

# **Jean Massieu Academy Parent-Student Handbook**

***PLEASE SIGN AND RETURN THIS COMPLETED PAGE TO JMA WITHIN 5 SCHOOL DAYS FROM RECEIPT OF THIS NOTICE.***

## ***Availability of Student Handbook and Student Code of Conduct***

My child(ren) and I have received notice of the access to the Jean Massieu Academy Parent-Student Handbook for the current school year. JMA's Zero Tolerance Strategies and Grading Policy are attached to the Handbook and may be accessed by going to [www.jeanmassieu.com](http://www.jeanmassieu.com). I understand that the Handbook contains information that my child(ren) and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in JMA's Discipline Code and Code of Conduct. Please print your names and sign. Return signed pages to school no later than Monday, August 26<sup>th</sup>.

Printed name of Student(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Student(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_



*"Signing, Soaring, Succeeding"*

## ***Jean Massieu Academy***

# ***PARENT-STUDENT HANDBOOK***

### **MISSION STATEMENT**

The mission of Jean Massieu Academy is to promote educational excellence for children from Early Childhood through 12th grade, using innovative teaching methods. Spoken English and American Sign Language are utilized as the instructional language methods, with emphasis on mastery of English in all subject areas. Interdisciplinary curriculum is presented in a way that is relevant to each student's world. Students will apply their knowledge of culture and language diversity and enter the global labor force of the 21st century with marketable skills.

### **MOTTO**

*"Signing, Soaring, Succeeding"*

### **VISION**

The vision of JMA is to help all students achieve self-awareness, positive self-esteem, and respect for diversity. Students will graduate with the academic and communication skills necessary to become continuous lifelong learners and productive members of society.

### **STRATEGIC GOALS**

Goal 1: Each student will be fully prepared to reach his/her potential.

Goal 2: JMA learning communities will provide students with a safe and nurturing school environment.

Goal 3: JMA will embrace diversity.

Goal 4: JMA, through a variety of communication methods and interactions will build, enhance and strengthen partnerships and relationships with key stakeholders in an effort to achieve student excellence.

Goal 5: JMA will be fiscally responsible while providing state-of-the-art facilities and cutting-edge technology to enhance and ensure student achievement.

### **SCHOOL BOARD MEMBERS**

#### **Jean Massieu Foundation**

Jane Ann Shelton, President

Christina Haslage, Vice President & Secretary

Bill Green, Treasurer

John G. Coffey, Member

Rebeka Gillilan, Member

### **SCHOOL ADMINISTRATION and LEADERSHIP**

Monica Fox, Superintendent

Ashley Blakeslee, Assistant Superintendent

Noor Yousef, Principal

Melissa Eastman, Assistant Principal

Kim Hattendorf, Administrator

Kassandra Salas, Registrar

Susan Ciskowski, Finance Manager/District CPA

Clifton Bryant, Transportation Supervisor/ Maintenance/Custodial

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## **PREFACE**

To Students and Parents:

Welcome to another exciting Jean Massieu Academy school year!

Education is a team effort, and we know students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students. The Jean Massieu Academy Parent-Student Handbook is designed to serve as a resource summarizing some basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

**Section I**—REQUIRED NOTICES AND INFORMATION FOR PARENTS—with notices that the campus must provide to all parents, as well as other information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook; and

**Section II**—INFORMATION FOR STUDENTS AND PARENTS—organized alphabetically by topic for quick access when searching for information on a specific issue. Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a Student.

Both students and parents should become familiar with:

***JMA’s Discipline Code and Code of Conduct*** is a document intended to promote school safety and an atmosphere for learning. That document is included herein and may be found as a separate document that is posted on Jean Massieu Academy’s Web site. The Parent-Student Handbook is designed to be in harmony with Board policy and the ***JMA’s Discipline Code and Code of Conduct***. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and Parents through newsletters and other communications. In case of conflict between board policy or the ***JMA’s Discipline Code and Code of Conduct*** and any provisions of the Student Handbook, the provisions of board policy or the ***JMA’s Discipline Code and Code of Conduct*** that were most recently adopted by the board are to be followed.

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact JMA.

## **SECTION I: REQUIRED NOTICES AND INFORMATION**

### **FOR PARENTS**

This section of the Student Handbook includes several notices that the campus is required to provide to you, as well as other information on topics of particular interest to you as a parent.

#### ***STATEMENT OF NONDISCRIMINATION***

In its efforts to promote nondiscrimination, Jean Massieu Academy does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

#### ***PARENTAL INVOLVEMENT***

##### **Working Together**

Both experience and research tell us that a child is most successful in school, personally and academically, when there is good communication and a strong partnership between home and school. Your involvement in this partnership should include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered at JMA.
- Discussing with the principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed.
- To schedule a telephone or in-person conference with a teacher or principal, please call the Front Office for an appointment. The teacher or principal will return your call or meet with you at your convenience during his or her conference period or before or after school.
- Becoming a school volunteer. For further information, contact the Front Office.
- Participating in campus parent activities, learning opportunities and/or organizations.
- Serving as a parent representative on the campus planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, contact the campus principal.
- Attending board meetings to learn more about campus operations.

#### ***PARENTAL RIGHTS***

##### **Obtaining Information and Protecting Student Rights**

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

- Political affiliations or beliefs of the student or the student’s parent.
- Mental or psychological problems of the student or the student’s family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the Student or parents.
- Income, except when the information is required by law and will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

### **Limiting the Display of a Student’s Artwork and Projects**

As a parent, if you do not want your child’s artwork, special projects, photographs, and the like to be displayed on the campus’s website, in printed material, by video, or by any other method of mass communication, you must notify the school in writing.

### **Requesting Professional Qualifications of Teachers and Staff**

You may request information regarding the professional qualifications of your child’s teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

### **Reviewing Instructional Materials**

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

### **Inspecting Surveys**

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

### **Accessing Student Records**

You may review your child’s Student records. These records include:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,

- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and administrator evaluations,
- Reports of behavioral patterns, and
- State assessment instruments that have been administered to your child.

### **Granting Permission to Video or Audio Record a Student**

As a parent, you may grant or deny any written request from the campus to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co curricular or extracurricular activity; or
- When it relates to media coverage of the school.

### **Removing a Student Temporarily from the Classroom**

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

### **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags**

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

### **Requesting Notices of Certain Student Misconduct**

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to your child’s misconduct that may involve expulsion.

### ***OTHER IMPORTANT INFORMATION FOR PARENTS***

#### **Parents of Students with Disabilities**

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, contact the Special Education department at JMA.

#### **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**

If a child is experiencing learning difficulties, the parent may contact the Special Education department to learn about the JMA’s overall general education referral or screening system for support services. This

system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI).

Jean Massieu's adopted Policy and Process to Response to Intervention (RtI) in accordance to federal law and the U.S. Office of Special Education Programs (OSEP). Definition to RtI: it is a systematic problem-solving and decision-making process designed to allow for early and effective responses to children's learning and behavioral difficulties. RTI may be described as a model addressing the needs of all students through a continuum of services which provide:

- (1) high-quality instruction and scientific, researched based, tiered intervention strategies aligned with individual student need;
- (2) frequent monitoring of student progress to make results-based academic or behavioral decisions;
- (3) databased school improvement; and
- (4) the application of student response data to important educational decisions (such as those regarding placement, intervention, curriculum, and instructional goals and methodologies).

Jean Massieu Academy Response to Intervention (RtI) program guidelines are to ensure that appropriate instruction directly addresses students' academic and behavioral difficulties in the general education setting, a multi-tiered service delivery model is used. Included are layers of increasingly intense intervention responding to student-specific needs designed into 4 tiers:

- (1) Tier 1: Teachers use high-quality core class instruction aligned with the Texas Essential Knowledge and Skills (TEKS) in which about 80% or more of the students are successful. Interventions are developed based on student needs and are implemented in the general education setting by the classroom teacher. This tier is the crucial foundation of the RTI instructional model.
- (2) Tier 2: Through an SST committee, students are identified for individual or small group intervention in addition to core class instruction. This level includes scientific research based programs, strategies, and procedures designed and employed to supplement, enhance, and support Tier 1 activities. District-established standard protocol matches appropriate intervention strategies to specific student needs. Tier 2 addresses the needs of approximately 10–15% of the students.
- (3) Tier 3: Students who have not responded adequately to Tiers 1 and 2 receive a 504 referral for specific, custom-designed individual or small group instruction (established through the 504 committee) beyond the instruction in Tiers 1 and 2. This level of intervention is aimed at those students who have identified difficulties academically or behaviorally. Tier 3 addresses the needs of approximately 5–10% of the students.
- (4) Tier 4: Students who have not responded adequately to Tiers 1, 2, and 3, will then be

referred back to the SST for possible 504 referral or to special ed. (5)The vice-principal, and lead classrooms teachers will facilitate Tiers 1-3 through SST meetings (student support team), then principal and diagnostician will participate in Tier 4.

At any time, a parent is entitled to request an evaluation for special education services and should submit any such request in writing to the school. Within a reasonable amount of time following the receipt of a written request, the campus must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The campus must complete the evaluation and the report within 60 calendar days of the date the campus receives the written consent. The campus must give a copy of the report to the parent.

If the campus determines that the evaluation is not needed, the campus will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his or her rights if the parent disagrees with the campus. Additionally, the notice must inform the parent how to obtain a copy of the ***Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities***. The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the Special Education Coordinator.

## **Student Records**

Both federal and state law safeguards student records from unauthorized inspection or use and provide parents and eligible students certain rights. For purposes of student records, an “eligible” student is one who is 18 or older OR who is attending an institution of postsecondary education. Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.
- Campus staff members who have what federal law refers to as a “legitimate educational interest” in a student’s records. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs. Such persons would include school officials (such as board members, the superintendent, and principal), school staff members (such as teachers, administrators, and diagnosticians), or an agent of the campus (such as a medical consultant), various governmental agencies, individuals granted access in response to a subpoena or court order, a school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

Release to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

The principal is the custodian of all records for currently enrolled students at the assigned school as well as the custodian of all records for students who have withdrawn or graduated. Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during

these hours, the campus will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the campus refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record

### **Directory Information**

The law permits the campus to designate certain personal information about Students as "directory information." This "directory information" will be released to anyone who follows procedures for requesting it. However, release of a Student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year.

### **Please note:**

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the campus is not in compliance with federal law regarding student records. The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as teachers' personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

### **Bacterial Meningitis**

Meningitis is an infection of the fluid of a person's spinal cord and the fluid that surrounds the brain. People sometimes refer to it as spinal meningitis. Meningitis is usually caused by a viral or bacterial infection. Viral meningitis is generally less severe and resolves without specific treatment, while bacterial meningitis can be quite severe and may result in brain damage, hearing loss, or learning disability.

**The signs and symptoms of meningitis include:** high fever, headache, and stiff neck are common symptoms of meningitis in anyone over the age of 2 years. These symptoms can develop over several hours, or they may take 1 to 2 days. Other symptoms may include nausea, vomiting, discomfort looking into bright lights, confusion and sleepiness. As the disease progresses, patients of any age may have seizures. Identification of the type of bacteria responsible is important for selection of correct antibiotics.

**Diagnosis and Treatment:** Early diagnosis and treatment are very important. If symptoms occur, the patient should see a doctor immediately. The diagnosis is usually made by growing bacteria from a sample of spinal fluid and can be treated with a number of effective antibiotics. It is important, however, that treatment be started early in the course of the disease.

**Is Bacterial Meningitis Contagious?** Yes, some forms of bacterial meningitis are contagious. The bacteria are spread through the exchange of respiratory and throat secretions (i.e., coughing, kissing). Fortunately, none of the bacteria that cause meningitis is as contagious as things like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. People in the same household or day-care center, or anyone with direct contact with a patient's oral secretions (such as a boyfriend or girlfriend) would be considered at increased risk of acquiring the infection.

**How Can Bacterial Meningitis be Prevented?** The vaccines against Haemophilus type B and Pnuemococcal Meningitis are very safe. Meningococcal conjugate vaccine (MCV4 or MenactraT) was licensed in 2005. Both vaccines can prevent 4 types of meningococcal disease, including 2 of the 3 types most common in the U.S. Good handwashing, not sharing food, drinks, utensils, and toothbrushes are all ways to prevent meningitis. Living in close quarters, not getting enough sleep, stress and improper diet increase the risk. Sources of additional information include: The Texas Department of State Health Services and the Centers for Disease Control and Prevention.

## **SECTION II: INFORMATION FOR STUDENTS AND PARENTS**

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child have a question about a specific school-related issue.

### ***ABSENCES/ATTENDANCE***

#### ***Jean Massieu Academy Procedure for Absences***

**Students must bring a Parent or Doctor note upon their return to school.**

#### **Excused Absence:**

- One to two days absence may be excused by Parent note.
- Three days or more absence may be excused **only** with a Doctor's note.
- Death in the family is excused for up to five days if out of town travel is required.
- Religious holidays—Front Office must be notified two weeks prior.
- Other as determined by Administration

#### **Unexcused Absence:**

- Any absence where the Front Office has not been contacted by a Parent
- Vacations
- Other as determined by Administration

#### **Excessive Absences:**

**If a student has nine or more absences (regardless of whether it is excused) during a semester, the student and parent must go before the Jean Massieu Attendance Committee to determine whether or not the student will receive credit for the courses taken. If a student has 18 or more absences within a school year, the student may be retained in the current grade and/or lose credit for classes. Please see Texas Educational Code 25.085 at the Texas Education Agency website [www.tea.state.tx.us](http://www.tea.state.tx.us).**

In determining whether there were extenuating circumstances for the absences, the Attendance Review Committee will use the following guidelines:

- **All absences** will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the campus. For a student transferring into the campus after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the Attendance Review Committee will attempt to ensure the decision is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

The student or parent will be given an opportunity to present any information to the Attendance Review Committee about the absences and to talk about ways to earn or regain credit. The committee may impose one or more of the conditions outlined in policy for receiving credit lost because of excessive absences. The student or parent may appeal the committee's decision to the Board of Directors by filing a written request with the superintendent. The actual number of days a student must be in attendance in order to receive credit will depend on whether the class is for a full semester or for a full year.

### **State Law Regarding Attendance**

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. They are discussed below:

#### **Compulsory Attendance**

Texas Educational Code 25.085 requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt. A student who voluntarily attends or enrolls after his or her 18 birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, however, the campus may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. School employees must investigate and report violations of the state compulsory attendance

law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction assigned by a grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action. A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school.

A complaint against the parent may be filed in court if the student:

- Has unexcused absence from school on nine or more days or parts of days within a six-month period in the same school year
- If the student is over 18 the student's parent will not be subject to penalties as a result of their child's violation of state compulsory attendance law.

### **Attendance for Credit**

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class. If a student attends less than 75 percent of the days a class is offered or has not completed the 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.

### **Parent's Note After An Absence**

When a student must be absent from school, the student—upon returning to school—must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

### **Doctor's Note After An Absence for Illness**

Upon return to school, a student absent for three or more consecutive days because of a personal illness will be required to bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

### **Driver License Attendance Verification**

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

## ***ACADEMIC PROGRAMS***

The school administration provides students and parents with information regarding academic programs to prepare for higher education and career choices.

## ***AWARDS AND HONORS***

### **Perfect Attendance**

Perfect attendance certificates will be awarded based on:

- Daily attendance records--Any elementary student not present and properly checked in at 8:30 is considered absent, and
- Tardy patterns--Three tardies (arrival at school after 7:45) will cause a student to be ineligible for "Perfect Attendance" awards.

### ***CAREER AND TECHNICAL EDUCATION***

Jean Massieu Academy offers career and technical programs. We hope, in the future, to provide programs in agriculture, food and natural resources; architecture and construction; arts, A/V technology and communications; business, management and administration; education and training; finance; government and public administration; health science; hospitality and tourism; human services; information technology; law, public safety, corrections and security; manufacturing; marketing sales and services; science, technology, engineering and mathematics; and transportation, distribution and logistics. Admission to these programs is based on specific course requirements. The campus will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and career and technical education programs.

### ***CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT***

Senior class ranking for the purpose of determining Valedictorian, Salutatorian, and for recognizing other top ranking students is calculated at the end of the last grading period (end of school year.) A final class ranking will be available after graduation. Rankings requested for any other purposes at various times during the year are based on the most current calculation.

### ***CLOSED CAMPUS DURING LUNCH***

Students are not permitted to leave campus for lunch.

### ***COMPLAINTS AND CONCERNS***

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. In general, the student or parent should submit a written complaint and request a conference with the campus principal. If still unresolved, the campus provides for the complaint to be presented to the board of directors. **Matters or concerns not first brought to the attention of the Superintendent/Principal will not be considered by the Board of Directors.**

### ***COMPUTER RESOURCES***

To prepare students for an increasingly technological society, the campus has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students and their parents should be aware that e-mail transmission and other use of the electronic communications system is not considered private.

Designated campus staff will be authorized to monitor such communication at any time to ensure appropriate use.

## ***CONDUCT***

### **Applicability of School Rules**

As required by law, the board has adopted ***JMA's Discipline Code and Code of Conduct*** that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The campus has disciplinary authority over a student in accordance with the ***JMA's Discipline Code and Code of Conduct***. Students and parents should be familiar with the standards set out in the ***JMA's Discipline Code and Code of Conduct*** as well as campus and classroom rules. To achieve the best possible learning environment for all students, the ***JMA's Discipline Code and Code of Conduct*** and other campus rules will apply whenever the interest of the campus is involved, whether on or off school grounds, in conjunction with classes and school-sponsored activities.

### **Disruptions**

As identified by law, disruptions which will not be tolerated and are, therefore, addressed in the JMA's Discipline Code and Code of Conduct, include but are not limited to the following:

- Interference with the movement of people at an exit, entrance, or hallway of a campus building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Disruption of classes or other school activities while on campus property or on public property that is within 500 feet of campus property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in campus vehicles.

### **Radios, CD Players, Other Electronic Devices and Games, and Cell Phones**

Students are not permitted to possess such items as pagers, cell phones, 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 in to the principal's office.

JMA's policy regarding confiscation of devices is as follows:

**\$15 fee will be charged when device is returned to parent.**

If confiscated on Monday, Tuesday, or Wednesday, device may be picked up by a parent that Friday. If confiscated on Thursday or Friday, device may be picked up by the parent the following Friday. Students may have additional consequences for additional confiscations.

Any disciplinary action will be in accordance with the ***JMA's Discipline Code and Code of Conduct, a copy of which is attached hereto and requires student and parent review and signature.***

### **Social Events**

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

### ***CONTAGIOUS DISEASES / CONDITIONS***

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a contagious disease, the parent should contact the school or principal so that other students who might have been exposed to the disease can be alerted. The Front Office can provide information from the Department of State Health Services regarding these diseases.

### ***COUNSELING***

#### **Academic Counseling**

Students and their parents are encouraged to talk with a school principal, teacher, or administrator to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and career and technical education opportunities. To plan for the future, each student should work closely with the administration in order to enroll in the high school courses that best prepare him or her for attendance at a college, university, or training school, or for pursuit of some other type of advanced education. The administration can also provide information about entrance exams and application deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

#### **Personal Counseling**

The school administration is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The administrator may also make available information about community resources to address these concerns. A student who wishes to meet with the administrator should do so by contacting the administrator directly.

#### **Psychological Exams, Tests, or Treatment**

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

### ***CREDIT BY EXAM—If a Student Has Taken the Course***

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, administrator, principal, or Attendance Review Committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or

excessive absences, homeschooling, correspondence courses, or independent study supervised by a teacher. The administrator or principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject. The Attendance Review Committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

### ***DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS***

#### **School Materials**

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc. All school publications are under the supervision of a teacher, sponsor, and the principal.

#### **Non-school Materials...from Students**

Students must obtain prior approval from the principal before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days. Any student who posts non-school material without prior approval will be subject to disciplinary action in accordance with the ***JMA's Discipline Code and Code of Conduct***. Materials displayed without the principal's approval will be removed.

#### **Non-school Materials...from others**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the campus or by a campus-affiliated school-support organization will not be sold, circulated, distributed, or posted on any campus premises by any campus employee or by persons or groups not associated with the campus. To be considered for distribution, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the Superintendent or designee for prior review. The Superintendent or designee will approve or reject the materials within two school days of the time the materials are received.

### ***DRESS AND GROOMING***

Jean Massieu Academy takes pride in the appearance of its students. The campus's dress code and grooming standards have been established to teach grooming and hygiene, to prevent disruption, and to minimize safety hazards at school or school-related functions. All students will wear clothing that is neat, appropriate, and modest to the gender of the student. The dress code is strictly enforced beginning the first day of school. Any student wearing attire deemed inappropriate for JMA will be asked to change or will be temporarily loaned a shirt for the day.

**First Offense:** Warning

**Second Offense:** Student will not be allowed to attend class. Parents will be called to bring appropriate clothes for the student.

**Third Offense:** Parent Conference

The school campus, not unlike a work place, promotes a productive, business-like atmosphere that is conducive to learning. Students should familiarize themselves with these standards, as the dictates of popular fashion may be inconsistent with the following guidelines:

### **SHIRTS—SOLID COLORS ONLY**

#### **POLO SHIRTS**

- **NO** zip up, buttons only
- Navy blue or white
- JMA Logo shirts allowed
- Must be size appropriate, not below the hips
- **NO OTHER SHIRTS ARE ALLOWED**, including but not limited to:  
No oversized armholes, vented t-shirts, spaghetti straps, backless attire, or off the shoulder tops  
No revealing midriff or undergarments while standing or sitting  
No revealing low-cut, see-through, or too tight such as spandex/lycra  
No shirts that have been ripped, torn, or cut  
No other shirts considered inappropriate by JMA Administration

### **PANTS—SOLID COLORS ONLY**

- Khaki
- Pleated or plain front
- Regular cut, **NO** wide legs
- Worn at natural waistline (**NO** Bagging/Sagging)
- **NO OTHER PANTS ARE ALLOWED**, including but not limited to:  
No sweatpants  
No cargo  
No side stripes or any designs  
No leggings or any tight fitting pants  
No other pants considered inappropriate by JMA Administration

### **SHORTS—SOLID COLORS ONLY**

- Khaki
- Pleated or plain front
- Regular cut, **NO** wide legs
- Worn at natural waistline
- Length guideline-- must reach the top of the knees
- **NO OTHER SHORTS ARE ALLOWED**, including but not limited to:  
No cargo  
No cut-offs  
No tight-fitting  
No short-shorts  
No other shorts considered inappropriate by JMA Administration

### **SKIRTS AND SKORTS—SOLID COLORS ONLY**

- Khaki
- Length guideline-- reach the top of the knees
- **NO OTHER SKIRTS/SKORTS ARE ALLOWED**, including but not limited to:  
No tight-fitting  
No short skirts/skortts  
No other skirts/skortts considered inappropriate by JMA Administration

**JUMPERS—SOLID COLORS ONLY**

- Khaki
- A-line and scoop neck
- Length guideline-- must reach the top of the knees
- No jumpers considered inappropriate by JMA Administration
- May be worn only with Shirts listed above

**SWEATERS AND SWEATSHIRTS—SOLID COLORS ONLY**

- Navy blue or white
- Gray JMA Logo allowed, no other designs allowed
- No hoods to be worn indoors
- No sweaters/sweatshirts considered inappropriate by JMA administration

**BELTS—SOLID COLORS ONLY**

- Optional: If worn, must be solid navy, black, or brown
- Administration may determine that a belt or suspenders are needed to assist a child who is unable to otherwise keep their pants/shorts at his or her waist.

**SHOES**

- Closed-toed shoes (dark colored: brown, black or navy)
- Black gym or athletic shoes (with no logos)
- No sandals
- No high heels
- Regular shoes only - No wheelies
- Appropriate shoes for PE

**SOCKS/HOSIERY—SOLID COLORS ONLY**

- Solid navy blue, white, black, or flesh tone hose or tights

**HATS, CAPS, SCARVES**

- Not to be worn indoors

**COATS**

- Coats of any type may be worn, providing they do not contain offensive language or pictures
- Coats may not be worn in the building unless heat is not working

**PERSONAL HABITS / MISCELANEOUS**

- Hair should be neat, clean, well groomed and naturally colored. The style should not be extreme to the point of creating a distraction. Carve-outs or symbols may not be shaved into hair.
- No facial hair is permitted.
- Prescription glasses only(Dark glasses may not be worn inside the building unless prescribed by a physician)
- No visible permanent or temporary tattoos
- No visible body piercings
- Earrings:
  - May be worn by female students in ears only
  - Male students may NOT wear earrings

**Interpretative Authority**

The example and guidelines listed above may not cover every possible instance of appropriate or inappropriate grooming or appearance. The interpretative authority as to what dress or grooming is inappropriate, disruptive, a hindrance to best learning situations, or a detriment to best discipline will be vested in the administrative authority (i.e. Principal, Assistant Principal, Dean of Students, etc.) in the school

system. NONCOMPLIANCE OF THE DRESS CODE/GROOMING STANDARDS WILL RESULT IN DISCIPLINARY ACTION. Additionally, there is a one-page summary of the dress code which is available for parents and community members at the Main Office of the school and posted on JMA's website.

### ***EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS***

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right. Eligibility for participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing intercampus competition. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an advanced placement or international baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or a foreign language—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to 10 absences not related to post-campus competition, a maximum of 5 absences for post-campus competition prior to state, and a maximum of 3 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

**Please note:** Sponsors of student clubs and performing groups such as band, choir, and drill and athletic teams, if any, may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the ***JMA's Discipline Code and Code of Conduct*** will apply in addition to any consequences specified by the organization's standards of behavior.

### ***FEES***

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, if relevant, when uniforms are provided by the campus.
- Personal apparel used in extracurricular activities, if any, that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.

- Fees for optional courses offered for credit that require use of facilities not available on campus premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a campus-provided request form.

*Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.*

### **FUNDRAISING**

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes. An application for permission must be made to the principal before the event.

### **GRADE CLASSIFICATION**

After the eighth grade, students are classified as follows:

- Grade 9 – Freshman
- Grade 10 – Sophomore
- Grade 11 – Junior
- Grade 12 – Senior

### **GRADING**

#### **Grading Standards**

- The purpose of grading will be to promote learning and to provide timely feedback.
- Grades will be based on individual student mastery of state standards.
- Students will have multiple and varied opportunities to show mastery.
- Grading practices will be in writing and communicated with students and parents at the beginning of the course.
- Students are expected to complete all work assigned.

#### **Guidelines**

Each teacher will submit a draft of their guidelines to the Superintendent/Principal. Guidelines must be finalized before the start of the school year. Grades reflect mastery of the Texas Essential Knowledge and Skills and the campus curriculum and are not used as a comparison of individual students. Students must complete work on grade level in order to be promoted at the end of the school year. Report cards go home on or before the Thursday after the end of the six weeks and should be returned the next day. Parents are notified of unsatisfactory grades each 3 week period. (see school calendar for dates).

#### **Academic Dishonesty**

Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an assignment or examination. The determination that a student has engaged in academic dishonesty will be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or

information from students. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties.

### **Academic Honor Roll**

Jean Massieu Academy elementary schools operate honor rolls on a six weeks or semester basis for Kindergarten through Grade 12, according to the discretion of the Administration. A semester honor roll is based on a semester average. Subjects for which numerical grades are not given will not be considered when identifying honor roll students.

### **Conferences**

Parents (and students as appropriate) **MUST** attend a conference at the end of the first six week grading period; additionally, parents and students may expect teachers to request a conference:

- if the student is not passing
- if the student is not consistently achieving an expected performance level
- in any case that the teacher considers necessary

### **Tutorial Services**

JMA may require a student whose grade in a subject for a grade reporting period is lower than 70 on a scale of 100 or whose reading or math level is below grade expectations to attend tutorials in the subject during the following reporting period twice per week or more, as determined by the campus. JMA provides the opportunity for students who are experiencing difficulty to receive tutoring. If your child is eligible for this service, you will receive a communication from the school office.

## ***GRADUATION***

### **Requirements for a Diploma**

To receive a high school diploma from the campus, a student must successfully complete the required number of credits and pass a statewide exit-level and/or end-of-course exam. The exit-level test, required for students varies by grade and will be discussed with each high school student in the development of his or her personal graduation plan. A student who does not pass the exit-level assessment will have additional opportunities to take the test.

### **Graduation Programs**

All students entering grade 9 are required to prepare a personal graduation plan (PGP) that complies with State Statute. Every student enrolled in the 9<sup>th</sup> grade will meet with an academic advisor at the beginning of the academic year at which time the student's course identifications for High School will be identified and documented. Student progress towards reaching High School graduation goals will be monitored. JMA complies fully with all state mandated High School graduation requirements.

### **Certificates of Coursework Completion**

A certificate of coursework completion will not 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.

## **Students with Disabilities**

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

## **Graduation Expenses**

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both student and parent should monitor progress toward completion of all requirements for graduation.

## **Graduation Ceremony**

Participation in the ceremonies is a privilege. Successful completion of all state and local graduation requirements, as well as campus requirements (such as attending rehearsal and signing graduation contracts) are necessary in order to participate. At the graduation ceremonies, students who have met all state and local requirements but who failed to pass the state exit-level test will be allowed to walk across the stage with their peers. Senior students who engage in pranks or have other disciplinary concerns may have this privilege removed. Any student who is assigned to an alternative learning placement and has not completed the assignment prior to the last day of school will be prohibited from participating in school sponsored activities, which includes graduation ceremonies.

## **State Scholarships and Grants**

JMA will communicate relevant state scholarship and/or grant information to students as it is received. All state a federal laws and guidelines will be maintained and JMA will make every effort to facilitate High School students' transition to post-school alternatives upon each students' successful completion of all graduation requirements.

## ***HARASSMENT***

Jean Massieu Academy believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. Students are expected to treat other students and campus employees with courtesy and respect; to avoid behaviors known to be offensive or disruptive (see above); and, to stop those behaviors when asked or told to stop. Campus employees are expected to treat students with courtesy and respect. The Board of Directors has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, or disability. Prohibited 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.

Examples of prohibited discrimination 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.

Examples of prohibited sexual harassment may include 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. 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 campus employees are prohibited, even if consensual.

## **Reporting Procedures**

Any student who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, administrator, principal, or other campus employee. The report may be made by the student's parent.

**Cyberbullying and Harassment (David's Law)**, expansion on law TEC § 37.0832 to define bullying as a "single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical contact that satisfies the applicability requirements provided by subsection (a-1).

Jean Massieu Academy has adopted a bullying report process as follows:

- (1) Reports by parents, students or others can be submitted to teachers, school counselor or JMA administration anonymously or not anonymously by:
  - (a) submitting the report of the incident or act in writing to the "bully box" in the admin. offices
  - (b) submitting a phone report to a separate phone extension without caller ID to extension 2102.
- (2) A student wellness and a safety/security committee has been established to assist in prevention and mediation of bullying, which includes:
  - (a) parents / guardians of current students
  - (c) school counselor
  - (d) school parent liaison
  - (e) school administration
  - (f) teachers
- (3)** School administration will notify parents or guardians of the alleged victims on or before the 3<sup>rd</sup> business day after the date an incident is reported and found out by administration.

## **Investigation of Reported Harassment & Bullying**

To the extent possible, JMA will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with harassment laws. Allegations will be promptly investigated and reported to parents. The campus will notify the parents of any student alleged to have experienced prohibited harassment by another student or adult associated with the campus. In the event alleged harassment involves another student, the campus will notify the parents of the student

alleged to have experienced the prohibited harassment when the allegations would constitute "sexual harassment", cyber bullying or any "other prohibited harassment" as defined by policy which includes any type of bullying or threats. If the campus's investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The campus may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a campus investigation, however, may be subject to appropriate discipline.

### ***HEALTH-RELATED SERVICES***

Parental cooperation is essential in providing for students' health care needs which arise during the school day. This includes **MAKING SURE THAT PARENTS CAN BE REACHED IN CASE OF A CHILD'S ILLNESS OR ACCIDENT**. A telephone number at which parents can be reached during school hours is needed and an alternate number of a relative or friend is also necessary. Please keep these numbers current. Parents annually complete a form that authorizes school officials to obtain emergency medical treatment if the parent or guardian cannot be reached.

#### **Head Lice Screening**

Quick and thorough treatment is the only way of controlling head lice. If the teacher finds evidence of head lice, the student will be excluded from school and readmitted when appropriate treatment has taken place. The teacher may screen siblings and/or other students in the same classroom. Procedure and policies are obtained from The Texas Department of State Health Services recommendations for the prevention of head lice (pediculosis). It is extremely important to follow all recommended treatment directions. Failure to do so may result in the student being excluded from school as long as the problem exists.

#### **Jean Massieu Academy Head Lice Policy:**

Head lice is common among school aged children, however, children are not allowed to attend school with live active head lice. If the teacher finds evidence of head lice, the student will be excluded from school and readmitted when appropriate treatment has taken place. If nits are visible upon return to school, the student must be checked by school personnel and a decision will be made by administration if they will be allowed to stay at school or return home. **The decision to remain at school will be solely up to the superintendent / principal or assistant principal at Jean Massieu Academy.**

If a child attends school with head lice, public elementary schools in Texas such as Jean Massieu Academy are required to notify other parents of students in the same classroom within 5 days that their child may have been exposed to head lice.

When personnel becomes aware of a student with head lice, Jean Massieu Academy will provide written or electronic notice of that fact to:

(1) the parent of the child with lice will be contacted as soon as practicable but not later than **48** hours after the administrator or designated JMA employee as applicable, determines or becomes aware of that fact; and

(2) the parent of each child assigned to the same classroom as the child with lice not later than the fifth school day **after** the date on which the administrator or designated, as applicable, determines or becomes aware of that fact.

(b) The notice provided under Subsection (a):

(i.) must include the recommendations of the Centers for Disease Control and Prevention for the treatment and prevention of lice [www.cdc.gov/parasites/lice/head/gen\\_info/index.html](http://www.cdc.gov/parasites/lice/head/gen_info/index.html); and

(ii.) if the notice is provided under Subsection (a)(2), may not identify the child with lice

## **Health Status of Student**

A student may be sent home because of a health need if he/she:

1. Appears ill and is unable to do class work.
2. Is suspected of having a contagious disease/condition.
3. Sustains an injury which needs medical attention or close observation.
4. Has active head lice.
5. Exhibits vomiting and diarrhea during school hours.

So that each student's record can be kept current and accurate, it is necessary that any major change (illness, accident or surgery) be reported. For new students this can be done at the time of registration by completing a health history form. If the student is restricted or limited in any way due to illness or accident, a note from the doctor at the time of the student's return to school is required. Any child returning to school after having a contagious condition (i.e. strep throat, pink eye, flu, chicken pox) should:

1. Be free of acute illness symptoms.
2. Have a temperature below 100.4 degrees F for 24 hours without fever reducing medication, or with a written doctor's statement that the student may return to class.
3. In the case of a rash or skin infection: all lesions or breaks in the skin are in the healing phase. Cultures or a medical release may be required for slow-healing lesions.
4. No vomiting or diarrhea for 24 hours.
5. With the possibility of a communicable disease, medical diagnosis, illness or injury, a teacher may ask for permission to communicate directly with the medical provider and request that a Release of Information form be completed.

**STUDENTS SHOULD BE FREE OF SYMPTOMS AND HAVE A TEMPERATURE BELOW 100.4 FOR 24 HOURS WITHOUT FEVER REDUCING MEDICINE BEFORE RETURNING TO SCHOOL.**

## **MEDICATION ADMINISTRATION**

### **Medication During School**

If at all possible, the child's medication plan should be such that all medicine could be given outside of school hours. The procedure listed below must be followed to dispense medications at school. No students are allowed to have medication in their possession during school hours with the exception of students with diabetes and asthma and then only if the appropriate forms are completed and the student is able to follow the rules.

1. A Health Services consent to dispense medication form is completed and given to the Front Office with the prescription and/or non-prescription medication. When prescriptions are filled, ask for two labeled containers: one for school, one for home.
2. Any sample medication prescribed by the practitioner must be labeled and accompanied by a prescription, and the parent must complete a consent to dispense medication form.
3. No intravenous, intramuscular or subcutaneous medications, with the exception of diabetes medications or epinephrine will be considered for administration at school.
4. No herbal medications or products, medications from another country or in a language other than English, outdated medications, trial or study medications will be administered during school hours by the school nurse.
5. The campus is not responsible to provide medications for students or the adjunct equipment to deliver the medication (example: nebulizer or oxygen, and the tubing or face mask).
6. Students with asthma are permitted by law to self-administer their asthma medication provided that the permission to self administer asthma medication form is signed by the student, parent, and the practitioner prescribing the medication on a yearly basis. Students with asthma are expected to report recurrent or worsening symptoms to the teacher, so that the parent may be notified of the student's current condition, and the asthma action plan may be altered.
7. Only those medications utilized for first aid and listed within the Physician's Order for Over the Counter Medications for Dispensation by the Front Office will be given to students. Examples of these types of medications include: hydrogen peroxide, antibiotic ointment, and Caladryl. Medications not included are: Tylenol, Tums, and "cough drops" as an example.
8. It is the parent's responsibility to obtain medication from the Front Office on or before the last day of school. All medications not retrieved from the school on or before the last day of school will then be discarded.

## **Diabetes**

In accordance with a student's individual health plan for management of diabetes, a student with diabetes (as verified by a physician) will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. Orders will be less than one year, and the parent is responsible to update the campus/administration of new orders during the school year. Please read the medication section or see your campus principal and/or nurse for further information.

## **Tobacco Prohibited**

The campus and its staff strictly enforce prohibitions against the use of tobacco products, including e-cigarettes, by students and others on school property and at school-sponsored and school-related activities.

## ***HOMEWORK***

Jean Massieu Academy believes that efficient and effective homework practices are an important dimension in an instructional and assessment program at all levels. Quality practices include some opportunities for

student choice (i.e., topic or product options), and lead to high student achievement, positive work habits and character development. Specific homework guidelines are established by each teacher and distributed to parents and students early during the first grading period. **However, students in all grades, from Kindergarten through the 12<sup>th</sup> grade, will have homework at the discretion of the classroom teacher and grade level department. We ask for parent support with any teacher’s homework policy at Jean Massieu Academy.**

### ***IMMUNIZATION and TUBERCULOSIS TESTING***

Each student will be fully immunized against diphtheria, rubeola (measles), rubella, mumps, tetanus, and poliomyelitis. The Texas Board of Health may modify or delete any of these immunizations or may require immunizations against additional diseases as a **requirement for admission to any elementary or secondary school**. The Texas Department of State Health Services (TDSHS) requires students in kindergarten through twelfth grade to have the following additional vaccines, according to the immunization schedules set forth in department regulations: pertussis, hepatitis B, hepatitis A (for students attending schools in high incidence geographic areas designated by the department), and varicella (chickenpox). The school must have documentation of immunizations to present with the yearly state report and for the student to stay in attendance. If your child needs immunization, the Front Office will notify you of the missing immunization and when the documentation of the immunization is due to enable the student to stay in school. Think of immunization records as a vital record (a birth certificate for example) that your child will need for the rest of his/her life and like a birth certificate, it’s the parents’ responsibility to keep. Always bring your child’s shot records with you to all immunization visits. Please refer to the following website as there are frequent changes to the requirements for school entry or attendance: [http://www.dshs.state.tx.us/immunize/imm\\_sched.shtm](http://www.dshs.state.tx.us/immunize/imm_sched.shtm)

### **Tuberculosis Screening**

New students to the campus who are enrolling from outside of the country are required to have a Mantoux Tuberculosis skin test (PPD) with documented results, with the understanding that if the test is positive, appropriate treatment will be necessary. There is also a risk survey for students who traveled outside the United States to determine if a PPD will be necessary.

### ***LAW ENFORCEMENT AGENCIES***

#### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

#### **Students Taken Into Custody**

State law requires the campus to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive to take a student into custody.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student. The principal will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

### **Notification of Law Violations**

The campus is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

## ***MAKEUP WORK***

### **Routine and In-depth Makeup Work Assignments**

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. This work must be completed within the time allotted for make-up work which will be decided by the teacher or administration.

## ***PARTIES***

Each classroom teacher will approve school parties. If religious beliefs prevent a child's attending and participating in any of these parties, parents may notify his/her teacher that the parent will pick him/her up prior to the beginning of the party. **JMA suggests that no birthday invitations be distributed on campus unless one is given to every child in the classroom. Balloons, flowers, or gifts should not to be delivered to students at school. If balloons, flowers or gifts are delivered to students at school, they will be kept in the main office for the student's retrieval at the end of the school day.**

## ***PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE***

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag in their own classrooms. Parents may submit a written request to the principal to excuse their child from reciting a pledge. One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others

### ***PRAYER***

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not encourage, require, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

### ***PROMOTION AND RETENTION***

#### **Kindergarten**

A student in kindergarten who meets **each** of the following criteria will be promoted:

- Proficiency of the Kindergarten Texas Essential Knowledge and Skills (TEKS) in the four core areas: Language Arts, Math, Science, and Social Studies as evidenced by a student portfolio of works (measured against campus rubric standards);
- Developmentally appropriate social adjustment;
- Appropriate language development (reading and writing); and
- Compliance with the attendance policy.

#### **Grade 1**

A student in grade 1 who meets **each** of the following criteria will be promoted:

- Proficiency of the grade 1 Texas Essential Knowledge and Skills (TEKS) in the four core areas: Language Arts, Math, Science, and Social Studies as evidenced by a student portfolio of works (measured against campus rubric standards);
- Demonstration of **on-grade-level proficiency in reading** (determined by teacher observation and other data, including state assessments) **and mathematics** (determined by teacher observation, assessments, and other data); and
- Compliance with the attendance policy.

#### ***Grades 2-11***

A Student in grades 2-11 who meets **each** of the following criteria will be promoted:

- On grade level proficiency in Language Arts (determined by teacher observation, assessments, and other data, including state assessments) **and Mathematics** (determined by teacher observation, assessments, and other data, including state assessments);
- 70% yearly average in Language Arts and in Math;
- 70% combined yearly average in Language Arts, Math, Social Studies and Science;
- Compliance with the attendance policy; and
- Proficiency on the STAAR state assessment as delineated below:
  - Grade 3-- Reading and Mathematics
  - Grade 4-- Reading, Mathematics, and Language Arts
  - Grade 5-- Reading, Mathematics, and Science
  - Grade 6-- Reading and Mathematics

- Grade 7-- Reading, Mathematics, and Language Arts
- Grade 8-- Reading, Mathematics, Science, and Social Studies
- Grade 9-- Reading and Mathematics
- Grade 10-- English Language Arts, Mathematics, Science, and Social Studies
- Grade 11-- Exit Level for English Language Arts, Mathematics, Science, and Social Studies
- For grades 5, 8, and Exit, there will be three opportunities for students to pass these state tests.
  - If a student fails the first administration of the test, he/she will be provided with specific acceleration/remediation opportunities before the second test is given.
  - The third test will be given at the end of June, after a student has had the opportunity for acceleration/remediation during the school year and summer school instruction.
  - **If the student fails the third administration of the test, he/she is automatically retained at the same grade level.**

***Parents may appeal the retention and the student may be promoted by a unanimous decision of the Grade Placement Committee.***

**Grade Placement Committee:**

A Grade Placement Committee composed of the principal or designee, the student’s teacher(s) of the subject of the test, and the student’s parent(s) will be established for each 5<sup>th</sup> or 8<sup>th</sup> grade student who fails the state test and/or the student of parents who appeal a retention determination based on the guidelines set forth above. If the student’s teacher is not available, the principal will appoint another professional staff member familiar with the student to serve on the committee. The committee is responsible for prescribing the accelerated instruction the student is to receive before the third testing opportunity.

If a 5<sup>th</sup> or 8<sup>th</sup> grade student fails the test for the third time, a parent may appeal the decision to retain the child. Unless a parent appeals retention based on STAAR performance, retention is automatic after the third failure of the test.

In case of a retention appeal, the committee will meet to determine whether the student is likely to be successful at the next grade level even though he did not pass the state test. If it is the unanimous decision of the committee that the student may be promoted, the student will be promoted. If any one person on the committee disagrees with that decision, the student must be retained. The decision of the committee is final.

Even if a student is retained, the committee is still responsible for developing an accelerated instruction plan. Students in special education and students who are identified as Limited English Proficient will have assessment decisions made by the ARD committee or LPAC committee, as appropriate.

**Parents will be kept informed about their Student’s progress:**

- Students will be tested at the end of second grade to determine whether they are at risk of having difficulty with the third grade STAAR test. Parent will be notified if their Student is considered at risk.
- Parents of 5<sup>th</sup> and 8<sup>th</sup> grade students will be notified if their student fails the STAAR tests and will be invited to attend a meeting of the Grade Placement Committee to plan together the best way to accelerate learning before the next administration of the test. If the parent cannot or chooses not to attend the meeting, the school will notify the parent of decisions made at the meeting.

- If the child fails the STAAR test twice, parents may sign a waiver refusing to have the child take the test a third time. In that case, the child must still participate in all required acceleration instruction and is subject to retention based on the failure of the second test administration.

### **IMPORTANT NOTES:**

It is important to note that in addition to the rules of the state's Student Success Initiative, the campus's standards for promotion/retention are still in place for all students. **A student may pass the STAAR test and still be retained if other campus standards have not been met.**

### ***SAT, ACT, AND OTHER STANDARDIZED TESTS***

**Secondary** - Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with an administrator early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year. (Prior to enrollment in a Texas public college or university, most students must take a standardized test, such as the TSI Assessment.

### ***RELEASE OF STUDENTS FROM SCHOOL***

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time. A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the Front Office. The Office will decide whether or not the student should be sent home and will notify the student's parent.

### ***REPORT CARDS / PROGRESS REPORTS AND CONFERENCES***

Report cards with each student's grades or performance in each class or subject are issued to parents at the end of each grading period. Teachers follow grading guidelines that have been approved by the Superintendent or designee and are designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the campus's grading policy. Questions about grade calculation should first be discussed with the teacher. If the question is not resolved, the student or parent may request a conference with the principal. The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

### ***SAFETY***

Student safety on campus and at school-related events is a high priority of the campus. Although JMA has implemented safety procedures, the cooperation of students is essential to ensuring school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.

- Follow the behavioral standards in this handbook and ***JMA's Discipline Code and Code of Conduct***, as well as any additional rules for behavior and safety set by the principal, teachers, and bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other campus employees who are overseeing the welfare of students.

### **Drills: Fire, Tornado, and Other Emergencies including "Lock Down" and Active Shooter Drills**

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

### **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school would need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the Front Office to update any information that the school or the teacher needs to know.

### **Emergency School-Closing Information**

If weather conditions alter the regular school schedule, notification will be given by the following television stations:

CHANNEL 4  
CHANNEL 5  
CHANNEL 8  
CHANNEL 11

In case of severe/dangerous weather that could put students in imminent danger, it is strongly recommended that parents listen to media broadcasts and authorities in the school for information on picking up students. School authorities will work with parents, but will keep the safety of all students in mind when making decisions for releasing students.

### **Searches on campus**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, campus officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

### **Students' Desks**

Students' desks are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of their assigned desks. Searches of desks may be conducted at any time there is reasonable cause to believe that

they contain articles or materials prohibited by policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's desk.

### **Vehicles on Campus**

Vehicles parked on school property are under the jurisdiction of the school. The school may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has the full responsibility for the security of his/her vehicle and must make certain that it is locked and that the keys are not given to others. Vehicle privileges may be revoked in accordance with administrative procedures. The school and the campus are not responsible for damage to vehicles parked on school property.

### **Trained Dogs**

If determined necessary, the campus will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used at the school and at areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom or a vehicle to which a trained dog alerts may be searched by school officials.

## ***SCHOOL FACILITIES***

### **School Hours**

***PreKinder-Grade 12*** - School begins at **7:45 a.m.** and school is dismissed at **3:15 p.m.** **Students are not permitted to arrive at school before 7:15 a.m. and breakfast will not be served after 7:40 a.m. (except in the case of school bus riders arriving at JMA between 7:40 and 7:45 a.m.).** Some of the school staff will be on duty to receive students at 7:00 a.m. All students are to report to the designated student area by 7:30 a.m. **Parents whose children do not ride the bus must have their children at school promptly by 7:45 a.m. and pick their children up by 3:15 p.m.** JMA has a designated bus parking areas for students boarding and departing buses. PLEASE DO NOT PARK OR PICK UP STUDENTS IN DESIGNATED BUS AREAS.

Parents that do not bring their children to school by 7:45 or parents that are habitually late picking up their children at 3:15 will be contacted by administration to assist in resolving the tardiness problem.

### **Use By Students Before and After School**

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

### **Conduct Before and After School**

Teachers and administrators have full authority over student conduct at before or after-school activities on campus premises and at school-sponsored events off campus premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by **JMA's Discipline Code and Code of Conduct** or any stricter standards of behavior established by the sponsor for extracurricular participants.

### **Use of Hallways During Class Time**

**All Students**-Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the **JMA's Discipline Code and Code of Conduct**.

### **Meetings of Non-curriculum-Related Groups**

Student-organized, student-led non-curriculum-related groups are permitted to meet during the hours designated by the principal before and after school.

## ***SEARCHES***

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, campus officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

### **Students' Desks**

Students' desks are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of their assigned desks. Searches of desks may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's desk.

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### **Trained Dogs**

If determined necessary, the campus will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used at the school and at areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom or a vehicle to which a trained dog alerts may be searched by school officials.

## ***SPECIAL PROGRAMS***

The campus provides special programs for homeless students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. School staff can answer questions about eligibility requirements, as well as programs and services offered in the campus or by other organizations.

## ***STEROIDS***

State law prohibits Students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use. Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense. Students participating in UIL athletic competition may be subject to random steroid testing.

## ***STAAR (State of Texas Assessments of Academic Readiness)***

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated tests in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Social studies in grades 8
- Science in grades 5, 8
- High School, starting in Grade 9, all STAAR End of Course Exams (EOC) in core subject areas as determined by law. Graduation is dependent upon passing these exams, which can be taken as many times as necessary for passage.

## ***TARDINESS***

It is the responsibility of the parent/guardian to ensure that a student arrives at school on time each morning. Punctuality is an essential element of a good work ethic. Students are to report to their classroom at **7:45 a.m.** All Students who arrive after 7:45 a.m. must check in at the office and will be counted as tardy. Students arriving after 8:30 a.m. are considered absent and not tardy. Students who are tardy due to doctor appointments are not counted as tardy if the student turns in a doctor's note upon arrival.

- Tardies disrupt both the classroom and the learning. When a child establishes a pattern of tardies (3 or more within a grading period or 6 or more cumulatively), the administrator will contact the parent and send an official letter discussing the problem.
- Tardies for each marking period may also be recorded on the report cards.

**NOTE:** For perfect attendance purposes, three tardies will cause a child to be ineligible for a perfect attendance award. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with ***JMA's Discipline Code and Code of Conduct.***

Tardy guidelines and disciplinary action within 9 week grading period:

1 <sup>st</sup> offense	-	Front Office Warning
2 <sup>nd</sup> offense	-	Front Office Warning / Note sent home to parents
3 <sup>rd</sup> offense	-	Lunch Detention / Note sent home to parents

4<sup>th</sup> offense - OSS- Out of School Suspension (1) day / Parent meeting

### ***TEXTBOOKS***

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent; however, the student will be provided textbooks for use at school during the school day. If a book is deemed unusable upon its return, the student will be charged the full price of the book.

### ***TRANSPORTATION***

#### **School-Sponsored Trips**

Students who participate in school sponsored trips are required to use transportation provided by the school to and from the event. A campus administrator may make an exception if the parent personally requests that the student be permitted to ride with the parent, or if the parent presents a written request that the student be permitted to ride with an adult designated by the parent.

#### **Student Drivers**

Students who would like to drive to school and park on campus must present a valid driver's license and parent permission form to the front office. A copy of these will be maintained and must remain current. Student drivers are not permitted to drive other students unless a parent permission form is provided for each passenger. Student drivers will be escorted to their vehicles prior to the beginning of car line and will leave the parking lot first.

#### **Buses and Other School Vehicles**

Bus transportation is available on a limited basis to students falling within bus route areas. Students who live within three miles of JMA, as determined by a Google Map search, will not be provided with bus transportation. Exceptions to the boundary guideline may be granted on a case-by-case basis as circumstances dictate. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by contacting the Transportation Manager at JMA.

### **BUS RULES**

#### **General Rules**

- Obey all instructions given by the bus driver.
- Students should only ride the bus they are assigned to ride.
- All school rules apply while Students are riding in the bus.
- Bus Drivers are not able to change routes.
- Because there is a long waiting list for bus transportation, if a child does not ride the bus for 5 consecutive days, he or she will be considered to have given up his or her seat and the next child on the waiting list will be offered the seat on the bus.

#### **Conduct On the School Bus**

- Seats are assigned by the driver.
- Students must remain seated at all times.
- Classroom conduct is required on the school bus.
- Students must keep all body parts and items inside the bus and out of the aisle at all times.
- Any type of vandalism is prohibited. Vandalism will be paid by the person who is responsible.
- Students must not throw objects inside or out of the bus.
- If emergency exits are opened without permission, the student will be removed from the bus.

### **Prohibited Items**

- All tobacco products, including snuff and chewing tobacco.
- Glass containers.
- Weapons, including a knife of any kind or any item that exposes a blade, explosive devices, harmful drugs or chemicals.
- Cigarette lighters, matches or any other flammable items (including aerosols, fireworks or novelty toys).
- All alcoholic beverages.
- Any object (musical instrument, shop/science/history project, etc.) which is too large to be held safely in the student's lap.
- All food and drinks.
- Radios, tape/CD players or video games without head phones.
- Live animals or insects.
- Any other items prohibited at school, including laser pointers.

### **General Bus Procedures**

- Be at the bus stop at least **five minutes before** scheduled pickup time and remain a safe distance from the roadway.
- Wait until the bus comes to a complete stop before boarding.
- If any article drops or rolls under the bus, do not go after it. Ask the driver for help.
- **When crossing the road/highway, walk in front of the bus and wait for the driver to signal that it is safe to cross.**
- Look both ways before crossing the road, and walk directly across the road.
- Never cross the road behind the bus.
- **Note: Parents are responsible for providing transportation to/from school if a child misses the bus. Parents should instruct their children on what procedures to follow if the bus is missed. Additionally, unless a parent notifies JMA that a child will be walking home from a bus stop, if a parent is not at a stop to retrieve a child, the child will be brought back to school and parents will be responsible for picking the child up at school.**

### **Extracurricular Trip**

- All bus rider and school rules apply to all school sponsored trips.
- Discipline is the responsibility of the building principal and the sponsor.
- Strict loading/unloading time schedules will be followed.

## **Discipline Consequences**

Jean Massieu Academy maintains that good conduct by all students is required in order to achieve the safest bus riding conditions possible. Bus transportation is a privilege and not a right. Whenever a driver must direct attention toward a student's misconduct, less than full attention is being given to the road and road conditions. Therefore, misconduct on the part of one student can place the entire bus in a serious and unsafe condition. For behaviors considered minor offenses, the driver will first attempt to solve the problem. If the problem is not resolved, a bus referral will be sent to the principal and may result in a written warning sent home by the principal and/or other disciplinary action. A pattern of minor offenses may constitute a serious offense and will receive appropriate consequences. A conference between the principal and the bus driver may determine if stricter disciplinary measures need to be taken. Serious offenses will be determined at the campus level and may result in immediate suspension from the bus or may be cause for further consequences with other appropriate actions as determined by the campus administrator and **JMA's Discipline Code and Code of Conduct**. The administration has the authority to suspend a student from the bus immediately and for a time deemed necessary (from several days to the remainder of the year) regardless of the number of times the student has been referred.

Some examples of offenses which may result in immediate removal are: fighting, possession of prohibited items, disrespect to the driver, abusive language or any other action that poses a threat of danger to self or others. In most cases, students will be allowed to ride the bus home the same day the offense occurs and/or the parent is notified of the offense. All questions or grievances should be brought to the Transportation Manager or the Principal, not the bus driver.

### ***VANDALISM***

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with **JMA's Discipline Code and Code of Conduct**.

### ***VIDEO CAMERAS***

For safety purposes, and if deemed necessary, video/audio equipment may be used to monitor student behavior on buses and in common areas on campus. Students will not be told when the equipment is being used. The principal will review the video/audio recordings routinely and document student misconduct. Discipline will be in accordance with JMA's Discipline Code and Code of Conduct.

### ***VISITORS TO THE SCHOOL***

#### **General Visitors**

Parents and others are welcome to visit campus schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the front office and must comply with all applicable campus policies and procedures. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

## ***WITHDRAWING FROM SCHOOL***

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the front office. A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

## ***GLOSSARY***

**Accelerated instruction** is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level.

**ACT** refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

**Alternative assessment instrument**, developed by the state, may be given to students in special education and students identified as limited English proficient.

**ARD** is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student's parents are part of the committee.

**Attendance Review Committee** is sometimes responsible for reviewing a student's absences when the student's attendance drops below 90 percent of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

**FERPA** refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

**IEP** is the written record of the Individualized Education Program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; modifications to state or campus-wide tests, etc.

**ISS** refers to in-school suspension, a disciplinary technique for misconduct found in JMA's Discipline Code and Code of Conduct. Although different from out-of-school suspension an ISS removes the student from the regular classroom.

**NCLB Act** is the federal No Child Left Behind Act of 2001.

**Personal Graduation Plan (PGP)** is required by state law for any student in middle school or higher upon enrollment in the 9<sup>th</sup> grade or higher.

**SAT** refers to one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

**Section 504** is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined by an ARD committee to be eligible for special education services, appropriate regular educational services will be provided.

**State-mandated tests** are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

**STAAR** refers to the State of Texas Assessment of Academic Readiness, the state’s standardized achievement test currently given to students in certain subjects in grades 3–11.

**UIL** refers to the University Interscholastic League, the statewide voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.