



JACKSBORO HIGH SCHOOL

Student Handbook

2018-2019

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OUR VISION, MISSION, AND CORE VALUES

Our Vision:

Jacksboro High School is a safe and collaborative learning community focused on preparing college and career-ready graduates.

Our Mission:

The mission of Jacksboro High School is to provide a world class education that prepares *all* students for college and career success. Rigorous academic courses and extracurricular opportunities will encourage community service while developing teamwork, communication, and leadership.

Our Core Values:

We will plant seeds of excellence through **R**igorous instruction to **E**ngage learners with **A**bundant opportunities while developing **P**ositive relationships. Together, students will **REAP** the rewards of our efforts.

ACADEMIC PROGRAMS AND REQUIREMENTS

Academic Honor Code

Academic Honesty

Academic honesty is a fundamental principle at Jacksboro High School. It means that you assume responsibility for your own work at all times. It is difficult to juggle school work with extracurricular activities and jobs, and the pressure to be successful will produce stress from time to time. However, academic honesty is about facing these pressures without compromising your integrity. The work you submit should be the result of your own thought, time, and effort.

Violations of Academic Honesty

There are many forms of academic dishonesty. In the broadest sense, it is any act that enhances a student's grade unethically and unfairly. This may be done by submitting someone else's work as your own, in whole or in part; by failing to acknowledge assistance received; or by using unauthorized assistance in exams including notes or unauthorized advance knowledge of the test.

Violations of academic honesty include but are not limited to:

1. Submitting another person's work as your own work.
2. Giving, posting, or accepting a copy of (or information regarding) any assessments, quizzes, lab work, tests, or scoring devices.
3. Copying from another student's test or quiz or allowing another student to copy during a test or quiz.
4. Using materials or electronic devices which are not permitted during a test.
5. Plagiarism
6. Permitting anyone (including but not limited to another student, parent, or tutor) to do your homework, project, report, paper, or take-home test.
7. Falsely claiming illness to avoid the date on which a test, quiz, paper, project, report, or presentation is due. Falsely claiming an emergency or illness to miss a class.

8. Copying computer software, data, or graphics created by others without permission and acknowledgement.
9. Lying or purposefully misrepresenting the truth; the telling of an untruth or falsehood as well as any form of deceit, attempted deception, or fraud in an oral or written statement. For example, fabricating facts or results on a lab or written assignment, or feigning illness to gain extra preparation time for an assessment.
10. Stealing encompasses but is not limited to the following:
 - a. Taking another person's property without permission
 - b. Stealing copies of tests or quizzes; stealing the teacher's edition of the textbook; stealing another student's homework, notes, or handouts
11. Misusing the district computer systems that are used for student, staff, or administrative purposes.
12. Modifying or misusing any calculator device to vary from classroom guidelines to obtain an unfair advantage.

Collaboration on studying or homework is not considered academic dishonesty unless it is prohibited or limited by the teacher. If you are uncertain about an issue of academic honesty, you should talk to your teacher to resolve your questions.

Consequences

Consequences may include but are not limited to the following:

First Offense:

- Violation will be reported to the appropriate honor society & student organization sponsors. (Action will be taken in accordance with bylaws and procedures.)
- Student will receive a zero for the assignment.
- Student will be required to write a letter of apology to the teacher.

Second Offense:

- Violation will be reported to the appropriate honor society sponsors. (Action will be taken in accordance with bylaws and procedures.)
- Student will receive a zero for the assignment.
- Student will be assigned detention.
(Student is required to read and report on a book or article assigned by the teacher about ethics and write a letter of apology to the teacher.)
- Student will lose exemption privileges.
- Student membership in honor societies & student organizations is suspended.
Student is ineligible to serve as class officer or student organization officer.

Third Offense:

- Student will receive a zero for the assignment.
- Student is ineligible for membership in honor societies & student organizations and is ineligible to serve as class officer or student organization officer.
- Student will receive no letters of recommendation from Jacksboro faculty, administrators, and counselors.
- Other disciplinary action may be assigned as determined by campus administrator.

Important note: Academic Honor Code violations are cumulative. If you violate the code as a freshman and again as a junior, it will be your second offense.

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. Coursework for a **fall** semester class must be completed by the last day of the 1st semester. Coursework 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 passed all state required assessments. 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 for State Assessments

The student and parent portal for the Texas Assessment Management System is accessible through a code on each student's confidential student report.

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 9:00 AM to request assignments for students who are absent.

Progress Reports

Progress reports are distributed to students on the Wednesday following the first three weeks of each six weeks.

Advanced Placement

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. Students who are participants in the Gifted and Talented program are required to be enrolled in at least one Pre-AP or AP course each semester of their enrollment at JHS.

Dual Credit Courses

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. In order to enroll in a dual credit course, high school students must meet the following requirement.

- Meet minimum requirements for TSI
- Have at least an 85.0 High School GPA
- Achieve a "Approaches Grade Level" on all STAAR End of Course exams for the current year
- Earn at least a "C" to continue in the dual credit program; **students who earn a "D" will receive their high school credit but cannot continue in the program for the remainder of high school.**

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

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

- Met “Approaches Grade Level” performance on all required End of Course (EOC) exams or be enrolled in an accelerated instruction course for any EOC exam not passed. The student must 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 an 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 Counselor.

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 rigor and pace of the class. This request should be made 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 a six weeks grading period. 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. Other courses may be offered based on student needs.
- Maximum credits – A student may earn a maximum of one full credit (two ½ credits) during summer school.
- Student transportation will not be provided.

Spring Semester Test Exemptions

- For grades 9 – 11, only core classes may be exempted (English, Math, Science, and Social Studies)
- Elective classes are not eligible for exemptions.
- The table below will be used to determine if a student is eligible for an exemption.

Average for Semester (4 th , 5 th , 6 th Six Weeks)	Attendance Requirement to be Exempted
90 – 100	No more than 8 absences
80-89	No more than 5 absences
70-79	No more than 3 absences

The principal will determine the criteria for exemptions to be granted. Students are required to take semester exams in their elective courses. Seniors must take a semester exam in their 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 Student Services Director for more information.

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 supervised by an adult sponsor.
5. Each student organization will develop specific criteria for holding office or leadership positions within the organization.

Students assigned ISS or DAEP for disciplinary reasons are not eligible to 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, earn individual recognition, and build strong friendships with other students. Participation in extracurricular activities is a privilege and must be earned through strong effort. 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.

Expectation of Student Leaders

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. Each student organization will develop specific criteria for holding office or leadership positions within the organization with approval of the principal.
2. 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 anytime school is not in session.
3. Student leaders at JHS are expected to set a positive example for other students by avoiding the use of illegal drugs or alcohol. This policy also includes any misdemeanor offenses committed by a student.

Use/Possession of Drugs/Alcohol/Illegal Substances:

1. **First offense** - Student is placed on probationary status for the remainder of the year, eligible to practice unless placed in DAEP, ineligible to participate in extracurricular activities for 30 calendar days. If the Student wishes to return to participation, the student must have a negative test result at the end of the suspension and be retested in the next six random drug tests.
2. **Second offense**- The student is ineligible to participate in extracurricular activities for 120 calendar days. The student will not be allowed to participate in after school practices during the suspension. Student is ineligible for a letter award. If the student wishes to return to participation, the student must have a negative test result at the end of the suspension and be retested in the next six random drug tests.
3. **Third offense** – The student is ineligible to participate in extracurricular activities for one calendar year. The student will not be allowed to participate in after school practices during the suspension.
4. Any positive test after the third offense shall result in permanent removal from extracurricular activities.

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 (UIL) 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.

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.

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, Powerlifting, 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 can be earned using the following system. In order to earn your letter jacket, you must earn 6 points (cumulative) from the following:

1. Perform at UIL Marching Contest - 1 point per year
2. Perform at UIL Area Marching Contest - 2 points per year
3. Perform at UIL State Marching Contest - 3 points per year
4. Audition for and be accepted in the All Region Band - 1 point per year
5. Audition for All Area Band - 2 points per year
6. Advance to All State Band - 3 points
7. Participate at UIL Solo and Ensemble - 1 point per event per year
8. Make a First Division at UIL Solo and Ensemble - 1 point per event per year
9. Participate at UIL State Solo and Ensemble - 2 points per year
10. Make a First Division at UIL State Solo and Ensemble - 3 points per year

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 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 Principal and Advisors/Sponsors.

ATTENDANCE

For state funding purposes the attendance period at Jacksboro High School is **2nd period (8:44-9:34 am)**. 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. Students arriving after 8:00 am must report to the high school office to sign in before going to class.

Absences

When a student is absent, a parent or guardian must contact the school before 9:00 am to report the absence. 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 will be made available after a documented absence. Teachers shall inform students of the time allotted for completing make up work after an absence (as a minimum, one day per day of absence). The student is responsible for getting missed assignments and completing 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.

If a student has more than five unexcused absences (**undocumented absences**) or they have attended fewer than 90 percent of the days the class is offered, they will forfeit the privilege of parking on campus, attending non instructional field trips, prom, senior class activities, participation in extracurricular school activities and graduation ceremonies.

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. The following actions may be taken upon receipt of the designated number of tardies:

3rd tardy: conference with student and parent contact.

6th tardy: Parent contact will be made and Detention will be assigned.

Seven or more tardies-possible actions include: detention, loss of extracurricular privileges for a designated time period, Loss of Parking Pass, Saturday School, ISS or DAEP.

Student Release from School

Jacksboro High School has a closed campus. Students are not allowed to leave the school grounds for any reason, without permission from a school official. Students may not leave the campus for lunch, without permission from a school official. 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.

DISCIPLINE MANAGEMENT

Dress Code

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

The Jacksboro Independent School District's Board of Education has established the following student dress code to promote community pride and spirit, to establish trust among citizens and students, to encourage professionalism, to promote discipline and to insure the educational efficiency of the Jacksboro School system.

Students in Jacksboro ISD are asked to have pride in their clothes. Cleanliness and neatness are marks of personal pride. Garments that distract from the learning process are unacceptable and are not to be worn. The school has the right to ask a student to change his or her apparel whether or not it is listed below, if it is of such nature to distract from the educational atmosphere within the school. The following regulations will serve as a guide to implement the above policy but is not intended to be a complete or exhaustive listing of prohibited wear or appearance:

1. Students will not wear any style of garment that is indecent, obscene or distracting. Attire such as buttons, insignias, or clothing with sayings or advertisements that are in bad taste, indecent, unpatriotic or disruptive is prohibited.
2. No bizarre and/or unusual style in hair or hair color, which is disruptive to the educational process will be worn at school. Students hair must be a naturally occurring color. A student's hair will be clean and cut often. No hair tails are allowed. Boy's hair will be styled so that it is off the collar, out of the eyes, and at least half of the ear showing. Hair thickness will not exceed 2" on the top of the head and 1" on the sides and back of the head. Sideburns are allowed, if they are neatly trimmed and not longer than the bottom of the ear. Male students are not allowed to wear their hair in a ponytail or bun of any type. No mustaches or beards are allowed. Male students will be clean-shaven at all times.
3. Shorts will not be shorter than four inches above the middle of the knee. Prohibited shorts at school include:
 - A. Bicycle pants or shorts
 - B. Cut or shredded jeans
 - C. Shorts with inappropriate lettering on the seat area
 - D. Any shorts deemed inappropriate by the teacher or principal
4. Appropriate undergarments will be worn, and skin should not be visible under clothing and undergarments must not be visible through clothing.
5. Hats, caps, hair curlers, picks, and sunglasses are not allowed in the building without the principal's permission for special circumstances. At no time are caps to be worn backwards on campus or at school-sponsored events.
6. Pants must be waist-fitted and worn to prevent slipping. They must be worn so that the entire waistband is above the top of the hipbone. Pants must be void of holes that expose bare skin. Pants that have an attached belt or belt loops will have a belt worn snugly with no excess length left hanging. No bag, sag, and drag style is allowed. All fasteners on overalls must be buttoned.
7. Leggings may be worn by female students provided that a garment is worn over the leggings and is no shorter than fingertip length. Shirt tails will not extend below the bottom of a standard hip pocket. Shirts and blouses will be appropriately buttoned. Boys will wear shirts with sleeves. Tank tops and muscle shirts are not permitted for boys or girls. Girls' shirt sleeves must reach the edge of the shoulder. The back of girls' garments may not expose skin below the base of the shoulder blade.
8. Students will wear shoes at all times. Elementary students must wear closed toed shoes with a back at all times. Shoes designed for strings or buckles will be fully laced, tied or buckled. Taps and Rollers are prohibited.

9. Girls' dresses and skirts will be modest and must be no shorter than four inches above the middle of the knee. Girls' blouses designed to be worn with skirts are acceptable, but will be long enough so that no skin shows during normal body movements. Prohibited dress items include:
 - A. Halter tops
 - B. Mini dresses
 - C. Form fitting stretch clothing
 - D. Any blouse or shirt that allows undergarments to be seen
10. Only female students are allowed to wear earrings or ear studs. Females are allowed no more than two earrings in each ear. No male student will wear earrings. No student will wear body piercing on any other part of the body (navel, tongue, etc...).
11. Short coats, vest, blazers, sweaters, sweatshirts, and sport coats designed to be worn as a part of dress clothing, not weather protective gear, may be worn in addition to, and not instead of, a blouse or shirt. Heavy parka coats, sideline jackets and hooded coats are not to be worn in the classroom.
12. Tattoos are not allowed. Students with tattoos must keep them covered at all times.

Any form of student clothing not covered in the preceding rules that is considered by the principal, the principal's designee or teacher to be disrupting to the learning environment will be prohibited. These rules are in effect from the time the student arrives on the school campus until he/she departs at the end of the school day and at all school sponsored activities. Violations of the Dress Code are a Code of Conduct violation and will be subject to disciplinary action. Decisions by the principal are final and not subject to appeal.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

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 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. Skateboards 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**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 at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them into the principal's office.

Cell Phones

Students can access to their cell phones during passing periods and in the cafeteria. Students are not permitted to place or receive calls on their cell phone during the school day (8:00 am – 3:34 pm). Earbuds or headphones are not allowed during passing periods and students should put their cell phones away when they enter the classroom. During scheduled instructional time, students are not allowed to use or display a cell phone. If a cell phone is seen or heard in the classroom, 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 backpacks, food, or drinks are permitted during school assemblies.

Extracurricular Activities

A strong extra-curricular program will be maintained at the school. The extracurricular 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 extracurricular 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 fundraiser 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 be enrolled in high school and be approved by the principal. The name and high school attended by of a potential date must be submitted to the principal at least 10 days prior to the Prom. 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.

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

Before the school day begins at 7:50 am, students will report to the cafeteria upon arrival to campus.

Sunday Activities

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

Wednesday Night Activities

All student activities will end at 6:00 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.