



JARRELL
SECONDARY
SCHOOLS
STUDENT
HANDBOOK
ADDENDUM

**2024-
2025**

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DRESS CODE

The District's dress code is established to teach hygiene, instill discipline, prevent disruption, avoid safety hazards, and assert a positive, successful learning environment. In situations that require an interpretation of the dress code, it shall be the responsibility of the building principal or designee to make the interpretation.

General guidelines

- Clothing or any accessory that references violence, alcohol, drugs, sex, tobacco, gangs, or obscene language may not be worn during school-related functions.
- Shirt and pant garments should be touching at all times
- Skirts and dresses must be mid-thigh length
- No items covering the head are allowed.
- Bathrobes, pajamas, and house slippers may not be worn to school.
- No pillows or blankets are allowed
- Sunglasses are only permitted in the classroom if a signed doctor's note has been presented to the Campus Administrator.
- Halter tops, tank tops, spaghetti-strap shirts, shirts with deep-cut openings, or shirts that do not cover the midriff are not allowed. Undergarments should not be visible.

Repeat offenses will be handled under provisions of the Student Code of Conduct.

SCHEDULE CHANGE POLICY & PROCEDURE

Schedule changes **MUST** be submitted within the first full week of each semester. Schedule change requests will only be considered based on the following criteria:

- Did not pass a required prerequisite
- Summer school completion necessitates a change
- Placed in the wrong grade level course
- Already received credit in the course
- Medical requirement (documentation required)
- Elective change for pathway completion (Juniors/Seniors)

Schedule Changes - Advanced Academics

Students enrolled in advanced academic courses are required to participate in a parent-teacher conference prior to submitting a schedule change request. A rationale from the advanced academics teacher will be considered as part of the request.

CELL PHONES & PERSONAL DEVICES

Cell phones must be turned off during the instructional day. Students may use their cell phones before/after school and during their assigned lunch time. Violation of the cell phone rules during school hours will result in the phones being confiscated. Confiscated cell phones must be picked up at the end of the school day.

NO wireless earbuds are allowed during the instructional day. Corded headphones/earbuds may be used when connected to school-issued Chromebooks if part of a learning activity.

TEXTBOOKS & CHROMEBOOKS

State-approved textbooks are available for checkout in the library. All students will receive a school-issued Chromebook and charger as part of their instructional materials. Students may purchase additional chargers for \$25. A fee of \$350 will be assessed for broken, lost, or stolen devices. Students should report minor damages to campus IT immediately for repair.

GRADING GUIDELINES

Each nine-week grading cycle will include a minimum of 12 daily grades and 3 major grades. Grades will be updated weekly, and progress reports will be distributed every 3 weeks.

The JISD grade percentages are 60% daily grades and 40% major grades. No single grade should count for more than 25% of the total grade.

(UIL Eligibility)

For the 1st 6-week grading period, at least 5 daily and 2 major grades will be submitted.

MAKE-UP & LATE WORK

All decisions regarding late work and make-up work will be aligned at the campus level.

PARKING REGULATIONS FOR STUDENTS

Driving a vehicle on campus is a privilege afforded to students. With this privilege comes the responsibility to abide by certain rules and regulations. Students may lose the privilege to drive and park on all school property if the rules and regulations are not observed.

All cars and motorcycles driven to school by students must be registered and parked in the designated student parking areas. The price of parking decals will be announced each fall. The decal must be displayed in the place designated by the administration.

Students who park on school property without a permit or in an area not designated for student use may be subject to disciplinary action. Repeat offenders may have their permits revoked or their vehicles booted or towed at the owner's expense.

The speed limit on school property is 15 m.p.h. This speed is established for everyone's safety. Once the student drives on campus, the student should park and lock the vehicle. The use of vehicles is prohibited until the end of the school day unless permission is received from the Assistant Principal's Office. Students may lose parking privileges if they leave campus during the day without permission.

A fee will be charged for a replacement permit if the permit is lost due to disciplinary action.

Students are responsible for the security of their vehicles parked on school property. Students shall not place, keep, or maintain any article or material forbidden by district policy in a vehicle parked on school property. School officials may search vehicles parked on school property if there is reasonable cause to believe the vehicle contains articles or materials prohibited by district policy. Students shall be responsible for any prohibited items found on vehicles parked on school property.

Driving/parking violations will result in loss of driving privileges, fines, or other disciplinary consequences. Students must have a pass from an Assistant Principal to be in the parking lot during school hours.

ACADEMIC ACHIEVEMENT - CLASS RANKING

EIC (Local)

DISTANCE LEARNING COURSES

Students in grades 9-12 may earn a maximum of 2 units of academic credit by correspondence. These credits may be applied toward state or local graduation requirements. Courses may not be taken by correspondence if the school schedule permits the completion of the necessary courses through regular enrollment. Application for distance learning courses must be submitted to the Counselor.

CREDIT BY EXAMINATION

The purpose of credit by exam is to provide students the opportunity to overcome previous failures or deficiencies due to transferring from another school district, so they can graduate on time. Credit by examination is subject to administrative approval.

CREDIT BY COMPUTER-ASSISTED INSTRUCTION

The school district has limited licenses for student use of Edgenuity. Therefore, student enrollment in courses via Edgenuity will be scheduled as space permits for those students who cannot retake a course due to schedule conflicts. Students will not have the option of Edgenuity. Students who fail a course will be assigned that course with a teacher. Not all courses offered by a teacher are available by computer instruction.

Students who need credit recovery will be given first priority. Students who wish to use Edgenuity for acceleration and early graduation must request to do so by the beginning of their sophomore year and may only take a course through the Edgenuity program for a course that does not require state testing for graduation and only if the course is not available with a teacher and approved by the principal or designee.

MANDATORY DRUG TESTING PROGRAM

Purpose

This policy requires that any student in grades 7-12 who wants to participate in the District's extracurricular program or park on campus consent to mandatory random drug testing as described below. This policy also allows any student not in extracurricular activities to participate in the drug testing program if parental consent is provided.

Process

All students in grades 7-12 will be subjected to mandatory random drug testing throughout the school year and will be required to provide the District with written consent signed by both the student and a parent/guardian. The laboratory used by the District will be certified to administer drug testing by the Substance Abuse and Mental Health Services Administration (SAMHSA). The names of students to be tested will be drawn randomly by the vendor for each testing occurrence. Under no circumstances will human interference be allowed to alter the randomized nature of student selection.

Through the use of the urine samples, the drug testing vendor will be able to detect the presence of drugs taken prior to the test. If a student has been taking medication, he/she will need to indicate the type of medication being taken. A "chain of custody" procedure will be used to monitor the identity and integrity of the sample throughout the collection, transportation, and testing process. The drug testing vendor will provide the personnel to conduct the collecting, transportation, and testing as well as randomly selecting the student participants to be tested.

Urinalysis Drug Testing Procedures

1. The collection of specimens shall be performed under reasonable and sanitary conditions. Individual dignity shall be preserved to the extent practicable.
2. All students chosen to be tested must report immediately to the test site upon notification. If the student is unable to produce a urine sample at that time, he/she will be given 2 hours and allowed to drink up to 40 oz of liquid. If the student is again unable to produce a specimen, the parent may, at their own expense, take the student to a physician before the end of the business day. If the physician collects the required specimen in accordance with proper chain of custody procedures, the specimen will be accepted. If no specimen is produced, a written medical explanation from a physician will be required. The failure to produce a urine sample or a written medical explanation from a physician will be treated as a positive test result.
3. If at any time the collector has reason to believe that a student is tampering with or attempting to adulterate the sample, the collector shall inform the superintendent or his/her designee, who will determine if a new sample should be obtained. The questionable sample shall be properly identified as such and sent to the laboratory with the second sample.
4. All samples will be identified with the student's specific identification number, sealed, and submitted to the District's testing laboratory.
5. The student and his/her parents/guardians will have the opportunity to provide any information of currently or recently used prescription or non-prescription drugs or other relevant medical information. This information should be disclosed at the time the specimen is collected. The provision of this information shall not preclude the administration of the drug test, but shall be taken into account in interpreting test results.

Urinalysis Drug Testing Procedures (continued)

6. Specimen collection, storage, and transportation to the testing site will be performed in a manner that will reasonably preclude specimen contamination, adulteration, or erroneous student-specimen identification.
7. Specimen testing for drugs shall conform to scientifically accepted analytical methods and procedures and shall be conducted by laboratories certified for drug testing by the Substance Abuse Mental Health Services Administration (SAMHSA).
8. A specimen for a drug test may be taken or collected by any of the following persons: A physician, a physician's assistant, a registered professional nurse, a licensed practical nurse, a nurse practitioner, or a laboratory technician.
9. In the case of a positive test result, the Medical Review Officer shall contact the superintendent's designee. The superintendent's designee will inform the student and the parent/guardian of the positive test result. Every attempt will be made to contact the student and his/her parents/guardians within twenty-four (24) hours of notification by the Medical Review Officer. The student is subject to the specified disciplinary actions from the date that he/she is first informed of the positive test results.
10. Every specimen that produces a positive confirmed test shall be preserved in a frozen state by the licensed laboratory that conducts the confirmation test for a period of one (1) year from the time the results of the positive confirmed test are mailed or otherwise delivered to the District. During this period, the student who has provided the specimen shall be permitted by the District to have a portion of the specimen retested. The cost of the re-test shall be at the student's expense. The laboratory conducting the re-testing will be chosen by the student's parents/guardians but must be certified for drug testing by the Substance Abuse Mental Health Services Administration (SAMHSA). The laboratory that has performed the test for the District shall be responsible for the transfer of the portion of the specimen to be re-tested and for the integrity of the chain of custody during such transfer. The results of the retest will be forwarded to the Medical Review Officer representing Jarrell ISD for evaluation. If a re-test yields a negative test result, the student will be reinstated to the Jarrell ISD extracurricular program after a confirmation by the Medical Review Officer.
11. A diluted drug test result will be referred to the Medical Review Officer for clarification. The result may be that the student will be re-tested at the request of the Medical Review Officer. An adulterated test sample will be considered as a positive result.
12. A refusal to provide a sample for testing will be treated as a positive test result.
13. Students designated for testing who are absent from school at the time the specimens are collected will be tested on the next random testing date. Truancy from school in order to avoid drug testing will be treated as a positive result.
14. The student's parents/guardians may request and receive from the District a copy of the test result report.

Confidentiality

Testing results shall be kept confidential and disclosed only to the student, his or her parents/guardians, and school officials designated by the Superintendent. Confidentiality shall be maintained at all levels. Results shall not be placed in student records. No action shall be taken by the school against the student with a positive test result other than suspension from participating in extracurricular activities or the loss of parking privileges. Students shall not be restricted from participation in any other student activities or penalized in any other way.

Sanctions for Positive Testing

- First Positive Test
 - The student and parents/guardians will participate in a mandatory conference with the campus principal.
 - The student will be suspended from participation in activities and/or parking for six weeks.
 - The student must agree to mandatory testing during the next three random testing periods.
- Second Positive Test
 - The student will be suspended from participating in activities and/or parking for one calendar year.
 - The student must successfully complete, at the expense of the parents/guardians, a drug counseling program approved by the District.
 - If the student is re-admitted, the student must agree to mandatory testing during the next six random testing periods. The cost of the testing will be at the expense of the parents/guardians and must be pre-paid to the District before being re-admitted.
- Third Positive Test
 - The student is permanently suspended from participation and/or parking. Students desiring to appeal the consequences of a positive test shall follow the appeals procedures in board policy FNG (legal) and FNG (local).

DUAL CREDIT

Students enrolled in Dual Credit courses will adhere to the following guidelines for drop procedures:

1. Drop dates set by ACC will be followed.
2. Students are responsible for following the proper drop procedures with ACC.
3. Students that drop within the first and second grading cycle, will be placed in a regular class setting if space allows.
4. Students who drop in the first or second grading cycle will receive the grade at the time of the drop.
5. Students who drop during the 3rd grading cycle will be placed in a regular class setting but will not be eligible to receive a grade for the semester.
6. Students who failed for the semester or were denied credit are not eligible for

the second part of the course.

7. Students who failed for the semester or were denied credit will be given the opportunity to retake the class in Edgenuity. (if space allows)

SEMESTER AND FINAL EXAMINATIONS

All courses have required semester and final exams. Exams will count 15% of the semester or final grade. All required examinations must be completed, or exemptions applied, to receive credit for a class. This must be done before the end of the semester.

EXAM EXEMPTIONS

Students who meet the criteria below will have the opportunity to be exempted from one or more final exams. Students earn exemptions by achieving excellent course grades and strong attendance. Students will be required to sign in with their teachers on the day of the exam to complete the exemption process. Students must complete an exam for any course where an exemption has not been earned. Exemption forms may be picked up at the front office.

All grade levels are eligible. The maximum number of unexcused absences per grading cycle is listed below:

- 95% grade average in the class = 3 absences
- 90% grade average in the class = 2 absences
- 85% grade average in the class = 1 absence
- 80% grade average in the class = 0 absences

Absences are recorded up to the date the exam is administered. School-related absences do not count for purposes of this rule. An exemption from a final exam is not granted if, during the semester, the student serves any time at the DAEP, JJAEP expulsion, or receives any OSS suspension.

Any student meeting these criteria may earn the following exemptions:

<i>Grade Level</i>	<i># Exams Eligible for Exemption</i>
<i>Seniors</i>	<i>8 exams</i>
<i>Juniors</i>	<i>6 exams</i>
<i>Sophomores</i>	<i>4 exams</i>
<i>Freshmen</i>	<i>2 exams</i>

FOOD DELIVERY

For security reasons, non-family members may NOT make deliveries for students, including DoorDash, Uber Eats, and other delivery services. Delivery drivers will be turned away.

Food deliveries should be made by parents or people listed in the student's contacts only during lunch hours. School personnel are not responsible for food being dropped off. Parents will be required to sign in to Raptor (driver's license is required) to receive a visitor's sticker

that will be placed on the lunch. Students may not leave class to pick up their food. Students should pick up their food on their way to their assigned lunch period.

GRADUATION

Students who have completed graduation requirements by the day of graduation are permitted to walk. Only JISD-approved gowns are allowed. The campus administration must approve the decor of the graduation cap before it can be worn at graduation.

WORK RELEASE

Seniors and Juniors are eligible for early release work program under the following options:

1. All seniors must have 6 consecutive courses not to include student aide. Students must be enrolled in an off-campus college course, (i.e., be enrolled in a 2:00 pm course at ACC) or students must have verifiable employment that begins during the school day.
2. Early release only under extenuating circumstances with Principal approval.

Notes for early release

1. Only seniors who have met all required credit requirements.
2. Students must have their own transportation every day. Students cannot sit and wait every day for a ride.
3. Students may qualify for either semester or both.
4. A student who is no longer in athletics and will not be participating in a sport may change the schedule to early release at semester only.
5. Students must pass all classes to remain eligible.
6. Students may lose eligibility at the principal's discretion.
7. Students must have parental approval for early release.

18 year old students must get administrator approval for leaving early in special circumstances, unless in the work release program.