

# **JACKSBORO HIGH SCHOOL**

## *Student Handbook*

2010 – 2011

**1400 North Main  
Jacksboro, Texas 76458  
(940) 567-7204**

**Brad Burnett, Principal**

**Lynn Anderson, Assistant Principal**

**Dianna Clayton, Counselor**

**Victoria Carruthers, Counselor**

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## 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.

## ACADEMIC PROGRAMS AND REQUIREMENTS

### Student Classification—Credits Needed

- Freshman—completion of the eighth grade
- Sophomore—minimum of **6 credits** (5 academic credits)
- Junior—minimum of **12 credits** (9 academic credits)
- Senior—minimum of **20 credits** (14 academic credits)

### Graduation Requirements

To receive a high school diploma from the district, a student must successfully complete the required number of credits and pass a statewide exit-level exam.

The grade 11 exit-level test, required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I, Geometry, Biology, Integrated Chemistry and Physics, English III, and early American and United States History. A student who does not pass the exit-level assessment will have additional opportunities to take the test.

All students must accumulate a minimum of 26 credits in order to graduate from Jacksboro High School. Of these 26 credits, 19 must be academic. All courses offered at Jacksboro High School are academic courses with the exception of the following courses which are classified as non-academic courses: Athletics, Physical Education and Band (fall semester).

All students entering the 9<sup>th</sup> grade will be required to enroll in the Recommended High School Program or Distinguished Achievement Program unless otherwise approved.

### Distinguished Achievement Program

In order to complete the Distinguished Achievement Program students must meet the requirements of the Recommended High School Program of which 5 credits must be earned in Pre-AP, GT, or AP level.

Additionally the student must complete 4 Advanced Measures to be chosen from any combination of:

1. Original culminating research/project judged by a panel of professionals in the field of study, or conducted under the direction of mentor (s) and reported to an appropriate audience (Limited to 2).
2. Score of 3 or better on a College Board AP Exam (Each exam can count as one measure).
3. PSAT score that qualifies for recognition as a Commended Scholar or higher.

4. College Courses: College Academic Courses and Tech Prep articulated college courses with a grade of 3.0 or higher.

**It is the responsibility of parents and students to confer with the principal or counselor and to know at all times how many credits the student has earned and what he or she lacks to meet graduation requirements.**

Copies of graduation plans and requirements are available in the counselor's office.

Students will not be permitted to participate in graduation exercises unless all requirements for graduation have been satisfied. There will be no graduation exercises for students finishing graduation requirements during the summer months.

#### **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 1<sup>st</sup> semester. Course work for a **spring** semester class must be completed by May 1<sup>st</sup>.

### **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.

### **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 **1/4** of the semester grade, and the semester test will count as **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.

**Tutorials/TAKS Remediation**

Tutorials will be held on Thursdays beginning the 1<sup>st</sup> week of the 2<sup>nd</sup> six weeks and continuing through the 6<sup>th</sup> six weeks. Tutorials/TAKS Remediation will not be held during the 6<sup>th</sup> week of each six weeks or the last week of the semester to accommodate six weeks/semester testing. Students who failed any portion of TAKS test will be required to attend tutorials. Students who fail a course for the six weeks will be required to attend tutorials for that course until 3 week progress reports are submitted. 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:

**THEA Test**

Prior to enrollment in a Texas public college or university, most students must take a standardized test, such as the Texas Higher Education Assessment (THEA). See the Counselor for test dates. Students may qualify for an exemption of this test by attaining established scores on the Exit Level TAKS test or by their ACT or SAT scores.

**Off Periods**

Juniors will be allowed 1 off period (8<sup>th</sup> period) if the following criteria are met:

- Mastery on all sections of the 10<sup>th</sup> grade TAKS.
- No credits lost in 10<sup>th</sup> 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 (7<sup>th</sup> & 8<sup>th</sup> period) 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 2<sup>nd</sup> off period, seniors must be enrolled in at least one Career and Technical elective course.

Off periods are considered a privilege at JHS 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.

## 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.

### Honor Graduates

Honor graduate requirements:

- Complete all graduation requirements in regards to academic and non-academic courses.
- Attain at least an overall 90 average in all unmodified academic subjects taken at Jacksboro High School or any other accredited school. All grades (passing or failing) of academic courses will be included in the GPA.
- The average for the second semester of the senior year will be obtained by averaging the fourth and fifth six-week periods.
- All other averages for honor students will be taken from the semester average except when two students have identical averages. If this should occur, then the six-week grades from the first semester of the senior year will be averaged and percentages will be carried forward until the highest and second highest averages are determined.

The two highest academic honors given a Jacksboro High School are that of valedictorian and salutatorian of the graduating class. The honor of valedictorian will be given to the senior student making the highest numerical average, and the honor of salutatorian will be given to the senior student making the second highest numerical average. These averages are based on the above plan.

Correspondence courses, examinations of acceleration or credit-by-exam tests, summer school work, college course work not offered by Jacksboro High School, and non-academic subjects will not count toward honors.

Students who transfer from other schools with letter grades only shall have their grades averaged by Jacksboro Independent School District standards as follows:

A+ 98	B+ 88	C+ 78	D 70
A 95	B 85	C 75	F will be transferred in as 60
A- 92	B- 82	C- 72	

Only those students who complete their last 2 years in Jacksboro High School are eligible for valedictorian and salutatorian. Please refer to Board Policy for early graduation eligibility.

In case a student does not qualify for top academic honors because of the two-year attendance rule, yet has the highest average, his or her transcript will show the student as ranking number one. This same ruling holds true for all top students not meeting the attendance rule.

### **Weights**

Grade weights will be assigned to grades earned by high school students for purposes of class ranking in accordance with the following scale:

- Advanced Placement (AP) 1.1
- Pre-Advanced Placement (Pre-AP) 1.05
- Regular classes 1.0

### **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:
  - **1<sup>st</sup> 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.
  - **2<sup>nd</sup> offense:** suspension from activity/office for remainder of current semester or 45 calendar days whichever is greater. Class officers will forfeit their office upon the 2<sup>nd</sup> offence of this policy.
  - **3<sup>rd</sup> 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).

### **Drug/Alcohol Testing Policy**

Jacksboro ISD requires drug/alcohol testing of any student in grades 7-12 who chooses to participate in school-sponsored extracurricular activities or drives or parks a vehicle on campus. Also included are students whose parent signed a request for volunteer participation.

A student participating in these activities shall be tested for the presence of illegal drugs at the beginning of each school year and prior to joining an extracurricular program at any time during the school year.

In addition, students shall be randomly tested throughout the school year. For more information see Jacksboro ISD Board Policy FNF (LOCAL).

### **Athletic programs**

The athletic program offers a wide variety of 9<sup>th</sup> 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 1<sup>st</sup> and 2<sup>nd</sup> 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 a literary contest or OAP on the regional level.
2. Any student who has participated on a Jacksboro High School literary team or OAP for two years and placed 1-6 in one District UIL meet.
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
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****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 shall report to the principal's office for a tardy permit. No late student will be permitted to enter class without a tardy permit signed by the principal or designee.

Students will be assigned detention on the third tardy of the semester, and to ISS after receiving his/her sixth tardy of the semester. If a student receives 10 tardies in the same semester, he or she will be referred to the principal for a DAEP placement. Three tardies in the same class will be classified as an absence in that class.

### **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 him/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 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:

- 1<sup>st</sup> 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.
- 2<sup>nd</sup> 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.
- 3<sup>rd</sup> 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.

**Co-curricular Activities**

A strong co-curricular program will be maintained at the school. The co-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 co-curricular program. Also, students who have been assigned to DAEP will not be allowed to participate during that time.

**Drills: Fire, Tornado, and Other Emergencies**

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the tone is sounded, students should follow the direction of the teachers or others in charge quickly, and in an orderly manner.

**Facility Use by Students Before and After School**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Unless the teacher or sponsor responsible for overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus. After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

**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.

**Use of Hallways during Class Time**

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

**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**

In order that large numbers of students may be safely transported to and from school activities, it is necessary that certain regulations be observed. Students will be given travel regulation forms to be signed by parents before they travel by school transportation.

**School Sponsored Trips**

Students will not be permitted to make trips involving school-sponsored events unless they are either a participant on the team, or manager of the team, during school hours. Students may not use school transportation to attend these meets unless they are a part of the team participating (examples: state track meet, regional and district meets). Unauthorized attendance of school events during school hours will be considered an unexcused absence. If in doubt, contact the principal concerning attendance at events of this nature.

**Field trips**

Field trips are intended to be an extension of the learning experiences of the classroom. School personnel and/or others that may be selected by the principal will accompany students on such trips and the teacher involved. **All students making a school-sponsored trip are expected to go and come by school bus or school-provided transportation.** 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 will travel to and from the destination in transportation personally approved by the teacher in charge of the students for that particular event or trip.
2. No student may ride in private transportation without the express permission of the teacher in charge, and in no event will the student be allowed to ride in private transportation unless it contains an adult chaperone approved by the teacher. No student will be allowed to ride in transportation unless written permission from his or her parents is in the hands of the teacher in charge.

3. All students will return from the trip in the same vehicle in which they started. 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.
4. Summer camps, contests, conventions, workshops, etc., which are school sponsored, are also regulated by these travel regulations.
5. Under no circumstances will the student be permitted to ride to and from the games with a boyfriend or girlfriend in their private transportation.