SCHOOL SONG
Tho' years may come and many days may pass away
  Your memories of old J'ville High
       Will always stay.
     That spirit, so loyal,
       Did honor to your name.
     The gold and blue royal,
Those colors always mean the same.
The friendships dear that we made here,
    will still remain.
The Indians, too, they're always true to you.
Tho' years may come and years may go,
   Remember this,
We're always true to you old JHS.
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### Jacksonville High School Staff and phone extensions

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<tr>
<td>Ben Peacock</td>
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<tr>
<td>AnJohnna Canady</td>
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<td>Jeff Boyd</td>
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<tr>
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<tr>
<td>Denise Watkins</td>
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<tr>
<td>Sarah Stephens</td>
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<td>Megan Greenville</td>
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### FOREWORD

This handbook contains valuable information for students and parents. It contains administrative and board policies, school rules, regulations and general information.

All students will be held responsible for knowing the contents of this handbook. Students should keep this booklet and have it available for reference at all times while on the JHS campus. The receiving of the booklet is evidence that all rules will be adhered to while a student is at Jacksonville High School.

Jacksonville Independent School District does not discriminate on the basis of disability by denying access to the benefits of district services, programs, or activities. To request information about applicability of Title II of the Americans with Disabilities Act (ADA), interested persons should contact the Superintendent, Dr. Chad Kelly.
MISSION OF THE JACKSONVILLE INDEPENDENT SCHOOL DISTRICT
The mission of Jacksonville Independent School District, in partnership with students, family, and community, is to ensure a quality education by maintaining high expectations and providing a safe learning environment while developing citizens who are life-long learners in an ever changing competitive world.

JACKSONVILLE HIGH SCHOOL MISSION
The mission of Jacksonville High School is to create a supportive community of learners that will meet the academic, emotional, social, and physical needs of high school students in a safe and orderly environment.
JHS believes that student mastery of skills will create life-long learners. Along with helping them build successful careers, these skills will enable them to contribute to society as responsible citizens and informed decision-makers, and to lead personally fulfilling lives.

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT CQ (LOCAL)
The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

Access to the District’s electronic communications system, including the Internet, shall be made available to students and employees exclusively for instructional and administrative purposes and in accordance with administrative regulations.

Access to the District’s electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with District policies. (See DH, FNC, FNCJ, FO, and the Student Code of Conduct). Violations of law may result in criminal prosecution as well as disciplinary action by the District.

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of the District and with law and policy governing copyright. (See EFE)

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use for educational or administrative purposes. The District shall not be liable for users’ inappropriate use of electronic communication resources or violations of copyright restrictions, users’ mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

Local Regulations for CQ Board Policy (Local)
The Superintendent or designee will oversee the District’s electronic communications system. The District’s system will be used only for administrative and educational purposes consistent with the District’s mission and goals. Commercial use of the District’s system is strictly prohibited.

The District will provide training to employees in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the District’s system will emphasize the ethical use of this resource.

Copyrighted software or data may not be placed on any system connected to the District’s system without the permission from the holder of the copyright. Only the owner(s), or individuals the owner specifically authorizes, may upload copyrighted material to the system.

Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District’s system, or any other agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District policy and administrative regulations and,
possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware, or software costs. Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, or deliberate interference with the ability of other system users to send/receive electronic mail, are prohibited.

System users and parents of students with access to the District’s system shall be notified that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student knowingly bringing prohibited materials into the school’s electronic environment will be subject to a suspension and/or a revocation of privileges on the District’s system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

ANNUAL PUBLIC NOTIFICATION OF NONDISCRIMINATION

Jacksonville ISD does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Jacksonville’s Career and Technical Education department does not discriminate in enrollment or access to any of the programs available. The lack of English language skills shall not be a barrier to admission or participation in the district’s activities and programs.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s).

ATTENDANCE

JACKSONVILLE ISD ATTENDANCE POLICY

Compulsory school attendance is required from the age of six (6) or below the age of six (6) if enrolled in pre-kindergarten or kindergarten and until a child turns eighteen (18) years old, Texas Education Code 25.085 If any parent or person standing in parental relation to a child, within the compulsory school attendance ages and not lawfully exempt or properly excused from school attendance, fails to require such child to attend school for such periods as required by law, it shall be the duty of the proper attendance clerk to warn, in writing, the parent or person standing in parental relation that attendance must be immediately required.

In compliance with the compulsory school attendance law, a student shall attend school each school day for the entire period a class is offered and for all classes scheduled during the time the program of instruction is offered.

1. All students attending Jacksonville High School, including 18 or older, may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. Upon returning to school, students must present a written note from the parent/guardian within two (2) days of the class period from which a student was absent as to the cause of absence for the absenteeism to be excused. In addition to days excused by a parent note, students may obtain a documented absence when there is a written doctor’s note within two (2) days to substantiate extenuating circumstances. Students who do not meet the attendance requirement will be required to make up days and work missed as determined by the attendance committee on each campus. The requirement may include but is not limited to:
   A. Retained and required to repeat the grade or course.
   B. Required to attend Saturday school.
A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class. If a student attends less than 75 percent of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [See policies at FEC.]

Make up time must be completed one week prior to the end of the semester. Failure to complete make-up time may result in denial of credit.

Any referred student, who misses ten (10) days, either excused or unexcused, may be required to appear before a campus attendance committee designee. A parent/guardian is required to attend the meeting with their child.

Seniors are allowed 2 college visitation days and juniors are allowed 1 day. These days do count toward the allowable days and must be documented by the college within two days of the visit.

2. Documented absences under extenuating circumstances do not count toward the allowable days as stated in the District Attendance Policy if documentation is received within two (2) days of the student’s return to school. These include:
   A. A doctor’s note showing the student was present for a medical appointment if the student attended part of the school day. This includes the temporary absence of a student diagnosed with autism spectrum disorder on the day of the student’s appointment with a health-care practitioner to receive a generally recognized service for persons with autism spectrum disorder, including applied behavioral analysis, speech therapy, and occupational therapy.
   B. Quarantine
   C. Serious weather or road conditions making travel dangerous.
   D. Documented court appearances or court-ordered legal process.
   E. Activities related to obtaining United States citizenship.
   F. Service as an election clerk.

3. An attendance committee will be named and will assume the following duties:
   A. Review all students who have ten (10) or more absences that are referred by the designated campus administrator.
   B. Meet with parents to determine any extenuating circumstances that may have affected attendance.
   C. Determine the method most appropriate to make up missed days and work due to absences beyond the District Attendance Policy. If this requirement is not met, the student may not receive credit for the class.
   D. For handicapped students, the ARD or Section 504 committee will make decisions that concern the compulsory attendance law. A campus may establish an alternative procedure to make up class time missed.

4. Attendance requirements for extracurricular activities:

NOTE: A designated campus administrator will be responsible for approving a student’s record and issuing a signed clearance, which documents approval for student participation in the school sponsored activities as noted below. This may include the football roster, the drill team roster or an individual student.

A. In order to participate in an extra-curricular activity, a student must be in attendance the entire day of a performance or a game, i.e., any athletic contest, UIL activity, halftime activity during an athletic contest, field trip or other school-sponsored activity unless approved by the principal or principal’s designee.
B. A student must meet the district attendance requirement each current semester or year in all class periods in order to participate or try out for extracurricular activities such as cheerleader, drill team, one act play, debate, UIL activities, etc. for the following year.

C. A student who exceeds the district attendance requirement during a school year will not be allowed to participate in any school sponsored activity outside of the school day until district requirements are met and the campus designated administrator certifies that the student is eligible to participate.

D. Missing class the day after a school sponsored activity is unacceptable and is subject to disciplinary action.

E. Sponsors of extracurricular activities may set stricter standards if approved by the campus administrator.

F. Students who attend school-sponsored field trips must be in good academic and behavioral standing, as determined by campus administration (or administrative designees).

5. Early Release Policy:
   A. Selected senior students at Jacksonville High School may be released for up to three class periods.
   B. Students who have early release may not be on-campus during the periods they have early release.

6. Signing Out of School
   A. Students who are eighteen years of age (or older) may not sign-out of school during class unless given prior administrative approval.
   B. Students walking out of class without prior administrative approval will be subject to disciplinary action.

7. Verification of Enrollment (VOE)

Jacksonville High School will only certify a student who is (1) currently enrolled (2) met minimum attendance for class credit (90 percent rule) in each class they were enrolled in the fall or spring semester immediately preceding the date of application for the form. This means a student must complete a semester without makeup hours due before JHS can certify the VOE.

**RELIGIOUS HOLY DAYS**
The District shall excuse students from attending school for the purpose of observing religious holy days when it is a tenet of their faith that they must be absent from school during such time and if the parent, guardian or person having custody or control of the student submits a written request for the excused absence. The District shall excuse the student for days on which the religious holy days are observed and for days on which the student must travel to and from the site where the holy days will be observed. Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site where the student will observe the holy days. A student whose absence is excused for religious holy days shall not be penalized for the absence and shall be counted as having attended for purposes of calculating the average daily attendance in the District. Students excused under this provision shall be allowed a reasonable time to make up school work missed on those days. If the student fails to complete the work missed satisfactorily, the District may respond appropriately. If the student satisfactorily completes the work, the days of absence shall be counted as days of compulsory attendance. *Education Code 25.087(b); 19 Texas Administrative Code 129.21(k)(3); Board Policy FDD*
**JHS TARDY POLICY**
Jacksonville High School has a zero tolerance policy for student tardiness. It is our responsibility as a learning institution to have high expectations for our students. A major responsibility that students must develop is the obligation to be on time.

Jacksonville High School may conduct tardy sweeps at any time during the school day. Teachers will shut and lock their doors when the tardy bell rings. Students that are tardy during the sweep will be taken to a predetermined location for processing. Students may receive lunch detention, after school detention, Saturday School, or OCI depending on how many tardies they have accumulated during that tardy accountability period. Students that have been repeatedly tardy to other classes may be held for the rest of class. Students who have a tardy pass and/or an excuse from school personnel will be released to go to their regularly scheduled class.

- Students who drive to school and are tardy 4 times or more to first period may have their on-campus driving privileges suspended for two weeks.
- A student arriving more than ten (10) minutes late to class will be marked absent for that class period.
- Students who are tardy to class will be subject to disciplinary action. Students may be suspended from participating in extracurricular activities and/or placed in OCI for being excessively tardy.

**ADMENTS**
To obtain an excused absence, parents should call Jacksonville High School the day of the absence at 586-3661 ext. 7063. The parents or guardians will talk with a member of the office staff. The parent or guardian will be expected to state the following information:

1. Name of student,
2. Name of person making call,
3. Reason for absence, and
4. Phone number where the parent may be contacted.

The entire process will take only a small amount of time and will serve the best interests of the parents, student and school. A written note will suffice if submitted within two days of the absence, but every effort should be made to call. Any student who does not have a parent call the day of the absence or bring a parent note within two days will receive an unexcused absence.

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**GRADING PROCEDURES AND POLICIES**

**GRADE CLASSIFICATION**
After the ninth grade, students are classified according to the number of credits earned toward graduation.

<table>
<thead>
<tr>
<th>Credits Earned</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Grade 10 (Sophomore)</td>
</tr>
<tr>
<td>12</td>
<td>Grade 11 (Junior)</td>
</tr>
<tr>
<td>18</td>
<td>Grade 12 (Senior)</td>
</tr>
</tbody>
</table>

**GRADING**
Numeric grades shall be used in marking all papers, tests, or other assignments. Grades shall be recorded in the grade book and on the report card.

**Progress notice/report card procedures**
The school year is divided into four nine weeks periods. Students will receive a progress notice every three weeks if they are failing a course. Report cards are issued on a day designated following the end of each nine weeks, and will be mailed at that time. If the parent does not receive a report card, you may obtain a copy from the JHS office, or view them online through the Skyward parent portal at JISD.org. Semester examinations shall be given in accordance with the schedule issued from the principal’s office, and all grade period examinations shall be confined to the schedule.
**Grading system:**
All grades are recorded with a numerical grade on the grade report. The grade report form may indicate an “S”, “N”, or “U” for conduct grade. All classes will compute the average for the nine weeks based on the following formula:
- Tests 50% (each teacher will give a minimum of three tests each nine weeks)
  - Test grades may include exams, and/or major assignments (Essays, Reports, Projects, Research papers)
- Daily grades 50% (each teacher will give a minimum of 10 daily grades each nine weeks)

**Semester averages**
All classes will compute the average for the semester based on the following formula:
- Semester test - one-seventh
- Nine weeks averages - count three times

**Yearly averages**
The yearly average shall be computed as follows:
- First semester = 50%
- Second semester = 50%

All pupils who have been absent will be given an opportunity for make-up work if the work is completed within three days upon return from absence. This is for both excused and unexcused absences. (Exceptions may be made for extenuating circumstances.) If the student has been absent four or more consecutive days, then that student will have the same number of days as he/she were absent to make up his/her work.

Students who request to retake any test will be given that opportunity provided that they take the test within two school days after the graded test has been returned to them. The maximum grade that they may make on the exam is a 70. Test retakes for Pre Ap, AP, and Dual credit courses are given at the teacher’s discretion.

**SEMESTER EXAMS**
All students will take a fall and a spring semester exam.
All students are required to be in dress code when taking semester exams.
Exemptions may be issued by administration and be tied to absences or tardiness.
If a student misses a semester exam, a 0 will be entered for that grade. Barring extenuating circumstances, they will have one week to make up that test with a grade that will replace that 0.
Retests for semester exams will not be given.

Information concerning valedictorian/salutatorian policy, class ranking, dual enrollment/college course work, and correspondence/internet courses may be found in the Jacksonville High School course catalog.

**STAAR END OF COURSE EXAMS**
Students must meet satisfactory performance on English 1, English 2, Algebra 1, Biology, and United States History End-of-Course exams in order to meet graduation requirements. These exams shall be administered annually to students as required by the state, as needed, on dates designated by the commissioner of education. A student who has failed no more than two end-of-course assessments, and who meets all other graduation requirements, may be permitted to graduate and receive a diploma if the student satisfies certain additional requirements and receives the unanimous approval of an Individual Graduation Committee.

Each student who fails to demonstrate satisfactory performance on academic skills shall retake the assessment instrument each time it is administered until adequate mastery is demonstrated. A student who has been denied a diploma because he has not demonstrated satisfactory performance may retake the assessment instrument each time it is administered.
The District shall give written notice to each student who fails to meet the passing standard for the required End of Course Exams. Notification will be provided to the student’s parent or guardian that the student will be required to retake the appropriate sections of the examination each time it is administered thereafter until satisfactory performance is demonstrated by the student.

**STUDENT CONDUCT**

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. The school will foster a climate of mutual respect for the rights of others. Students are expected to respect the rights and privileges of other students, teachers, and District staff. The District 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 or school rules will be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to their responsibilities as citizens in the school community.

Students are responsible for conducting themselves properly, in a manner appropriate to their age and level of maturity.

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

1. Attending all classes, regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being appropriately dressed and groomed.
4. Showing courtesy and respect toward others.
5. Behaving in a responsible manner.
6. Paying required fees and fines, unless these are waived.
7. Avoiding violations of the Code of Student Conduct.
8. Obeying all school rules, including safety rules.
9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with District staff in investigation of disciplinary cases and volunteering information relating to a serious offense.
11. Students are not allowed to sell or distribute any commodity (including but not limited to: food, drinks, candy) without school approval.
12. Food will not be delivered to JHS students during the school day.
13. Food may be delivered to the Field House for athletes involved in after-school events.
14. Jacksonville High School is a closed campus. Students are not permitted to leave campus during lunch and then return for afternoon classes.

The District has authority over a student during the regular school day and while going to and from school on District transportation. This jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location. A violation of law and the Student Code of Conduct involving retaliation against an employee, even though it occurs off school grounds and not at any school-related activity, is also subject to District jurisdiction.

The District’s Code of Student Conduct applies to all school-sponsored and school-related activities, on or off campus. Students who violate these rules will be subject to disciplinary action and, when appropriate, will be referred to legal authorities for criminal prosecution for violations of law. *FOC (Legal)*

Conduct by students, either in or out of class, that for any reason disrupts class work, or involves substantial disorder or invasion of the rights of other students or employees at school or school-related activities is prohibited. Student demonstrations and similar activities shall be prohibited when there is evidence that may reasonably lead school authorities to forecast substantial disruption of, or material interference with, normal school operations or approved school activities. *Board Policy FC1; GKA (Legal)*

Students issued two “class C” misdemeanors on campus during the same school year may be referred to the District Placement Committee for possible DAEP placement.
Language determined to be inappropriate by the school administration may result in an immediate citation plus a detention assignment or suspension.

**LUNCH DETENTION**
Lunch Detention is disciplinary action that may be used at JHS. Administrators may assign students to Lunch Detention if deemed necessary. Students who are assigned to Lunch Detention will adhere to the following rules:
- Report immediately to the Lunch Detention area when the bell rings to start the lunch period.
- No communication with any students.
- No cell phone privileges during lunch detention.
- If the student does not report to Lunch Detention, or is late, more serious disciplinary measures will be taken. These measures may include assignment of more days of lunch detention, after school detention, Saturday school, OCI or suspension.

**AFTER-SCHOOL DETENTION**
Students may be assigned to after-school detention as a form of correction. Students may be assigned by the principal or an assistant principal. Assignments to after-school detention may be for the day of the misbehavior. Parents should be contacted and told the student will be held after school if it is on the same day. After-school detention will begin 5 minutes after the bell sounds to dismiss school. Transportation will be provided to students who stay in after-school detention. They should catch the bus in the normal bus loading area. If a student is late or does not come to after-school detention, there will be more serious disciplinary measures taken. The student may still be required to fulfill his/her after-school assignment. *Board Policy FOC (Local)*

**SATURDAY SCHOOL**
Students are offered Saturday School in order to make up hours due to excessive absences. The rules for Saturday school are as follows:
- The dates for Saturday school are subject to need and will be announced prior to starting.
- School dress code will be enforced. Students will follow rules set by the instructor or they will be removed.
- Students must secure their own transportation to and from Saturday school.
- Students are required to bring their own lunch.
- If a student is late, the day will not count and they will not be admitted.
- If the student fails to show, then more disciplinary measures will result. These may include OCI, suspension from school, etc. The student may still be required to attend Saturday school.
- Students are allowed one 15-minute break in the morning, a 30-minute lunch break, and a 15-minute break in the afternoon. These breaks will be taken under the supervision of the Saturday school monitor. At no time may the student leave the campus, or send out for lunch. **NO VISITORS ARE ALLOWED AT THE SCHOOL.**
- Students who misbehave in Saturday School are subject to disciplinary action.

Students who miss any detention, ex. after-school detention, before-school detention lunch detention or Saturday School, may be assigned to OCI on a future day.

**ON-CAMPUS INTERVENTION = OCI**
The following are some guidelines and rules that will be followed for all students who are assigned to OCI.

1. Instruction will be provided by certified instructors.
2. Students committing any rule infraction may be assigned additional day(s) in OCI or be suspended.
3. Students must complete all work satisfactorily or they may not be released.
4. Students receiving an excessive number of OCI days may be referred to the District Placement Committee.
5. Students will be given scheduled times to use the restroom and get a drink of water during the day.
6. Students will be required to turn in any electronic device upon entering OCI.
7. Students are subject to wand ing upon entry or at any other time while in the OCI room.
POSSSESSION OF TELECOMMUNICATIONS AND ELECTRONIC DEVICES
Students shall not display, turn on, or use a cellular telephone or other personal electronic devices on school property during the school day unless they are being used for approved instructional purposes or as deemed appropriate by school administration. Please see the Guide to Jacksonville ISD Wifi at the back of this book.

Devices will be confiscated and may be returned to the student or adult parent for a fee of $15.00. Failure to turn in phone when asked by an administrator will result in placement in OCI and a $15 fine. Failure to turn in any electronic device when asked by an administrator may result in OCI and/or OSS placement.

If a student is determined to have used a cell phone during the administration of a state assessment, the student may be suspended and/or assigned OCI pending a possible placement hearing for assignment to an alternative campus. Additionally, the student’s test will be invalidated.

HARASSMENT
Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student’s ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student’s academic performance. A copy of the district’s policy is available in the superintendent’s office or the JISD website (FFH Local). Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person’s religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

GANG-FREE ZONES
Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

SEXUAL HARASSMENT
Sexual harassment of a student by an employee, volunteer, or another student is prohibited. Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual. Examples of prohibited sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature, sexual advances, jokes or conversations of a sexual nature, and other sexually motivated conduct, communications, or contact.

RETTALIATION
Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation may be subject to appropriate discipline. Retaliation against a student might occur when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student’s poor academic performance in the classroom.

BULLYING
Bullying is when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school related activity, or in a vehicle operated by the district and a district’s board of trustees or the board’s designee determines that the behavior:

1. Has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or damage to the student’s property; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance power between the student perpetrator who is engaging in bullying and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student’s education or substantially disrupts the operation of a school.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, assault, demands for money, confinement, destruction of property, theft of valued possessions, name-calling, rumor-spreading, and ostracism. In some cases, bullying can occur through electronic methods, called “cyber bullying.”

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible.

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as “sexting,” will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement. The administration will investigate any allegations of the above mentioned forms of bullying. Appropriate disciplinary action will be taken if the investigation indicates that bullying has occurred and is a substantial disruption to the educational environment. Disciplinary action may include On Campus Intervention, Off Campus Suspension, or placement at an alternative campus. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Any retaliation against a student who reports an incident of bullying is prohibited and will not be tolerated.

STUDENT SERVICES

PRE-REGISTRATION
Principals, counselors, and teachers will conduct pre-registration activities during each spring semester for the next school year. Students and their parents are encouraged to become informed about all course options, and students are encouraged to enroll in the most challenging courses possible.

REGISTRATION
Registration for each school year is conducted prior to the school year on each campus. All students are required to come to the school with proof of residence and up-dated health records on the appropriate days.

Since the attendance policy requires 90% of all class days to be attended each year in order to earn credit, students are cautioned that late entry to school may jeopardize their credit, regardless of grades earned during attendance. Also, students are not considered to be in attendance until they are admitted to classes. The only way, therefore, to avoid a loss of one or more attendance days spent in registration is to appear at school during the designated period.

Parents of new students must bring the following documents to registration:

- Certified birth certificate
- Immunization record
- Proof of residence (personal utility bill)
• Transcript or report card from previous school year
• Guardianship statement (if needed)
• Social security number

Parents of returning students must complete pupil information form and lunch form. Parents must provide guardianship statement, if needed. If student’s social security number is not on file at the school, parent should supply this, also.

**IMMUNIZATION REQUIREMENTS**

Immunizations are an important part of public health, and Texas law requires students in Texas schools to be immunized against certain vaccine-preventable diseases.

To determine the specific number of doses that will be required, information about school vaccine requirements are available on the Immunization Branch website at [www.immunizetexas.com](http://www.immunizetexas.com) (click on the ‘School and Childcare’ link).

**Exemptions**

The law allows (a) physicians to write a statement stating that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem).

Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at [www.ImmunizeTexas.com](http://www.ImmunizeTexas.com). For children needing medical exemptions, a written statement by the physician should be submitted to the school.

**PERSONAL COUNSELING**

School counselors are able to help students with a wide range of personal concerns. Counselors are familiar with community resources and may direct students to other sources of information and assistance. Students who wish to discuss academic or personal concerns may make appointments or be seen immediately in urgent situations.

**STUDENT RECORDS**

A student’s school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are 18 years of age or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. 34 CFR.99.3(b)

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The phone numbers and addresses of the Superintendent and principals are listed at the front of this handbook. *Board Policy FL (Local)*

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student’s records. School officials include any employees, agents, or Trustees of the District, cooperatives, or contractual placement facilities, as well as their attorney and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student’s case, or a handicapped student’s individual education plan;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student’s records without prior consent on request to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, the right to consent to release of records transfers to the student.

The parent’s or student’s right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers’ personal notes on a student that are shared only with a substitute teacher, and records on ex-students, do not have to be made available to the parents or student. 20 U.S.C. 123g; 34 CFR 99.3(b)

Students over 18 years of age and parents of minor students may inspect the student’s records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to a hearing and to place in the student’s record a statement commenting on the information. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student’s grade in a course through this process. Parents or students have the right to file a complaint with the Superintendent if they feel that the District is not in compliance with the law regarding student records. 34 CFR 99.20, 99.21; Board Policy FL (Local)

Copies of student records are available at a cost of ten cents per page, payable in advance. All requests must be made in writing. The first copy of a transcript is provided free of charge and additional copies are $3.00. Parents may be denied copies of a student’s records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; or (3) if the parent fails to follow proper procedures and pay the copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge. 20 U.S.C. 123g; 34 CFR 99.811; 19TAC 61.163

Certain information about school students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects in writing to the principal within ten school days after the issuance of this notice. Directory information includes: a student’s name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, most recent previous school attended, and other similar information. 34 CFR 99.37; Board Policy FL (Local)

NATIONAL HONOR SOCIETY

The Osborn-Boles Chapter of the National Honor Society was originally organized in 1940. Membership in this chapter is based on scholarship, leadership, service, and character. Candidates eligible for membership must be enrolled in the Advanced High School Program or Advanced High School Program with Honors and have a minimum scholastic average of 90. Those qualifying in this area are then judged on their service, leadership, and character by the faculty council. To be eligible for membership, a student must have spent at least one semester in JHS. Only junior and senior students are eligible. National Honor Society students from other schools who transfer to JHS are accepted as full members. A faculty sponsor is appointed by the principal.

ELIGIBILITY FOR CLUBS AND ORGANIZATIONS

Extracurricular and co-curricular organizations such as National Honor Society, cheerleaders, drill team, athletic teams, etc., are often governed by constitutions, rules and regulations that are separate from the Texas Education Code and Jacksonville ISD Policy. It is the responsibility of students and parents to familiarize themselves with the rules and regulations of such organizations to ensure that all eligibility requirements have been met prior to seeking admission. Students who wish to join extracurricular or co-curricular activities or organizations should obtain information from the sponsor.
• **ACADEMIC ELIGIBILITY**

Students shall be permitted to participate in extracurricular activities, subject to the following restrictions. A student in grades 7-12 may participate in extracurricular activities on or off campus at the beginning of the school year only if the student has earned the cumulative number of units in state-approved courses indicated below:

1. Beginning of the ninth grade year - has been promoted from the eighth grade to the ninth grade.
2. Beginning of second year of high school - at least 5 credit units toward graduation.
3. Beginning of third year of high school - at least 10 credit units toward graduation.
4. Beginning of fourth year of high school - at least 15 credit units toward graduation.

All schools must check grades for all participants at the end of the first six weeks of the school year. From that point, grades are checked at the end of the nine week grading periods. Students have the opportunity to regain eligibility at each three week mark. Please see the Eligibility Calendar in the back of this handbook. Students who are passing all courses at the end of the first nine week period remain eligible until the end of the official grading period.

Key points:
1. Suspended students no longer regain eligibility immediately. They must wait seven calendar days after the end of the grading period.
2. Students who were eligible shall not lose eligibility until seven calendar days after the end of the official grading period.
   
   Example: Grading period ends on Friday at 3:50 p.m. Students shall not regain or lose their eligibility until the following Friday at 3:50 p.m.
3. Students who pass all courses for the grading period remain eligible throughout the next grading period.

Students who fail one or more classes at the end of a grading period will have their grades checked at the end of each three-week suspension period or until all grades are at least 70 at the end of the three-week suspension period.

Students in grades 9-12 who receive a failing grade of not less than 60 in one advanced placement course during any nine week period shall not be suspended from practice and participation in extracurricular activities.

• **CONDUCT ELIGIBILITY**

A student may be suspended from participation in extracurricular activities for a violation of the Student Code of Conduct. Also, a student may be suspended from participation for committing any “serious offense” (*Policy FO-{Local})*, even if it was committed at a time and/or at a location unrelated to school or school activities. In addition, a student is expected to observe the rules for participation established by teachers/coaches/sponsors of extracurricular activities. Failure to do so may result in suspension from participation.

**FUNDRAISING**

Fundraising activities by student groups and/or for school-sponsored projects shall be allowed, with prior administration approval and under the supervision of the project sponsor. All fundraising projects shall be subject to the approval of the principal. Such participation in approved fundraising activities shall not interfere with the regular instructional program. Funds raised shall be received, deposited, and disbursed in accordance with Board policy. The use of money (as a fundraising project) in the election of a student to any school office shall be prohibited. No outside organizations of any sort may solicit contributions of any type from students within the schools. *Board Policy FJ (Local); CFD (Local); FP*
STUDENT ELECTIONS
Election procedures for school-wide student offices (including but not limited to student council and class officer positions) shall be conducted under procedures approved and supervised by the school principal.

STUDENT PUBLICATIONS
Distribution of written materials may be restricted, subject to the following guidelines:

1. Distribution may be limited in order to prevent material and substantial interference with normal school operations in circumstances where there is evidence that reasonably supports a forecast that disruption will likely result directly from the distribution.

2. Reasonable administrative regulations as to the time, place, and manner of distribution may be prescribed to promote orderly administration of school activities by preventing disruption, but shall not be designated to stifle expression.

3. Content of the materials to be distributed shall conform to the following standards:
   a. Materials that are sexually inappropriate for the age and maturity of the audience or that endorse actions endangering the health and safety of students shall not be distributed.
   b. Materials may not be forbidden if the portion or specific language objected to may also be found in material that is made available to students through school facilities, i.e., the school library or readings assigned by teachers.
   c. Libelous materials may be prohibited from distribution.
   d. Publications that criticize Board members or school personnel or advocate violation of school rules may be prohibited when there is evidence that reasonably supports a forecast that material and substantial disruption of school operations will result from the publication. Advocacy is directed toward inciting or producing imminent lawless or disruptive action and that is likely to incite or produce such action shall be restricted.
   e. Hate literature that scurrilously attacks ethnic, religious, or racial groups, and similar irresponsible publications aimed at creating hostility and violence may be banned. Only material that could reasonably support a forecast of material and substantial disruption of normal school operations is affected by this restriction. *FMA (Local)*

All student publications and other written material intended for distribution to students shall be submitted for prior review according to the following procedures.

1. Material shall be submitted to the building principal or designee for review.
2. The principal or a designee shall approve or disapprove submitted material within twenty-four hours of the time the material is received. Failure to act within the twenty-four hour period shall be interpreted as disapproval. *FMA (Local)*

PROTECTION OF STUDENT RIGHTS
The school will notify parents of the right to inspect all instructional materials to be used in connection with a survey, analysis, or evaluation as part of a federally funded program. Notice will be sent home before such a survey, analysis or evaluation is administered, and parent consent (or student consent if 18 or older) will be requested if information regarding any of the following is part of the survey, analysis or evaluation:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sex behavior and attitudes.
- Illegal, anti-social, self-incriminating, and demeaning behavior.
- Critical appraisals of other individuals with whom the student or the student’s family has close family relationship.
- Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers.
- Income, other than as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program. *FN (Legal)*

STUDENT PARKING
Each student vehicle parked on campus must display a JHS parking permit. The first parking permit will cost $15.00. Permits will only be given to students when they present a valid driver’s license, license plate number and valid car insurance. If a replacement permit is issued the cost will be $5.00.
Permits will not be issued to students who owe any kind of fine or owe books to the library. At the beginning of the school year students will have a period of one week to purchase a parking permit.

NOTE: Any operator of a vehicle on the school campus must have a valid Texas driver’s license. Illegal use of parking permit will forfeit your right to drive on the high school campus.

STUDENT PARKING GUIDELINES
1. All vehicles must display a valid, current year parking permit and be parked only in the numbered and marked parking space for that permit.
2. Students in the main student parking area are to park facing toward the cafeteria.
3. Students are not allowed to move their vehicles during the school day.
4. All motor bikes will be parked in a parking space.
5. Campus speed limit is 10 MPH.
6. Students will park their vehicles upon arrival, exit them, and enter the campus. Loitering in the parking lot is not allowed before school, during lunch, or after school.
7. All motor vehicle laws apply to school property. (TEC 37.102 (b) )
8. Vehicles entering JISD property are subject to being searched.
9. Parking in faculty parking will result in driving and parking privileges being suspended.
10. Violation of any parking rules, including but not limited to parking in someone else's spot, may result in the vehicle being ticketed, towed, or immobilized, at the owners expense.
11. Reckless driving will not be allowed. The administration has final say in what constitutes reckless driving and will suspend driving/parking privileges as necessary.
12. Parking permits are priced at $15. If lost or stolen you must report the loss or theft to the office immediately. The cost to replace a lost or stolen permit is $5.00.
13. Unauthorized leaving of campus in your vehicle will result in your parking permit being suspended. You will be required to turn it in to the office.
14. Your parking permit is issued to you.
15. Loaning a parking permit to another student or buying a parking permit for another student is not allowed.

VIOLATION OF THE ABOVE RULES MAY RESULT IN LOSS OF DRIVING AND/OR PARKING PRIVILEGES.

WARNING: Vehicles Subject to Search
All vehicles entering JHS are subject to search by school administration or by law enforcement personnel working with them and the person in control of the automobile shall be deemed to consent to such search. Search may be conducted without warrant for any reasonable purpose. Search of the vehicle includes all compartments and components thereof. After the start of a search, the vehicle may not be removed from the premises during the reasonable duration of the search.

LIBRARY
Students are encouraged to use the library on their own time as well as with their classes.
Students who obtain a library pass from their teachers may come to the library anytime during the school day. All library materials, except reference or career materials are checked out for three weeks at a time and may be renewed several times. Lost books must be paid for at current purchase price. Overdue books are 10¢ per day.

MISCELLANEOUS

ASSEMBLIES
Students are required to conduct themselves in assemblies as they do in class. Students who are tardy or who do not abide by school and District rules of conduct shall be subject to disciplinary action.
CAMPUS ENTRY AND EXIT
Campus safety is our number one priority. Any vehicle entering or exiting our campus must do so via the Corinth Road entrance. All drivers and riders must respect the direction of the on-duty Campus Security Officer, which may include, but is not limited to, stating the purpose of the visit to the campus. Student drivers that are exiting during the school day must present a valid release slip or display an early release parking permit.

CHANGE OF ADDRESS / TELEPHONE NUMBER
Students who move must notify the school office in writing immediately of their new address and telephone number.

COMMUNICABLE DISEASES
Parents of students with a communicable or contagious disease are asked to telephone the school nurse or principal so that other students who have been exposed to the disease can be alerted. Students with certain diseases are not allowed to come to school when their disease is contagious. These diseases include: chicken pox, diphtheria, fever of 100.4 or greater, viral gastroenteritis (diarrhea), head lice, viral type A hepatitis, influenza, measles (rubella), German measles (rubella), bacterial meningitis, mumps, pink eye, polio, salmonellosis, shigellosis, streptococcal sore throat, scarlet fever, tuberculosis, and whooping cough. Students with AIDS/HIV infection shall be excluded when: 1) a medical advisor determines that open sores or skin eruptions, behavior (e.g., biting), or lack of toilet training pose a risk to others, 2) cases of measles, rubella, or chicken pox are occurring in the school. Board Policy FFAD; FFAD (Local), FFAD (Exhibit)

DELIVERY OF FOOD AT LUNCH FROM OUTSIDE FOOD VENDORS
The delivery of food from outside food vendors to students at school during lunch is not acceptable.

DRUG DOGS
Drug dogs may be used at unannounced, random times to search for drugs and/or gunpowder. Trained dogs’ sniffing of car and lockers does not constitute a search under the Fourth Amendment. Board Policy FNF (Legal/Local)

DRUG EDUCATION
Jacksonville Independent School District will provide education about the effects of drug, alcohol and tobacco use, why these three behaviors are harmful, and ways to resist pressure to try drugs.

ELECTRONIC CIGARETTES
Electronic cigarettes may not be possessed or used on campus by any student at any time, including while attending school sponsored events.

EMERGENCY CLOSING INFORMATION
Inclement weather notices or imminent news will be transmitted by local television and radio stations and the JISD website. Should emergency situations occur during the school day, principals will provide for the safety and welfare of the students. Messages will be on local media, available by calling the school or public information services.

EMERGENCY CONTACT PERSONS
Parents must provide names, addresses, and telephone numbers of at least three persons to contact in case of an emergency.

EMERGENCY MEDICAL TREATMENT
Parents shall complete an emergency care form each year that includes a place for parental consent for school officials to request medical treatment for the student, as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency. Parents should update this information as often as necessary. Board Policy FFAC; FFAC (Local)

FEES
Authorized Fees
Student fees are authorized for:
1. Any program in which the resultant product is in excess of minimum requirements and, at the student’s option, becomes the personal property of the student. Fees may not exceed the cost of materials.
2. Membership dues in student organizations or clubs, and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary.
3. Security deposits for the return of materials, supplies, or equipment.
4. Personal physical education and athletic equipment and apparel. However, any student may provide his or her own if it meets reasonable requirements and standards relating to health and safety established by the Board.
5. Items of personal use or products which a student may purchase at his or her own option, such as student publications, class rings, annuals, and graduation announcements.
6. Fees specifically permitted by any other statute.
7. Any authorized, voluntary student health and accident benefit plan.
8. A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the District.
9. Items of personal apparel which become the property of the student which are used in extracurricular activities.
11. Driver training courses, provided that such fees shall not exceed the actual District cost per student in such programs for the current school year. These fees shall be limited to the direct costs of the program as determined by the State Board.
12. Courses offered for credit where the activity necessitates the use of facilities not available on the school premises, and participation in the course is optional on the part of the student.
13. Summer school, provided fees are not charged for courses required for graduation unless such courses are offered tuition-free during the regular school year. Board Policy FP; FP (Legal)

Prohibited Fees
Student fees are prohibited for:
1. Textbooks, workbooks, laboratory supplies, or other supplies necessary for participation in any instructional course, except as authorized under this code.
2. Field trips required as part of a basic educational program or course.
3. Any specific form of dress necessary for any required educational program or diplomas.
4. Instructional costs of necessary school personnel employed in any course or educational program required for graduation.
5. Library books required to be utilized for any educational course or program. However, fines may be assessed for lost, damaged, or overdue books.
6. Admission fees, dues, or fees for any activity which the student is required to attend as prerequisite to graduation.
7. Any admission or examination cost for any required educational course or program.
8. Lockers.
Board Policy FP; FP (Legal)

Waiver of Fees
Upon receipt by the District of reliable proof that a student and his or her parent or guardian are unable to pay a fee or deposit required by the school, such fee or deposit shall be waived. Such student and his or her parent or guardian must present evidence of their inability to pay to the appropriate principal who shall determine eligibility for a fee waiver. Education Code; Board Policy FP; FP (Legal)

FIRE, TORNADO, AND OTHER EMERGENCY DRILLS
Students, teachers, and other school employees shall participate in frequent drills of emergency procedures. When the alarm is sounded, students must follow the direction of teachers or school employees quickly and in an orderly manner. Emergency bell signals and evacuation routes will be prominently posted in each classroom. Board Policy CKC; CKC (Local)
FLOWERS
The delivery of flowers to school for special events presents a problem and interrupts the instructional program. Local florists have been advised that flowers and mums should NOT be delivered to school.

GUEST SPEAKERS
All guest speakers for individual classes and/or assemblies must be approved by the campus principal in accordance with administrative regulations. Board Policy EM

INSURANCE
At the beginning of the school year there will be made available a low-cost student accident insurance plan to all students on a voluntary basis. The insurance can cover at-school, twenty-four hours, or high school football. Applications, premiums, and claims will be sent directly to the insurance company. Before participating in any UIL-sponsored athletic activity, a liability form should be completed indicating:

- That student accident insurance has been purchased, or
- That the family insurance policy will be used, or
- Self-insured, and
- Waiving any claim against the District for any injury which may result.

The District shall not be responsible for the cost of treating injuries, and shall not assume liability associated with other costs resulting from an injury. Board Policy FFD

JURISDICTION
The Jacksonville ISD has jurisdiction over its students during the regular school day and while going to and from school on District transportation. The District’s jurisdiction includes any activity on school property, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location.

LOCKERS
Lockers remain under the jurisdiction of the school, notwithstanding the fact that they are assigned to individual students. The school reserves the right to inspect all lockers at any time. Students have full responsibility for the security of the lockers and will make certain they are locked and that the combination is not given to others. Searches of lockers, as well as general searches of school property, may be conducted at any time there is reasonable cause to do so with or without the presence of students. Board Policy FNF (Local)

LUNCH AND BREAKFAST PROGRAM
The District participates in the National School Lunch Program and offers free breakfasts to all students, and free and reduced-price lunches based on a student’s financial need. Information can be obtained from the office on each campus. Board Policy COB (Local)

MEDICINE AT SCHOOL
Medication may be given to a student at school provided:

1. The parent/legal guardian of the student has signed a consent form requesting the administration of the medication.
2. Prescription medication must be in the original container and properly labeled and delivered to the nurse by the parent/legal guardian.
3. Non-prescription medicine must be in an original sealed container. It must be properly labeled and delivered to the nurse by the parent/legal guardian.
4. Students may not be in possession of non-prescription or prescription medication on campus. The exception to this rule is asthma inhalers, epi pens, and insulin, which require written permission by a physician and parent to carry and self-administer.
5. Unused, discontinued, or expired medication must be picked up by the parent. Medications not picked up will be disposed of at the end of the school year.
PARENT CONFERENCES
Parents are encouraged to schedule a parent-teacher conference at any time to discuss their child’s academic progress, attendance, or behavior. The school will schedule early-morning or late-afternoon conferences, as necessary, to accommodate working parents, but appointments must be made in advance.

One or more conferences shall be held during each school year between a teacher and the parents of a student if the student is not maintaining passing grades or achieving the expected level of performance or presents some other program to the teacher or in any other case the teacher or parent considers necessary. Board Policy EIA (Legal)

POCKET KNIVES
Students are not allowed to possess pocket knives of any size while on campus, at a school sponsored event, or on any school provided transportation. Students found in violation of this policy will have the knife confiscated and may be subject to disciplinary action.

POSTERS
Signs and posters that students wish to display must first be approved by the principal or designee. Posters displayed without authorization will be removed. Any student who posts printed material without approval shall be subject to disciplinary action. Board Policies FMA; FMA (Local); FNC (Local); GKA (Local)

REPORTING CHILD ABUSE
A person who has cause to believe that a child’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall make such reports as are required by law. A person who reports or assists in the investigation of a report of child abuse or neglect, other than a person reporting his own conduct or reporting in bad faith or with malice, is immune from any civil or criminal liability that might otherwise be incurred or imposed. Family Code 261.101, 261.106.

Accusatory reports shall be made reflecting the reporter’s belief that one or more of the following acts have occurred:

1. A child has been or will be abused or neglected.
2. A child has died of abuse or neglect.
3. A child has violated the compulsory school attendance laws on three or more occasions.
4. A child has, on three or more occasions, been voluntarily absent from his home without the consent of his parent of guardian for a substantial length of time or without the intent to return.

The reports shall be directed to any of the following:
1. Any local or state law enforcement agency.
2. The Child Protective Services division of the Texas Department of Protective and Regulatory Services.

The report shall contain the name and address of the child, the name and address of the person responsible for the care of the child, if available, and any other pertinent information.

If a professional has cause to believe that a child has been or may be abused or neglected, that person shall make an oral report as prescribed above not later than 48 hours after the hour the person first suspects that the child has been or may be abused or neglected. In all instances, a written report shall be made within five days to the same agency or department. Family Code 261.101(6).

Authorized officials conducting a child abuse investigation shall be permitted to conduct the required interview with the child at any reasonable time at the child’s school. Family Code261.302 (6)(1) Board Policy FFG (Legal)

SCHOOL BUSES
The District provides transportation for students who live two or more miles from the school they attend. School buses are operated to and from school on approved routes, and no variations shall be made from such routes.
The Admission, Review, and Dismissal (ARD) committee shall annually determine if a student with disabilities who is eligible for special education is unable to attend school without special transportation. Documentation of this finding shall become a part of the student’s eligibility file. Transportation for eligible students with disabilities may be provided by District-operated buses, private transportation provided by parents or their agents, or by contracted transportation. Services for students with disabilities may include transportation from the student’s home to school and return to home. When a student is picked up at or delivered to a different address, a request must be made to the Special Education office and be kept on file. A special bus shall be available for eligible students with disabilities in emergency situations.

Students being transported shall comply with the District’s Code of Conduct. Any student who fails to comply with that code or established rules of conduct while on school transportation may be denied transportation services and shall be subject to disciplinary action.

The following rules shall apply to student conduct on school transportation:

1. Passengers shall follow the driver’s direction at all times.
2. Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. When on the bus, passengers shall not stand if there is a seat available. If a passenger must ride standing, the passenger shall face the front and hold on to the seat rails.
4. Passengers shall keep books, band instrument cases, feet, and other objects out of the aisle of the bus.
5. Passengers shall not deface the bus and/or its equipment.
6. Passengers shall not extend head, hands, arms, or legs out of the window nor hold any object out of the window or throw objects within or out of the bus.
7. Passengers shall not smoke or use any form of tobacco on school buses.
8. Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language or gestures, will subject the passenger to disciplinary action.
9. Upon leaving the bus, the student shall not cross immediately in front of the bus until directed by the driver.

Disciplinary sanctions and changes in transportation for a student with disabilities shall be made in accordance with the provisions of the student’s Individual Education Plan (IEP). Board Policy CNC; FNC (Local)

SOCIAL SECURITY NUMBERS
Information about a student’s Social Security number is confidential and will be provided on a voluntary basis by the student or parent. Any student not having, or choosing not to disclose, his or her Social Security number, cannot be denied enrollment in a public school, nor can the student be penalized in the educational process for that reason. Because individual student information is private it is excluded from the Open Records Act. Education Code; 19 Texas Administrative Code 129.1

SPECIAL PROGRAMS
The District provides special programs or courses for those students who have disabilities, dyslexia, limited English proficient, or who require remediation to pass their EOC. Students or parents with questions about these programs should contact the principal or counselor.

STUDENT TRAVEL
Transportation for all field trips shall be provided by the District unless otherwise approved by the Superintendent or designee on an individual basis. Use of private cars shall not be permitted for any field trip unless permission is granted by the Superintendent or designee. Students shall not participate in a field trip without written consent of a parent of legal guardian. EFD (Local); FNC (Local)

STUN GUNS
Students are not allowed to possess stun guns or any other similar devices while on campus, at a school sponsored event, or on any school provided transportation. Students found in violation of this policy will have the device confiscated and may be subject to disciplinary action.
TEXTBOOKS
State-approved textbooks are provided free of charge for each subject or class; students are required to use these books carefully. Books must be covered by the student, as directed by the teacher; students who are issued a damaged book should report that fact to a teacher or librarian. Each pupil, or his parent or guardian, shall be responsible to the librarian for all books not returned by the pupil, and any pupil failing to return all books shall forfeit his right to free textbooks until the books previously issued but not returned are paid for by the parent or guardian. Education Code 31.001; Board Policy CMD

TUTORIAL PROGRAM
A student whose grade in a subject for a grade reporting period is lower than 70 may be required to attend tutorials in the subject during the following reporting period twice per week, or more. Jacksonville ISD is not required to provide transportation for students attending tutorials. Education Code 29.084; Board Policy EHBC

VISITORS
Many visitors may normally be expected on the campus of a public school during the school day. Since the principal is responsible for all persons on the campus, visitors must proceed first to the school office to register. Students of one school are not to visit the buildings or grounds of another school while the latter is in session except with the permission of the principals of both schools. If a student from one school is at another school and is found guilty of misconduct, the student shall be treated in the same manner as any other student found guilty of misconduct. The student may be subject to criminal charges. Board Policy CLA (Local) Younger brothers and sisters of students or the children of students are NOT to be brought to the school as visitors during instructional time.

DRESS CODE NOTES FOR JHS
Jacksonville High School embraces and upholds the JISD Dress Code. The district’s dress code was established to teach grooming and hygiene, to instill discipline, to prevent disruption, to
avoid safety hazards, and to teach respect for authority. Student dress reflects the quality of the school and affects students’ conduct. Students shall be dressed and groomed in a manner that is clean, neat and that will not be a health or safety hazard to themselves or others. Any article of clothing, jewelry, body decoration or hairstyle extreme enough to create a distraction or disturb the normal routine of the school, in the judgment of the administration of the school, shall be deemed inappropriate. It is the JHS expectation that students will be in compliance with the dress code upon arrival at school.

Examples and clarifications of inappropriate and unapproved choices of clothing, jewelry, body decorations, hair style, or the way in which these are worn or displayed include:

- Any tattoo, body drawing or art, accessory or clothing article such as a bandana, rag, dew rag, strings from skull caps etc. that are displayed and are deemed as gang related by the school administration
- Inappropriate wording on belts, bracelets, necklaces or any accessory will not be tolerated
- College t-shirts may be worn on Mondays only
- For safety reasons, hoods may not be worn covering the head

Other JHS notes:
- If you need to go to your vehicle, you must get administrative approval
- If you leave campus, you must sign out at the front desk
- Early release students must leave campus during their release periods

The final decision on the appropriateness of school dress rests with the campus administration.

Guide to Jacksonville ISD Wi-Fi
Bring Your Own Device
Jacksonville High School offers a filtered JISD-Public Wi-Fi. JHS students may bring a personal device to school and use for educational purposes. Students are expected to connect to the filtered JISD Public Wi-Fi to ensure access to the best online resources.

**Important Facts**
- Users of the JISD Public Wi-Fi network have filtered Internet access just as they would on a district owned device.
- JISD offers many educational resources via the Internet. These resources may be accessed anytime; anywhere the student has access to the Internet, extending learning beyond the classroom.
- Jacksonville High School students may now bring their own technology devices (laptop, netbook, cell phone, tablet, etc.) to Jacksonville High School. These devices will be utilized in the classroom at the discretion of the teacher.
- By connecting to the JISD Public Wi-Fi, users accept the terms of the JISD Digital Citizenship of Technology Resources regulations.
- Students are expected to exhibit digital responsibility and follow the Digital Citizenship of Technology Resources regulations while using technology.

**Responsibility for Devices**
- Students are expected to connect to the filtered JISD Public Wi-Fi while on campus.
- The technology devices students bring to school are their sole responsibility.
- The campus or district assumes no responsibility for personal devices if they are lost, loaned, damaged, or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- Personal devices may be subject to investigation in accordance with District Policy.
- Use of technology is a privilege and not a right.
- Students are to keep their devices secure at all times and not loan to others.
- Students must keep devices on silent or vibrate mode.
**Appropriate Use of Devices**

- As with any tool, there are appropriate places and times for the use of devices on the JISD Public Wi-Fi network. Below are the levels and permissible situations for use. Campus administrators and teachers have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentation, theatrical performance, guest speaker, tests) that occur during the school day.

**Tips for Success with Jacksonville High School BYOD**

- Clearly label all devices and power cords with student’s name
- Set a password or passcode on the device
- Bring devices to school fully charged and in good working order
- Record the serial number and model information at home
- Students should silence or place devices on vibrate while working in class
- Students may bring headphones to use with their device as many digital resources have audio
- Your homeowner’s or renter’s insurance policy may cover personal electronic devices
- You may be able to purchase additional insurance through the device manufacturer