LOCAL).

Athletic Programs

The athletic program offers a wide variety of 9th grade, junior varsity, and varsity sports for both male and female students. Our athletic program is designed to give every student in school the opportunity to participate in at least one of these activities. In addition to these organizations, physical education classes for students are scheduled throughout the day. Handbooks covering specific athletic policies or activities will be distributed to students by coaches.

Student Council

The Student Council is the students' elected representative body. The Student Council provides much valuable advice and input on student opinion at Jacksboro High School. Student Council activities include:

- Sponsoring all student body elections
- Assisting all clubs and organizations in school projects
- Sponsoring all student assembly programs
- Encouraging close cooperation among all school organizations
- Fostering good sportsmanship and friendly relations with the student bodies of neighboring schools.
- Assist with daily announcements

The Student Council Constitution shall govern all elections and activities of the Student Council. The local council is affiliated with district, state, and national organizations.

Band

The Jacksboro High School Band is made up of the marching and concert bands. The jazz band is selected through tryouts from members of the band. The jazz band is devoted to the study and performance of jazz and popular music. The band is very active in University Interscholastic League (U.I.L.) and other activities. These activities include various contests, marching at Tiger football games, and a variety of concerts throughout the year.

Specific rules and regulations for the drum major, majorettes, and flag captains are contained in the procedure guidelines. These guidelines govern the purpose, membership, tryouts, uniforms, game travel, conduct and responsibilities, eligibility, suspension and personal obligation of the Jacksboro High School Band. A handbook outlining band policy and procedures will be distributed to students.

High School Cheerleaders and Mascot

The cheerleaders and mascot shall promote and uphold school spirit, pride, and unity; develop a sense of good sportsmanship among students; promote unification of the crowd's involvement during athletic events; strive to build better relationships between schools; and strive to uphold the highest personal, as well as cheerleading, standards. Specific rules concerning membership, tryouts, uniforms, games, suspension, personal obligations, and agreements are contained in the constitution and tryout rules.

University Interscholastic League (UIL) Academic Competition

This activity is to promote scholarly pursuits in the various academic areas through competitive meets each spring. Individuals compete in district, regional, and state competition for individual honors and scholarships.

BETA Club

This organization is an honor society. It is open to students that maintain an overall 90 or above and is a master achiever for the 1st and 2nd six weeks. The principal recommends students for membership in BETA Club.

Drama Club/Thespians (ITA)

This organization is an honor society for students who qualify by earning credits through fine arts production. The society is affiliated with the International Thespians Association. Drama Club is open to all students interested in the theater.

FCCLA

All students who are currently enrolled in, or have been in Family and Consumer Science courses are eligible to become members of FCCLA. This student organization has a planned program with family as a central focus. The Jacksboro FCCLA is affiliated with the state and national organizations.

Fellowship of Christian Athletes (FCA)

This organization is a local “huddle” which gives students participating in athletics the opportunity to gain a deeper understanding of the spiritual aspects of life. FCA is affiliated with the national chapter.

FFA

This organization is designed to promote premier leadership, personal growth, and career success through agricultural education. The Jacksboro FFA chapter is very active and successful on the district, area, state, and national levels of the FFA organization.

Future Business Leaders of America (FBLA)

FBLA is for those students with an interest in business, business courses, or a future business career. FBLA is open to all students at JHS who are enrolled in business courses, or who have previously taken business courses. FBLA is affiliated with the state and national organizations.

National Honor Society

This organization is designed for recognition and interaction among high academic achievers in the sophomore, junior, and senior classes. The chapter promotes good character, scholarship, leadership, and service.

Science Club

This organization is designed to stimulate interest in science. It is open to all students and activities include trips to appropriate science museums, seminars and exhibits.

Spanish Club

This organization promotes the knowledge and understanding of other cultures, particularly the Hispanic culture.

EXTRACURRICULAR ACTIVITY AWARDS

Students may receive only one letter jacket paid for by the school during their four years of high school. Students may receive a letter in each activity in which they meet the minimum requirements each year.

Football, Basketball, Volleyball Letter Jacket Policy

To be eligible to receive a letter jacket, an athlete must participate at the varsity level for one full season, or be moved up to the varsity level during the season and make a contribution in at least half of the games.

Cross Country, Power Lifting, Golf, Track and Field Letter Jacket Policy

To receive a letter jacket in these sports an athlete must participate at the varsity level for two years or qualify for regional competition.

Baseball, Softball Letter Jacket Policy

An athlete must participate at the varsity level for the entire season or be moved up during the season and play in at least 42 innings.

In athletic programs, an athlete who leaves the team, voluntarily or involuntarily, forfeits the right to any award. If a student moves into the school district or any injury is involved, it may be up to the discretion of the athletic director and coach of the sport involved to award a letter and/or a jacket.

Cheerleader & Mascot Letter Jacket Policy

A student must serve as a varsity cheerleader or mascot before receiving a jacket.

UIL Academic & One Act Play (OAP) Letter Jacket Policy

The following guidelines will be used for awarding a letter jacket to those students who compete in U.I.L. Academic and One Act Play contests.

1. Any student who participates in an academic contest or OAP on the regional level; or
2. Any student who has participated on a Jacksboro High School academic team or OAP for two years and placed 1-6 in one District UIL meet; or
3. Any student who has participated in District UIL three years and who has attended a workshop in his/her event.

The UIL letter award shall be an award jacket with a letter “J” inscribed with the initials UIL. If an award jacket has already been received, a certificate specifying U.I.L. letter award will be presented at the awards assembly.

Band Letter Jacket Policy

Letter jackets will be awarded according to the following point system. Each student must have 16 points in any combination of band activities to receive a letter jacket.

Marching Band	2 pts.
Concert Band	2 pts.
Jazz Ensemble	2 pts.
Auditions for Honor Band	1 pt.
Acceptance to Honor Band	2 pts.

UIL Solo/Ensemble

First Division	2 pts.
Second Division	1 pt.

Exceptions to the above rule:

1. Any student who participates in a band contest on the state level. Example: All-state, or First Division recipients at UIL State Solo Contest.
2. Any student who participates in High School Concert and Marching Band for 3 consecutive years and is enrolled in band his/her 4th year.

3. If a student moves into the school district, it may be up to the discretion of the Band Director to award a letter jacket

Organization Lettering and Jacket Policy (FFA, FCCLA, FBLA)

1. Applicant must have been enrolled in the applicable course for at least three years or have met the following point criteria in a lesser number of years. 50 points = Letter jacket.

Criteria	Point Value
State Award or Degree Recipient	50
Compete in a State Level Event*	50
Serve as a State Officer	50
Compete in an Area/Regional Level Event	15
Serve as an Area/Regional Officer	15
Compete in a District Level Event	10
Serve as a District Officer	10
Serve as a Local Officer	5
Participation in Conventions, Camps, Conferences, Stock Shows, or Fairs	2 points each.

*If there is not qualifying competition prior to State, the student must place in the top 10 at State to receive a letter jacket.

2. Applicant must have paid current year's organizational dues.
3. Applicant must have completed an approved Supervised Experience Program for each year enrolled in the applicable course, if available. Not applicable for FBLA or FCCLA.
4. Applicant must have participated in the local program of activities.
5. Applicant must have maintained at least an 85 scholastic average in the applicable course.
6. Applicant must have maintained a record of good conduct and citizenship with no major disciplinary action having been administered during the high school career.
7. Applicant must have participated in chapter or club fund raising activities.
8. Applicant must be properly certified by the local Principal and Advisors/Sponsors.

ATTENDANCE

For state funding purposes the attendance period at Jacksboro High School is 2nd period. Please schedule appointments for your student after second period.

Late Arrival to School

A student who is tardy to class by more than 10 minutes will be counted absent for that class period. Any student whose initial arrival at school is at any time other than 7:55, the beginning of the school day, should come to the office and sign in before going to class.

Absences

When a student is absent, a personal contact or phone call is required of the parent or guardian by 9:00 a.m. so that the school will know not to expect the student at school that day. Upon returning to school, a note signed by the parent or guardian will enable the student to receive an absentee slip to be signed by teachers throughout the day. Makeup assignments or tests shall be made available after a documented absence. Teachers shall inform their students of the time

allotted for completing make up work after an absence (as a minimum, one day per day of absence); however, the student is responsible for finding out about the assignments and for satisfactorily making up the work within the allotted time.

After a scheduled absence, such as a doctor's appointment, field trip, UIL competition or FFA trip, the student will have the same amount of time to make up work as the number of days he/she was absent. However, when a student returns to school after any absence, he/she is responsible for work assigned prior to the absence.

A student is considered 'truant' if he or she returns to school following an absence and does not provide documentation as to the cause of the absence. Any work missed while a student was truant will not be eligible to be made up as per the normal make up procedures. The student will receive a 0 for any assignments missed while being truant, in addition to 2 days of ISS and a possible truancy citation.

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 fewer than 90 percent of the days the class is offered may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

Saturday School

The attendance committee has the option of assigning Saturday School for attendance make-up. A fee of **\$5.00** per hour will be required in order to attend Saturday School. The fee must be paid in advance or on the day that Saturday School is being held.

Documented Absences - Students may have their documented absences declared as excused by the attendance committee for the following reasons: personal illness, sickness or death in the immediate family, quarantine, weather or road conditions, medical or dental appointments, family emergencies or unforeseen or unavoidable instances requiring immediate attention, approved college visitations and any other unusual cause acceptable to the school. All other reasons will be classified as unexcused absences.

Undocumented Absences - Students with undocumented or unexcused absences who have lost credit may regain credits by fulfilling the requirements established by the attendance committee.

Tardies

Tardies are excusable only in cases of sickness or emergency or with a note from a teacher. Students who are late to first period shall report to the principal's office for a tardy permit. No student late to first period will be permitted to enter class without a tardy permit signed by the principal or designee. All other class period tardies will be documented by the teacher; no tardy permit is required.

Tardies are cumulative for the semester. ***Three tardies in the same class will be classified as an absence in that class.*** The following actions will be taken upon receipt of the designated number of tardies:

3rd tardy - 2 detentions
12th tardy - 4 days ISS

6th tardy - 4 detentions
15th tardy - referred to the principal for DAEP placement

9th tardy - 2 days ISS

Student Release from School

At any time other than the end of the school day, any student needing to leave school grounds for any reason other than a school activity must first come to the office and - with permission of adult office personnel - sign out giving name, destination, and time of departure from school. A note will need to be provided by the parent/guardian before we will allow a student to sign-out. If a note is not provided, the student may try to contact a parent/guardian by phone. If the office does not receive permission from a parent/guardian, the student will not be allowed to leave campus. Failure to obtain permission upon leaving will be considered truancy and appropriate discipline will be issued. Upon returning to school, the student should come to the office and sign in giving the time of return.

Driver's License Attendance Verification

To obtain a driver license, a student between the ages of 16 and 18 must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form at the campus office.

DISCIPLINE MANAGEMENT**Student Rights and Privileges**

All students are entitled to enjoy the basic rights of citizenship which are recognized and protected by laws of this country and state for persons their age and maturity. Each student is obligated to respect the rights of classmates, teachers and other school personnel. Jacksboro High

School will foster a climate of mutual respect for the rights of all people. Certain privileges may be awarded throughout the school year.

Student Responsibilities

Student responsibilities for achieving a positive learning environment at school or school-related activities shall include:

- Attending all classes, daily and on time.
- Being prepared for class with appropriate materials and assignments.
- Being properly attired.
- Exhibiting respect for others.
- Conduct himself/herself in a responsible manner.
- Paying required fees and fines, unless they are waived.
- Refraining from violations of the code of student conduct.
- Obeying all school rules, including safety rules.
- Seeking changes in school policies and regulations in an orderly and responsible manner, through appropriate channels.
- Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to a serious offense.

Students shall exercise their rights responsibly and in compliance with the rules established for the orderly conduct of the district's educational mission. The district's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate district and school rules shall be subject to disciplinary measures

designed to correct the misconduct and to promote adherence by all students to the responsibilities of citizens in the school community.

Detention

For infractions of the code of conduct or other policies and regulations, the building principal may detain students. Before assigning students to detention, the principal shall inform the student of the conduct that allegedly constitutes the violation and the student shall be given an opportunity to explain their actions.

Detention at Jacksboro High School may be assigned before school, during lunch, or after school. If possible, a certified teacher will staff the detention hall. All students assigned to detention hall will be expected to arrive on time with enough schoolwork to stay busy for the entire detention period. Students who are late or not present for assigned detention periods will receive double the amount of detention time or be assigned in-school suspension.

Please see the Jacksboro ISD Student Code of Conduct for discipline policies and procedures.

VEHICLE POLICY

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. *See the Jacksboro ISD Student Code of Conduct.*

Parking Permits

Any student who is currently enrolled in Jacksboro High School may purchase a parking permit which will allow the student to park in the student parking lot. Parking spaces will be held at a first come, first serve basis. The following items must be submitted before receiving a parking permit:

- Pay a fee of \$10.00
- Possess a valid Texas Driver's license
- Provide proof of liability insurance
- Provide the automobile license plate number
- Submit a signed consent for random drug/alcohol testing (consent forms are available in the High School office)
- Must not have outstanding fines due to JISD

Designated Student Parking Areas

- North of the high school building

Entering/Leaving Campus

Students will enter the campus from the east driveway off of Hwy. 281, and will drive to the north end of the building without driving in front of the building. Upon leaving campus, students will leave from the student lot and will exit the campus from the east drive onto Hwy. 281 (without crossing in front of the building).

The following rules will apply to on campus parking:

1. Upon arrival at school, students will immediately park, exit the automobile, and move to the designated areas. This applies to parking before school and during the lunch period.
2. Students parking on campus without a current permit or in undesignated areas will be instructed to move their car and face disciplinary action.
3. Students are not allowed to go to their vehicles at any time during the school day, without permission from the office.
4. Students may not drive vehicles to buildings on campus between classes.
5. Students are to use head-in parking in all parking spaces.
6. When a student drives an automobile other than their permit car, they are to obtain a temporary parking permit from the office. This should be done as soon as the student arrives at school.
7. Any report of unsafe driving on campus, near the school buses or other locations that may endanger the lives of students will result in the student losing their privilege to park on campus.

Students riding bicycles to school should park them in the provided area. Bicycles should not be ridden on the campus during the noon hour or before school. Skate boards are not allowed on campus at any time.

School Personnel and Visitor Parking

Teachers, other school personnel and visitors are to park in the area designated for school personnel. This area is located south of the high school. Students are not to park in this area and parents are asked not to drop off or pick up students in this area. Students should be dropped off and picked up at the back door to the building (north end).

MISCELLANEOUS INFORMATION

Cell Phones, CD Players, and Other Electronic Devices and Games

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games, or telecommunications devices with text messaging at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office.

Cell Phones

Students are not allowed to use, display, or have in operational mode a cellular phone at school during the school day. If a cell phone is seen or heard during the school day (upon arrival on school grounds, until completely out of sight from any school building), it will be taken up, with all of its original contents (battery, SIM card, etc.) and taken to the office. Failure to release a cell phone to a school employee will result in further disciplinary action. Violation of this policy will result in:

- 1st offense – the cell phone will be taken to the principal's office and the student's parent/legal guardian must come to school to pick up the phone.
- 2nd offense – the cell phone will be taken to the principal's office, the student's parent/legal guardian must come to school to pick up the phone and a \$15 fine will be assessed before the phone is released to the parent/guardian. The student will be issued a disciplinary referral and assigned to detention hall.

- 3rd offense – the cell phone will be taken to the principal's office where it will be held, with all original contents (battery, SIM card, etc.), until the end of the current school year. SIM cards will not be released, under any circumstances. The student will be issued a disciplinary referral and assigned to a minimum of 3 morning detentions.

Assemblies

All students are required to attend assemblies. Conduct at Jacksboro High School assemblies has always been extremely courteous and is considered one of the strong points of the entire school program. The present student body should do everything possible to uphold the high standards set by former student bodies. No back packs, food, or drinks are permitted during school assemblies.

Extra-Curricular Activities

A strong extra-curricular program will be maintained at the school. The extra-curricular program is not the prime objective; however, it is considered as equal in importance with the academic program. All students must meet the requirements of the academic program before being allowed to participate in the extra-curricular program. Also, students who have been assigned to DAEP will not be allowed to participate during that time. Students who have been assigned to ISS will not be allowed to participate in competitions or attend school functions, but they may be allowed to attend before or after school practice for athletics or academics.

Fines

Fines may be assessed throughout the school year for damage/loss of textbooks, missing library books, etc. Failure to clear up fines will result in the following sanctions:

- Withhold VOE (Verification of Enrollment) Form. *needed for driver's license*
- Unable to receive JHS Parking permit.
- Unable to receive school extracurricular equipment (uniforms, work-out equipment, band instruments, etc.).

Food and Drinks

Food and drinks are not allowed in classrooms. Food and drinks are to be consumed in the cafeteria only. No outside drink containers or cups are allowed on campus.

Fund-Raising

Student clubs or classes, and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 10 days before the event. Fund raising is not permitted on school property without prior approval from principal. No more than 1 fund raiser per semester will be permitted.

Junior-Senior Prom

The juniors honoring the seniors hold the Junior-Senior prom each year. All Jacksboro junior and senior students who have paid all required dues and their approved dates may attend the prom.

Dates who are not Jacksboro students must meet established criteria and have their names placed on an approved list. No junior high students may attend the prom under any circumstances. If the dates are not juniors or seniors at JHS, a ticket must be purchased. High school faculty and administration may attend. Attire for the prom will be formal. Boys must wear a suit, sports coat and dress trousers (no denim jeans) or a tuxedo, with a tie. Girls must wear appropriate formal

attire. Shoes or boots are also required. No tennis shoes. No student may leave the prom and then come back inside.

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for student use during the school day and other occasions that may be specified by the librarian. It is the duty of the student to return the books to the library when they are due. Reference books are to be used only in the library. Fines will be assessed for overdue books.

Lockers

Lockers are the property of JHS and no fee is charged for locker use. Students should keep their locker clean and neat. Any student wishing to place a lock on their locker must provide the principal with the combination or a key. Decorations on the outside of lockers are not allowed without prior approval from the principal.

Lost and Found

A “Lost and Found” will be kept in the office. Anything found by a student should be turned in to the office, and if an article is lost, the student shall report it to the office. Found articles will be kept in the office for one year, and then they will be discarded.

Married Students

Married students will have the same rights and responsibilities as other students. However on overnight trips, married students will be expected to abide by arrangements made for single students.

Publications

The **FANG** is an annual publication, which highlights each year’s activities in pictorial form.

All student publications and other written materials intended for distribution shall be submitted to the principal for review prior to release. Distribution of written materials may be restricted.

Release of Student Information to Military Recruiters and Institutions of Higher Education

The District is required by federal law to comply with a request by a military recruiter or an institution of higher education for student’s names, addresses, and telephone listings, unless parents have advised the district not to release their child’s information without prior written consent. *(A form has been attached for you to complete if you do not want the District to provide this information to military recruiters or institutions of higher education.)*

School Parties/Social Events

All school rules apply to school parties and social events. All school parties should end at midnight or before. They must be properly scheduled if they do not use the school facilities. Adequate sponsors shall be provided and parents are encouraged to attend. The Jacksboro schools provide entertainment for Jacksboro High School students only. Students are not allowed to bring guests. Anyone leaving before the official end of the event will not be readmitted.

School Telephone

The school telephone is for official use only and will be used by students only in case of emergency. When an emergency arises, please ask for permission before using the school telephone.

Student Meeting Areas

Students are asked to wait in the cafeteria or the commons area before school. Students may not have access to the building until the first bell rings, unless escorted by a teacher.

Sunday Activities

School activities are not to be scheduled without prior approval from the principal.

Wednesday Night Activities

All student activities will end at 6 p.m. on Wednesday. No activities should be scheduled which will last past this time. Only on special occasions will activities be scheduled on Wednesday and the prior approval of the principal will be required.

TRAVEL REGULATIONS

Students will be given travel regulation forms to be signed by parents before they travel by school transportation.

Field Trips

All field trips must be pre-approved by the principal a minimum of **10 school days** prior to travel. Field trips must be co-curricular and directly relate to instruction that has taken place in the classroom. **Each student group/club is allowed one field trip per school year.** Appropriate supervision will be provided by the club sponsor/advisor. Additional sponsors/chaperones must be an employee of the district or a volunteer who has been approved by the principal. Volunteers are required to consent to a personal background check. Parent permission and release of liability must be in writing and in the possession of the sponsor prior to the group leaving campus. Field trips are a student privilege. Excessive absences, tardies, or discipline referrals may result in the loss of this privilege.

Travel regulations are as follows:

1. All students attending a school-sponsored trip are expected to travel to and from the destination in school-provided transportation.
2. Parents may request permission for their child to ride with them in private transportation following the school-sponsored trip at the site of the activity. The parent must request permission in person and a written note must be given to the coach or sponsor with the request.
3. Summer camps, contests, conventions, workshops, etc., which are school sponsored, are also regulated by these travel regulations. Under no circumstances will a student be permitted to ride to or from school sponsored events with another student in their private transportation.