

**Jack Yates High School  
3703 Sampson Street  
Houston, Texas 77004  
713-748-5400  
Kenneth D. Davis, Principal**

**Student Handbook  
2016-2017 School Year**



**ONE MISSION  
ONE VISION  
ONE GOAL  
COLLEGE GRADUATE**

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## **Jack Yates High School Leadership**

Jolanda Jones  
District IV, Board Member

Ken Huewitt  
Interim Superintendent of School, HISD

Kenneth D. Davis  
Principal

Mr. David Phillips  
9<sup>th</sup> Grade Instructional Specialist

Mrs. Tracy Gatewood  
10<sup>th</sup> Grade Dean of Students

Mrs. Jacqueline Thompson  
11<sup>th</sup> Grade Dean of Students

Ms. Tiffany Guillory  
12<sup>th</sup> Grade Dean of Students

## School Mascot

*The Lions*



## School Colors

**Crimson / Gold**

## Mission, Vision, Values, Goal and Motto

### **MISSION**

**To achieve and maintain the highest level of excellence in order to ensure the success of every Jack Yates student.**

### **VISION**

**To become and maintain a high performing campus in the Houston Independent School District**

### **VALUE**

**We value quality instruction, student achievement, professional development, parental commitment, and community partnerships.**

### **GOAL**

**At Jack Yates Senior HS our GOAL is to become a HIGHLY EFFECTIVE AND HIGH PERFORMING CAMPUS by the end of the 2016-2017 School Year.**

### **MOTTO**

**PRIDE....EXCELLENCE....TRADITION...**

# Lion Bell Schedule 2016-2017 A Day & B Day

## REGULAR BELL SCHEDULE

Period	Start Time	End Time	Minutes	
<b>1<sup>st</sup> Bell</b>	7:50 am			
<b>1/5</b>	8:00 am	9:35 am	95 minutes	
<b>2/6</b>	9:40 am	11:15 am	95 minutes	
<b>3/7 Lunch</b>	11:20 am	1:40 pm		
<b>A Lunch</b>	11:20 am	11:55 am <b>12:00 tardy</b>	35 minutes	Class time: 100 minutes
<b>B Lunch</b>	12:15 pm	12:50 pm <b>12:55 tardy</b>	35 minutes	Class time: 100 minutes
<b>C Lunch</b>	1:05 pm	1:40 pm	35 minutes	Class time: 105 minutes
<b>4/8</b>	1:45 pm	3:20 pm	95 minutes	

## Early Dismissal Bell Schedule

Period	Start Time	End Time	Minutes
<b>1<sup>st</sup> Bell</b>	7:50 am		
<b>1/5</b>	8:00 am	8:55 am	55 minutes
<b>2/6</b>	9:00 am	9:55 am	55 minutes
<b>3/7</b>	10:00 am	10:55 am	55 minutes
<b>4/8</b>	11:00 am	12 noon	60 minutes
<b>One Lunch</b>	12:00 noon	12:30 pm	30 minutes

**\* Denotes the period where Official ADA will be recorded (10:00 a.m.)**

**Attendance will be taken during 2<sup>nd</sup> period. Official ADA attendance is taken at 10:00 a.m.**

# **General Information**

## **Identification Cards**

- Student ID badges must be **worn and visible** at all times
- Students are not allowed to deface ID badges.
- The replacement fee for ID badges is \$5.00

## **Electronic Devices**

- JACK YATES HIGH SCHOOL students are not allowed to have personal electronic devices on campus.
- Such items include pagers, iPods, MP3 players, music players, cameras, video game and tablets.
- DMS is not responsible for lost or stolen items. Please note, administration will not delay instruction to look for missing or stolen items that are prohibited from campus.

## **Cell Phones**

- Cell phones may only be used before and after school outside the building, but not during the instructional day.
- Cell phones that are visible or ring during the instructional day will be confiscated and can only be picked up by parents with a \$15 fine paid to the school.
- Cell phones that are confiscated during district and/or state mandated testing days, may be held to the end of the instructional year.

## **Unacceptable Items**

Students are not allowed to have the following items on campus or at any school sponsored events:

- Permanent markers (ex. Sharpies, paint pen, etc.)
- Any type of substance that could be used as an illegal drug (marijuana, tobacco, alcohol, prescribed medications, etc.). All prescription medication must be documented using the proper forms and administered by the school nurse. Students are not allowed to have any type of medication on their person, or in lockers. (See Nurse Washington for more details.)
- Any paraphernalia associated with illegal drugs or gang-related materials.
- Any type of printed material that could be considered vulgar and/or graphic nature.
- Any type of printed material that promotes social / private functions on campus is prohibited.

## **Textbooks**

- Textbooks will be issued to parents, (upon request), at the beginning of the school year. Parents must check out books for student use at home.
- Textbooks are to be returned to the school upon course completion. Parents withdrawing students from JACK YATES HIGH SCHOOL are responsible for turning in their textbooks upon withdrawing.
- It is the student's and parent's responsibility to take care of these books and return them in the original condition. Books damaged, lost, or destroyed will be paid for by the student before a replacement textbook can be issued.
- Teachers maintain a classroom set of textbooks for classroom use only.



**Personal Property**

- Personal property such as **cell phone**, cameras, musical instruments, etc. brought to school is the **responsibility of the student**.
- The school district does not carry insurance on students' personal property.
- Lost items will not be replaced by the school.

**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 require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

**Fees**

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

- Costs for materials for a class project.
- Membership dues in voluntary clubs or student and admission fees to extracurricular activities
- Usage fee for PowerUp Laptop Device, including fees for replacement parts in case of loss/theft and repair for intentional / negligent damage
- Book fines, including lost textbook and library books
- Musical instrument rental and uniform for band and clubs, when uniforms are not provided by the District
- Replacement of student identification badges
- Printing fees( for copies above the maximum allowed) and flash drives for computer courses
- Personal physical education and athletic equipment and apparel
- Voluntary purchase of pictures, publications, class rings, yearbooks, promotion announcements, etc.
- Voluntary purchase of student accident insurance
- Personal apparel used in extracurricular activities which becomes student property

# Jack Yates High School Dress Code (2016-2017)

## Shirts

- Scholars may choose from the following four colors: *WHITE, GOLD, CRIMSON, or BLACK polo or College/School Spirit/Club Shirt*
  - All uniform shirts must be unaltered polo style with Jack Yates logo only.
  - Shirts must be appropriately sized (**not form fitting or tight**).

## Pants

- Khaki (Tan Navy, or Black) or Any solid colored Jeans
  - **No holes, bleaching, camafrouge pants/jeans allowed.**
  - **Pants must be fitted at the waist (NO SAGGING).**

## Outerwear

- Solid sweatshirts/jackets or sweatshirts/jackets with Jack Yates logo. (COLORS: WHITE, GOLD, CRIMSON, or BLACK ONLY)
  - Jack Yates Paraphernalia is allowed.
  - Hoods **ARE NOT** to be worn in the building/classrooms. **\*For repeat offenders, all outerwear will be removed and turned into the discipline office and can be retrieved at the end of the day.**

## Shoes

- Sandals must have a strap on the back of the shoe. No house shoes, flip flops, or slides.

## Purses

- Scholars are allowed to carry the size of a cross body purse only. Large purses are not allowed.

## Backpacks

- Personal backpacks and/or duffle bags must be clear/see through mesh.

## Accessories, Cell phones and Music Players

- All non-instructional items that are considered a distraction to the educational process will be confiscated and returned upon payment of \$15 by the parent. Cell phones or ear buds **are not to be visible** in the classroom or hallways.

Scholars **are allowed** to listen to music with ear buds during lunch time only.

**NOTE (EXCLUDED ITEMS)** The following is a list of items that students are **NOT ALLOWED** to wear at **any time while on campus**; includes, but is not limited to:

- Leggings, jeggings, pajamas, jogging pants/sweats, athletic pants, shorts, and skirts.
- House shoes, mesh or see-thru slippers, flip flops, or slides.
- Sleeveless shirts or t-shirts
- Head wear including hats, hair bonnets, scarves, wraps, doo rags and bandanas
- Gang or Drug paraphernalia/items

School team apparel or school organizational uniforms are allowed on a game day (with prior approval) or on other days as approved by the school's administration. All students participating in approved school activities are expected to comply with required dress and personal appearance regulations of the

activity in which they are participating. Students who refuse to dress as required by the school or sponsor will not be permitted to participate in the activity or to represent the school in any way.

### **Head Coverings/Sunglasses**

Scarves, curlers, bandanas, sweatbands, zipper sweaters with hoods, or other similar head coverings or adornments shall not be worn to class or within the school buildings.

Caps, hats or other similar head coverings shall not be worn to class or within the school buildings unless prescribed by a physician, previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity.

Sunglasses (unless prescribed by a physician) shall not be worn to class or within school buildings or on the walkway.

### **Hair**

All hairstyles must be neat, clean and appropriately groomed. No loud or inappropriate colors (pink, blue, purple, etc.)

### **Upper Garments**

- The cut of sleeveless garments must not expose undergarments or be otherwise immodest.
- Strapless garments are prohibited. Shoulder straps of permitted garments must be a minimum of the width of two fingers of the person wearing the garment.
- Bare midriffs, immodestly low cut necklines, off the shoulder, or bare backs are prohibited.
- Garments must be of appropriate length, cut and/or fit to meet these requirements while sitting and/or bending.
- Garments must be tucked in

### **Lower Garments**

- Undergarments shall not be visible. Pants and shorts shall be worn at the waist, and shall not extend below the heel of the shoe in length.
- Tights or leggings worn as outerwear, spandex, bike shorts, bathing/swimming wear, sleep wear (including pajamas), etc., are not permitted.
- Shorts and skirts must be of modest length defined as a maximum of 6" above the knee of the wearer or not above the fingertip of the wearer with the arm fully extended, whichever is longer.
- Garments must be tucked in

### **Footwear**

Students shall wear appropriate footwear for protection and hygienic reasons while on school grounds, participating in school activities, or on school transportation. House slippers, flip flops, and shower shoes are examples of unacceptable footwear. No blue or red shoes. The shoestrings must match the color of the shoe.

### **Accessories**

- Jewelry and other accessories shall not convey prohibited messages as defined above.
- Dog collars, wallet chains, large hair picks, chains that connect one part of the body to another, or other jewelry/accessories that pose a safety concern for the student or others are prohibited.
- Jewelry of any kind may be prohibited, as pertained to class safety standards (i.e. Science classes or project based learning assignments.)

### **Religious and Health Accommodation**

When a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodations shall be made. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's religious practices or beliefs shall not be prohibited under this policy.

### **Penalties/Sanctions**

Students who elect not to conform to the dress and grooming rules set forth by this policy will be subjected to disciplinary actions and/or sanctions as defined by the district's Code of Student Conduct.

## **Attendance Procedures**

### **Texas and Compulsory Attendance Overview**

The Houston Independent School District expects all students to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

**Regular attendance at school is not just a good idea, it's the law.** It is also the greatest single factor in determining success in school. Texas law requires students who have not yet completed the academic year in which their 18th birthday falls to be enrolled in and attend school each school day. **Students with excessive absences will be ticketed for truancy.**

### **General Procedures**

- Attendance is taken in each class period and recorded within the first thirty (30) minutes of the class period.
- Students missing 30 minutes of class or more will be counted as absent from class. Three absences in any single period will result in truancy charges.
- Students returning from an absence must bring a written note from a parent/guardian or physician validating the reason for the absence, **WITHIN THREE (3) DAYS**, to the Attendance Office in order to record the absence as EXCUSED. Acceptable reasons for excused student absences include:
  - a. Personal Illness
  - b. Death of a Family Member
  - c. Student Health Services; Family/Student Counseling Therapy Appointments
  - d. Religious Holy Days and Major Activities (The student is counted present in school according to state statute and is not considered absent.)
  - e. Hazardous weather and/or dangerous road conditions, as determined by HISD
  - f. Authorized School-Sponsored Activities (Field Trips, Off campus competitions, etc. )
  - g. Required Court Appearance
- The Texas Education Code requires that a student be in attendance for 90% of the days a class is offered during a semester in order to be awarded credit for that class (TEC 25.092). **Additionally,**

**HISD states that students with three or more *unexcused* absences in any credit course will have their credit withheld and an asterisk (\*) will appear on the student's report card.**

**Leaving School Early**

- A student will not be released from school at times other than regular dismissal hours unless picked up by a parent.
- Students must stay in their assigned class and will be called to the Attendance Office when their parent or legal guardian arrives.
- **Students may not be picked up before 10:15 am or after 2:45pm**, without prior notification sent to the Attendance Office.
- The parent/legal guardian who picks up the student must be on file with the campus and must sign the student out of school in the Attendance Office before leaving the campus.
- Parents may not be contacted from any other phone than in the administrator's office or the nurse's office to call a parent for dismissal purposes.

## Absence Procedures



Jack Yates Senior High School  
Kenneth D. Davis, Principal  
3703 Sampson St,  
Houston, TX 77004  
Phone: 713-748-5400  
Fax: 713-746-8206

### Returning to School: Absence Procedures

Excuse Notes **Must** have the following information:

- |                                    |                                     |
|------------------------------------|-------------------------------------|
| *Student's Legal First & Last Name | *Date(s) of Absence                 |
| *Student ID                        | *Reason for Absence                 |
| *Grade Level                       | *Parent Signature                   |
| *Parent Phone #                    | *Written and/or typed on 8-1/2 x 11 |

Notes can be emailed, faxed or turned into the Attendance Office.

All Excuse notes (parent, doctor's visit, court, etc.) ***MUST*** be received by the Attendance office within three (3) days of returning to school in order to count as excused for the following reasons:

- Illness
- Truancy Diversion
- Family Death
- Doctor's Appointment
- Citizenship
- Court
- Religious
- College Visit - 2 excused per year, college documentation required

There will be a maximum of five (5) handwritten absence notes per semester.

The following are NOT valid excuses and will be entered at unexcused absences:

- Family Vacation
- Car/Traffic Issues
- Power Outages
- Oversleeping
- Missed Bus
- Family Emergency without explanation\*

\*Explained Family Emergencies will only be excused if approved by Grade Level Dean.

\*Unexplained Family Emergencies will not be excused.

Absences of three (3) consecutive days or more **MUST** have doctor's note to be considered excused. Shorter absences due to illness can be excused with a parent note.

Students sign out without parent: Parent note needs to be received by Attendance Clerk before school for verification. Other option: Fax note with copy of Parent/Guardian's ID to dismiss student early or authorize pick up by non-guardian.

Anticipated absence of 3 or more days: Parent note needs to be processed and approved prior to absence by the Grade Level Dean.

90% Rule: State Law requires a student to be in attendance a minimum of 90% of the days the class is scheduled to meet. If a student is in attendance less than 90% of the days the class meets, the student will not earn credit for the class until attendance is made up in an acceptable and approved manner.



Houston Independent School District \* 4400 West 18<sup>th</sup> Street \* Houston, Texas 77092-8501

# **Conduct/Discipline**

Students are expected to comply with the rules and guidelines that ***Jack Yates High School*** faculty and staff have put in place, and are expected to adhere to the policies and guidelines stipulated in the HISD Code of Student Conduct.

## **School Tardiness**

To maximize your learning, you are expected to arrive at school on time on a consistent basis.

- If you are tardy to school, you should report to the Attendance Office for a permit and report to class immediately.
- Students who are not in their classroom when the tardy bell rings are considered tardy.
- Students who are tardy to class should report to their Grade Level AP's office to receive a tardy pass to class.
- Students who are more than 15 minutes late for a class without a pass will be referred to their AP for skipping class (truancy).

The following are guidelines for handling excessive tardiness per six weeks, as per the HISD Code of Student Conduct:

- 1<sup>st</sup> Tardy - verbal warning
- 2<sup>nd</sup> Tardy –parent contact
- 3<sup>rd</sup> Tardy –
  - Assigned teacher detention and
- 4<sup>th</sup> Tardy - Office referral submitted to Dean for Saturday detention
- 5<sup>th</sup> Tardy – Office referral submitted to Dean (SRC which is an in-school suspension).

## **Truancy (cutting or skipping)**

- Missing class is a serious matter and disciplinary actions taken include parent contact, detention and/or community service, in-school and out-of-school suspension, and referral to the courts for violation of the mandatory school attendance law (**finest up to \$500.00 per period per day** missed may be assessed).
- Missing any portion of class is counted by the courts as a whole day of truancy.

## **Detentions**

- Detentions are required-time served with the teacher or administrator assigning detention.
- Teacher detentions are served with the assigning teacher in the assigning teacher's classroom.
- Administrative detentions are held in a designated room on Saturday from **9:00 a.m. to 12:00 p.m.** and **3:35 p.m. to 5:00 p.m.** on designated day by Grade Level Dean.
- Only proper advance notification will excuse a missed detention.
- Work obligation does not excuse a student from the responsibility of serving detention.
- Failure to serve a detention will result in further disciplinary action.

## **Student Referral Center – In School Suspension**

- Assignment to the in-school suspension program may occur after one or more offenses that constitute a suspension as determined by the school administration. Determining factors in the decision will be the nature, number, and seriousness of offenses committed.

- Students assigned to the in-school suspension center must serve the assigned number of days before returning to regular classes. Regular class time missed while serving an in-school suspension is not counted as days missed for attendance policy purposes.
- While assigned to the in-school suspension center, students are required to complete all classroom assignments provided by their teachers, as well as those assigned by the center teacher. These assignments will be graded by the teacher and will count as part of the student's six-week class grade.
- On the days a student serves an in-school suspension, he or she may not participate in or attend any after-school activities, i.e., dances, sport practices, games, etc.
- In-school suspension is not considered an absence from class. It is very important to follow all rules and regulations while in the in-school suspension program.
- If a student fails to adhere to the in-school suspension rules, he or she may be suspended from school.

### **Out-of- School Suspension**

- Parents / Guardians recognized by HISD for the student must be present to re-instate the student after the suspension has been concluded.
- The parent, student, and grade level administration will conference to set in place a Student Behavioral Contract at the time of re-instatement.
- The parent, student, administrator, and grade level counselor will implement a counseling session to assist the student upon re-entry back to the campus.

### **Defiance of School Personnel's Authority**

- Defiance is defined as a verbal or nonverbal refusal to comply with a reasonable request from school personnel.
- A first offense is a Level III Act of Misconduct as per the Code of Student Conduct, which can include suspension.
- Failure to properly identify one's self is considered defiance of authority.

### **Fighting**

- Because of the potential for serious injury and disruption, fighting is dealt with as mandated by the HISD Code of Student Conduct.
- Students must make every effort to avoid involvement in a fight, or they will suffer the consequences which may include a ticket for up to \$500.00 and a 3-day suspension, with an optional recommendation for removal to a District Alternative Education Program (CEP).
- HISD Police Officers may also follow HISD Police Department's Policies and Procedures regarding fighting/ mutual combat or disruption of school activities.

### **Leaving school premises without permission**

- Students may **not leave the school premises at any time**, including lunchtime. The parking lot is off-limits during school hours.
- Once a student is beyond the fence line, he/she is off school grounds.
- **Penalties for violation of this policy include suspension and parent contact.**
- Subsequent offenses include 3-day suspension, with an optional removal to a District Alternative Education Program (CEP) and citation for curfew violation.



### **Possession of Nuisance Devices and Telephones**

- A nuisance device is any object or item that has no legitimate educational purpose and may interfere with the orderly conduct of school business.
- This includes electronic or telecommunication devices such as radios, digital paging device (beepers), iPods, compact disk or cassette tape players, MP3 players, electronic games, toys, dolls, stuffed animals, balloons, or water guns.
- Nuisance devices are not permitted on campus and will not be returned if confiscated by school personnel.

Cell phones are permitted, but must be turned off during the instructional day. They must be in a backpack, purse or a pocket and **not visible** (whether in use or not). Remember a cell phone is not a watch, so checking the time is a violation. **Any phone that is visible, during the school day, will be confiscated and a fee of \$15 must be paid** before the device will be returned to the parent/guardian, on the 1st offense. A cell phone will not be returned if it is confiscated a 2nd time. (District regulations and disciplinary actions as outlined in the HISD Code of Student Conduct for Level II offenses will be followed.)

### **Gifts and Presents**

- Gifts or presents such as balloons, flowers, stuffed animals, cakes and other gifts must be delivered to the main office for storage until the end of the school day. These are considered nuisance items.

### **Inflammatory Actions**

- Profane and offensive language, gestures, or actions which create or which might create a disturbance are considered inflammatory actions, which are prohibited and in violation of HISD policy.
- Disciplinary options are outlined in the HISD Code of Student Conduct as a Level III Act of Misconduct, consequences can include suspension.

### **Dances and Social Events**

- The rules of good conduct and grooming will be observed at school social events held outside the regular school day.
- All attendees are subject to a search.
- Guests to school events are expected to observe the campus rules set forth by the student Code of Conduct. Inability to observe the campus rules will result in removal from the campus.
- A student attending any event may be asked to sign out when leaving; anyone leaving may not be readmitted. Student I.D.'s may be required for entry / exiting purposes.
- Only Jack Yates students and approved chaperones are eligible to participate at school

### **Sexual Harassment / Sexual Abuse**

- Unwanted and unwelcome conduct of sexual nature such as words, gestures or any other sexual conduct, including request for sexual favors directed toward another student and/or a District employee is unacceptable.
- Disciplinary options are outlined in the HISD Code of Student Conduct as a Level III Act of Misconduct, consequences can include suspension.

### **Violations of the Law – Alcohol, Drugs, Tobacco, and Weapons**

- By state and federal law, students are not allowed to possess, sell, give away, or use alcohol, illegal drugs, tobacco products, guns or other weapons on school property.
- Having one of these items in a privately owned vehicle and parked on District property is also prohibited.
- This is a Level IV or Level V offense, depending on the severity of the offense. Disciplinary options are outlined in the HISD Code of Student Conduct.

### **Graffiti**

Defacing of school property with graffiti or other means can lead to an enhanced Felony Charge. A disciplinary action of a felony charge includes an arrest and a referral to a DAEP. Defacing school property includes .....

- Writing on desks
- Placing inappropriate displays on computers.
- Pulling off decals or taking parts off of the computer
- Writing on the computer screen
- Writing on walls or any other school property

### **Class Behavior**

Students are expected to behave in such a way that promotes learning. As a student you are expected to:

- Arrive on time to class with all of the necessary materials (paper, textbooks, writing utensils, etc.).
- Be an active participant in your learning (ask questions, complete assignments, etc.).
- Make every effort to learn the information.
- Interact respectfully with both your peers and teachers.

A few sample behaviors that impede the learning process and are violations at JACK YATES HIGH SCHOOL are:

- Not following the classroom rules and procedures.
- Eating or chewing gum in classrooms and hallways.
- Acts of disrespect: talking at inappropriate times, horse-playing, laughing at other students, failure to respond promptly and appropriately to an adult, etc.
- Refusal to participate in classroom activities and/or learning process.
- Use of inappropriate language, gestures, and/or clothing.
- **Dishonest acts: cheating, plagiarism, forging signatures, and lying to school officials.**

### **Hallway Behavior**

- If you are in the hallway during class, **you must have a pass from a teacher or school official** with the date, time and location you are in route to. Students proceed quietly so as not to disturb those engaged in the learning process.
- JACK YATES HIGH SCHOOL uses a 45/20 rule where students are not allowed to leave the classroom the first or last 15 minutes of class on abbreviated days.
- During passing periods, you are expected to:
  - Walk briskly, not running to class.
  - Stay to the right of the walkway.

- **Keeping your hands to yourself (this includes inappropriate displays of affection: hugging, kissing, holding hands, etc.).**
- No eating or chewing gum in classrooms or hallways.
- Students are not allowed to be in any area of the school without the supervision of an adult. This includes gym locker rooms, the cafeteria, library, classrooms, etc. If you are in an undesignated area, you will be considered in violation of the student code of conduct.

#### **Parent Notification of Violations**

- Parents/Guardians may be notified of student violations by phone, email, student delivered, or other written documents.
- In such notifications, parents could be asked to attend a conference or simply be asked to sign the document verifying that they understand the consequences the student is receiving for their misbehavior.
- It is the student's responsibility to provide the parent/guardian a copy of any written notifications from teachers and school administration.

#### **AP (Assistant Principal) Referrals**

- Once a student has been referred to their AP, the AP may assign the consequences.
  - After-school or Saturday detention
  - In-school / Out-of-School suspension
  - Referral to an alternative placement
  - Student, Parent, Teacher, Administrator Conference

**Please refer to the HISD Student Code of Conduct for violations and consequences.**

- All students' assigned discipline by an administrator will have a copy of their conference and dispensation that must be given to parents.

# **Academic Program**

## **Grading**

Marking periods at Jack Yates High School are divided into six, six-week terms. Report Cards and transcript grades are reported in accordance with HISD policy.

The following grading scale is used in HISD:

<b>Numeric Average</b>	<b>Letter Grade Equivalent</b>
100-90	A
89- 80	B
79-75	C
74-70	D
69-below	F

## **Conduct & Behavior**

Conduct grades affect eligibility for participation in school activities. Poor conduct interferes with a student's ability to learn and a teacher's ability to teach. Poor or unacceptable behavior will require parent notification and/or a parent-teacher conference. Student behavior is graded on the following scale:

E	Excellent
S	Satisfactory
P	Poor
U	Unacceptable

Students who show exceptional mastery in all classes (or in all classes except 2 where those grades show mastery) and maintain at least an 'S' in conduct earn Honor Roll status.

Student's conduct that is below satisfactory may prohibit the student from participating in school-sponsored activities such as dances and field trips. Failing grades exclude otherwise eligible students from participating in extracurricular activities including band, choir, University Interscholastic League (UIL) and club sports, etc.

## **Promotion / Retention Policy**

- A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course.
- To earn credit in a course, a student must receive a grade of 70, or above, based on the course-level standards in addition to meeting attendance requirements.
- If a student is "borderline" or below 70 at the end of the first three weeks of any grading period, the student's parent or guardian will be notified, and intervention will be scheduled.
- If a student progress falls below proficient levels on district benchmark exams, and/or state mandated assessments, the student is in risk of being retained.

## Academic Reports to Parents

School officials communicate your academic progress to your parents through the following methods:

- School Issued Progress reports: The school sends home a progress report at the middle of the six-week marking period, with the student.
- Report Cards: Report cards will be sent home at the end of the six weeks, with the student.
- Teacher Issued Progress reports: A teacher may choose to send home a progress report for his/her own class. This may be done at any time and may require a parent signature.

## Academic Assignment (Homework and Class work)

Teachers assign work to help you learn. This work must be completed with your best effort in the amount of time allotted. If this work is not completed to the standard necessary to prove your mastery of the material, certain measures may be taken by the school to assure maximum learning.

Consequences	Teacher may:
First missing assignment	Issue a warning and notify parent. *Grade deduction on assignment.
Second missing assignment	Notify parent, issue detention, and/or request a parent conference. *Grade deduction on assignment.
Subsequent missing assignment	Refer the student to grade level AP for additional intervention. *Grade deduction on assignment.

*\*see late work policy*

## Excused Absences and Makeup Work

- Following an **EXCUSED** absence, the student will be allowed to make up work missed.
- For each day missed, 3 school days will be allowed to complete the assignment after received from the teacher.

*Example: Makeup assignments received **Monday** are due **Thursday** to the teacher.*

- ❖ Teachers may extend the time allowance for making up work missed if the specific circumstances of the situation merit such action. ***It is the student's responsibility to arrange makeup work and turning in assignments.***

### **\*Late Work Policy**

Every Grade Level Department will present their late work policy in your student's syllabi. Please refer to that information the first week of school.

## **PowerUp Laptop Acceptable Use Policy**

### **Overview**

Jack Yates High School recognizes how valuable the appropriate use of technology is to improving teaching and learning. Accordingly, Jack Yates is a HISD Phase II Power Up campus, and has made a significant commitment to integrating technological advances into the school program to enhance

students' learning experiences. Within this program, each student will receive a PowerUp Laptop for the purpose of 1:1 personalized learning. Understanding and following Jack Yates's Acceptable Use Policy allows us to maintain a respectful, effective, and safe learning environment.

Yates's network resources are considered the property of HISD. Laptop access to Yates's network services will be provided campus-wide via our wireless network. Yates provides access to the districts cloud drive, (OneDrive), and internet services from every computer connected to the HISD network. HISD blocks websites and web-based services that the administration deems to pose a threat to the safety, security, academics, and well-being of its community members, facilities, network, and resources. Categories that are blocked include: pornography and sexually explicit material, criminal and illegal activities, weapons and extreme violence, computer hacking, spyware and malicious software, certain video streaming sites, and certain social media sites. Yates will continue to take precautions to restrict access to this type of material on all equipment that is part of the school's network.

Any actions performed or initiated through the network must reflect the integrity and honesty expected of a Yates student, as described in the HISD Code of Conduct and the Yates Student Handbook. Students will be held responsible for actions initiated on their laptops, regardless of whether they were using their computer at the time of the infraction. ***Therefore, students may only use the laptop they have been issued.***

### **Non-negotiable Student Laptop Policies and Expectations**

*A student must bring his/her laptop to school every day.*

- Prior to laptop deployment, it is the responsibility of the student and parent or guardian to turn in the signed Student Laptop Loan Agreement and \$25.00 non-refundable security deposit in order to ensure the student receives a laptop on deployment day. After the initial deployment, students may receive a laptop on designated dates and times in the Power Up Room provided they have completed the digital citizenship training, signed and turned in the Student Laptop Loan Agreement Form and paid the \$25 non-refundable security deposit.
- After deployment, students must bring their laptop to school every day. If a student fails to bring his or her laptop to school, he/she is still responsible for the classwork and assignments missed. It is the student's responsibility to work with the teacher to ensure all work is completed on time.

*A student must have his/her laptop in the case 100% of the time.*

- The school-issued cases are required as part of the computer warranty.
- Teachers, administrators or IT campus personnel will take a student's laptop if it is not in the school-issued case and the case is not with the student. Laptops will be secured by IT campus personnel until the student brings in the case and presents their Yates student ID. Students will not receive a laptop or laptop assistance without an ID.
- If a student returns a laptop with damage due to the fact that it was visibly outside of the case, the student will be charged a fee for repair.

*A student must come to school with his/her laptop fully charged.*

- Students should charge their laptop every night and should bring it to class fully charged. Because the laptops can hold an eight hour charge, it is recommended that students leave their chargers at home to prevent loss or theft.
- Students are responsible for their chargers, if the student loses or has their charger stolen, they will be responsible for paying for a replacement charger (\$40 fee).

- Students can also use supervised common areas (such as the library or hallways) before school, during lunch, or after school for charging on campus.
- After lunch, students can charge laptops in a classroom if they receive teacher permission.
- Phone/device charging of any kind ***is not*** allowed during class time.

*A student must prevent laptop damage.*

- Students are not allowed to charge cell phones or other devices on their laptops and will face both financial and disciplinary consequences for a severely broken laptop that requires replacement as a result of gross negligence.
- Gross Negligence is defined:
  - Intentional damage to a PowerUp Device via throwing, stepping on, sitting on, intentionally damaging the screen, or any other act that is not accidental. In the case of gross negligence the student will be charged the fee provided by NetSync to replace the device (often beginning at \$189).

*If a student's laptop is damaged or broken:*

- The student will bring the broken laptop to the Power Up / Technology Room as soon as possible.
- If the laptop must be repaired or replaced, the campus tech will provide the student an ADP form for completion.
- If the student has not completed their payment for the device, they will be required to do so before receiving a replacement device.
- If the student damages a second time, the student parent / guardian will be contacted. Once the contact has been made, the student will be issued a replacement laptop. There will be a repair fee associated with replacing the second laptop device.
- In the case of damage a third time, the grade level dean will be contacted and disciplinary consequences will be carried out. The student will be put on a loaner laptop plan until they are deemed responsible enough to be able to have a device on a full time basis.

*A student must prevent laptop loss/theft.*

- Students should keep their laptops in their on their person, (never in the gym locker room, cafeteria, track, a teacher's classroom etc.). Students should make arrangements to ensure laptops can be monitored by an adult if at an off campus event. Students **SHOULD NOT** loan their laptop device to others to use, if any damage or loss occurs to the device while it is in another person's possession, the owner of the device will be held liable.
- Students must complete a lost or stolen report ***immediately*** after the device goes missing and report the loss to PowerUp Technology Room.

*If a student loses his/her laptop:*

- Students must report to the Power Up Room / Technology room during their to complete a lost or stolen report as soon as they realize the device is missing.
- Once the student fills out the form, the campus tech will review the form and add the laptop information including the serial number.
- The student must also provide a police report which the campus tech will attach to the stolen report form. (It is the student's responsibility to ensure the police report is filed.)
- If the laptop is stolen during an incident where Houston Police or any other local law enforcement authority is called, please be prepared to provide the police report file number.



***Please Note: The warranty covers one incident of accidental damage to the device - not the case, power cord, or strap. Loss of these items and instances of gross neglect or damage will result in the student being held financially responsible.***

- Prior to the end of the school year, or in the event of school change or withdrawal, a student must return his/her laptop, laptop case, shoulder strap, and power charger on the designated laptop return date. If a student does not turn in one of these items, then he/she will be responsible for part or all of the cost which is due by 9 am on the last day of school. If missing items are not paid for, then a financial hold will be put on the student's account. 12th graders will not be able to clear senior checkout and all other students will have their transcripts withheld, will not receive a laptop the following year, and may face additional consequences until the issue is resolved.

*\*Students who file a police report for a stolen computer will be required to pay a \$50 fee to replace the device if it is not recovered by the end of the school year, they will also be held responsible for the cost of replacing the charger and/or case if they were taken as well.*

### **Minor Offenses**

A minor offense is an action or behavior that violates a rule that has been put in place to maintain the strength, integrity, and sustainability of our technology program. Minor Offenses are equivalent to a Level I or II offense in the HISD Code of Conduct. Examples of consequences are: parent contact, Saturday detention, or other consequences deemed by grade level administrator. Students who demonstrate a pattern of minor offenses will be referred to their Dean.

Minor offenses include, but are not limited to, the following:

#### *Laptop Usage*

- Forgetting to bring the laptop to school.
- Using laptops or any other electronic device in a manner that disrupts instruction or violates a teacher's instructions, (including but not limited to streaming music and/or videos).
- Using software and services whose use may be deemed inappropriate for the teaching and learning approach of a specific course or subject (e.g., language translation services, literature summary sites, etc.).

#### *Laptop Maintenance*

- Transporting or using the laptop without the school issued laptop case; the case is to stay on the device at all times.
- Placing stickers directly on the laptop.
- Marking on the laptop.
- Storing paper or other objects anywhere within the main compartment of laptop case.
- Not addressing needed repairs (e.g., cracked screen, cracked track pad, missing keys, bent corners).
- Creating secondary accounts for the laptop (e.g., for a friend or parent)
- Not reporting a laptop lost or stolen immediately after the device goes missing.

#### *Power Management*

- Practicing poor power management techniques (e.g., coming to school with laptop not fully charged).



- Charging computer in non-designated outlets or areas. Designated charging areas include the library and outlets around school.
- Please note: each student is responsible for his or her computer while it is being charged in any of the above locations.

#### *Network Access (Minor)*

- Sending chain emails or inappropriate broadcast messages through the HUB or through any school system.
- Using the network for commercial purposes. The school will not be responsible for any financial obligations resulting from school-provided laptops, technology, or access to the Internet.
- Accessing non-JYHS student wireless network with the laptop while on campus.

### **Major Offenses**

A major offense is a serious violation of the standards of the community and poses a threat to the safety and security of the school's network, infrastructure, students, faculty, and greater community. Major offenses are equivalent to a Level III or IV offense in the HISD Code of Conduct. Examples of consequences are: restitution, revoking of laptop privilege, in-school suspension, and off-campus suspension.

#### **Major offenses include, but are not limited to, the following:**

##### *Privacy, Property, & Community*

- Accessing or deleting the administrative account.
- Vandalizing the laptop or other network resources (defacing, engraving, coloring, painting, etching, writing on the laptop itself, deliberately removing keys or deforming the original shape of the laptop and its components).
- Accessing laptops, accounts, and files of others without permission. This includes going on to someone else's computer and accessing any web page or social network without the owner's knowledge or expressed permission.
- Recording, filming, or photographing teachers or other students without expressed permission to do so. If persons have given permission to record, the student who receives permission is expected to respectfully and responsibly use and manage the recorded material. Publicly posting captured material is not allowed.
- Using the laptop and its applications or the school network either in or out of school to harass, disparage, or intimidate another person or the school itself.

##### *Illegal Activity*

- Installing or distributing unlicensed or illegal software.
- Installing gaming software.
- Using the network in support of illegal activities or businesses or for gambling.
- Installation of third party firewalls, anonymizers, or proxies.
- Installing or using unauthorized 3rd party multi-node file-sharing software (e.g., Torch, BitTorrent, Transmission) on school laptops. iChat, Dropbox, Google Drive, Evernote, & AirDrop do not fall under this category.
- Modifying operating system other than those installed by our Tech Department.

- Removal or theft of desktop computer mice or peripherals for use on laptop.

#### *Network Access (Major)*

- Placing, creating, “liking” or “boosting”, or accessing sexually explicit, violent, obscene or unlawful material.
- Attempting to get around network security or to impair functionality of the network.
- Attempting to bypass restrictions set by the network administrators. Using a computer for distribution of inappropriate or illegal material including text, audio, images, or video.
- Providing billable services to others for the use of your laptop or JYHS network resources.
- Intentional damage and/or theft of any laptop.

#### **On-Campus Tech Support**

The purpose of the Power Up Room is to provide technical assistance to our users. The campus tech representatives will be able to diagnose repairs and answer all student software and hardware questions.

#### *How do I Get Tech Support?*

- Visit the Power Up Room, during walk-in hours or after school.
- Students must show their Jack Yates student ID to the campus tech to receive any kind of assistance. If the student does not have an ID, the student must visit their grade level dean to purchase a temporary; or must purchase a new one during their lunch period.

#### *How Long Will I Wait for Tech Support?*

Three common scenarios are most common.

1. If the repair is simple, the student will be told to wait or to return for their laptop during a designated portion of the day.
2. If the repair must be submitted to the vendor, the student will be advised to check in at the Power Up room 1-2 days after the laptop was submitted for repair. If laptops are available for check out, the student may be checked out a replacement device.
3. If the vendor advises the repair will take more than 2 days to repair, the student will be issued a replacement laptop provided there has been no minor or major offense made.
4. If the laptop is lost or stolen and the student has filled out the necessary paper work, a replacement computer will be issued.

# **Health and Welfare of Students**

## **Health Information**

- Any pertinent health information should immediately be provided to the nurse so that she may be of assistance in matters concerning student health.
- The school nurse is responsible for checking student's immunization records.
- Any changes to the student's immunizations record should be given to the nurse.

## **School Nurse and Clinic**

- The school nurse provides medical services in the event of illness or injury occurring during the day.
- A student may go to the clinic only after obtaining a permit from the teacher.
- If the Nurse believes the student should go home, the student's parent/guardian will be notified by the nurse or school official.
- No student may leave school grounds for an illness or injury without the nurse's or Assistant Principal's permission.

## **Medicine at School “Zero Tolerance”**

- The school nurse will coordinate medication needs.
- Any student needing to take medication during the school day must complete a **Physician's Request for Administration of Medication During School Hours** form. The form must be filled out and signed by the physician or dentist and parent/legal guardian, then returned to the nurse to be kept in the clinic on file.
- Medication must be in the original container and be appropriately labeled by the pharmacy. Non-prescription medication must be in an unopened container with a brand label attached.

## **Emergency Medical Treatment**

- If a student should have a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment.
- Parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information (name of doctor, emergency phone numbers allergies to medications, etc.) up-to-date. Having current information is of critical importance. Please contact the school nurse to update any information.
- The District is not responsible for medical costs associated with a student's injury. The District does make available, however, an optional, low-cost student accident insurance program to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims.

## **Communicable Diseases/Conditions**

Students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse/principal so that other students who have been exposed to the disease can be alerted. These diseases include:

- Diphtheria
- Hepatitis (Infectious)
- Measles (Rubella)
- Meningitis Meningococcal (epidemic type)
- Mumps
- Poliomyelitis
- Ringworm of Scalp
- Scabies
- Smallpox
- Typhoid Fever
- Conjunctivitis (Pink Eye)

## **Safety**

### **Drills – Fire, Tornado, and Other Emergencies**

- Drills are held on a monthly basis, as required by law, and are an important safety precaution.
- At the sounding of the fire alarm, students must proceed to the fire exit as directed by instructions posted in the classroom in a quiet and orderly manner.
- Upon reaching the outside of the building, they will move to the assigned location and must remain with their class.
- Students must leave clear paths along driveways and parking lots for fire equipment.
- Teachers will take roll to ensure that all students have exited safely and are accounted for. When returning to class, students should move quickly and orderly to their assigned class.
- Students are prohibited by state law from making false fire alarm calls. Any student apprehended for making a false fire alarm call will be disciplined according to the procedures outlined in the *HISD Code of Student Conduct* which mandates the removal of the student to a Disciplinary Alternative Education Program.

### **Safety / Accident Prevention**

Student safety on campus or at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of the students is essential to ensure school safety.

Students should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the *HISD Code of Student Conduct* and any additional rules for behavior and safety set by the principal, teacher, coach, sponsor, campus police, custodian or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signal.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

### **Pest Control Information**

- The District periodically exterminates using pesticides on campus.
- Except in an emergency, signs will be posted 48 hours before application.
- Parents who want to be notified prior to pesticide application inside their child's school assignment area(s) may contact the school nurse at 713-748-5400.

### **Weather**

- The decision to close school because of inclement weather or bad road conditions is made by the Superintendent of Schools. When the decision is made, it is given to the Houston radio and television stations.

- The announcement will specifically refer to the Houston Independent School District. Do not call the school. Please listen to your local radio or television station.
- If an announcement has not been given, school will continue as usual.

## **Extracurricular Activities, Clubs, and Organizations**

- Co-curricular activities are an extension of classroom instruction. They relate directly to and enhance student learning of the TEKS through participation, demonstration, illustration, and observation.
- Co-curricular activities are conducted or supervised by a classroom teacher or other educational professional. Grade requirements shall not prevent students from participating in after-school, co-curricular activities.
- A student is allowed five absences during each semester for participation in school extra-curricular and co-curricular activities. These are excused absences and will be documented in each teacher's attendance records as well as on the school's master attendance database (Chancery).
- Sponsors of extracurricular activities must ensure that lists of participating students reach the attendance office prior to departure for those activities, so that the correct absence code is entered for each student's absence. Extracurricular absences will not appear on the student's report card as absences.
- **On the days a student serves an in-school suspension or out-of-school suspension, he or she may not participate in or attend any after-school activities, i.e., dances, sport practices, games, etc.**

Please note: Student clubs and performing groups, such as the band, choir, drill, and athletic teams, may establish codes of conduct and 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 *HISD Code of Student Conduct* will apply in addition to any consequences specified by the organization.

### **Student Offices and Elections**

The Student Council sponsors all student elections. Students who are interested in becoming class officers or hold special honors must satisfy the following requirements:

- Not less than an "S" in conduct for the current and the preceding semester.
- Passing grades in all classes with no less than a "C" average for the current and preceding semester.
- No "F's," "I's," or "P's" in the preceding grading period.

Students who are interested and qualify should sign up in person during the appropriate filing period, which will be announced. Unless otherwise specified, each candidate must pay a non-refundable filing fee.

### **Telephones**

- Public telephones are not available in the school. Students are to request permission to use the office telephones.
- Telephone time is limited to before school, at the teacher's request, and after school. These telephones are not to be used during class time for any reason unless authorized by the teacher, counselor, or grade level administrator.

## **What to do if...**

### ***...you are absent for one or two days***

If you are absent, do not wait for the teacher to come to you. You must take responsibility for your learning!

- Call a friend in your class to get the notes and find out what you missed so you will not be behind when you return. (It's a good idea to have a few friends' numbers written in your agenda.)
- Complete the assignments to the best of your ability.
- Call or email the teacher to request additional information (if needed).

If you do not make up your work within the guidelines specified by Late Work Policy, you could earn a zero for the assignment. A zero on any assignment will cause a significant reduction in your final average.

### ***...you know you are going to miss the next day(s) of school***

- Communicate with the teacher at least a day or two before you are going to be out.
- Ask, "Can I pick up my missing assignments on \_\_\_\_\_ (insert date)?"
- Pick up the assignments on the appropriate date.
- Complete the assignments to the best of your ability and turn it to the teacher when you return to school.

### ***...you leave or lose something at school***

- Look in your classrooms
- Retrace your steps
- Go to the Main Office to look in the lost and found

Taking care of your things is your responsibility. The more organized you are the less likely you are to lose things. If you have not mastered organization, keep your valuable items in a safe place at home.

### ***...you see something that shouldn't be happening on campus***

- Immediately find an adult and report the incident. The safety of our school depends largely on you!

## **Campus Contacts**

Main Office 713-748-5400

Principal	Kenneth D. Davis
School Secretary	Carol Travis
9 <sup>th</sup> Grade Instructional Specialist	David Phillips
9 <sup>th</sup> & 12 <sup>th</sup> Grade Counselor	Temeka Jeffery
10 <sup>th</sup> Grade Dean of Students	Tracy Gatewood
10 <sup>th</sup> & 11 <sup>th</sup> Grade Counselor	Sharvete Mallard
11 <sup>th</sup> Grade Dean of Students	Jacqueline Thompson
12 <sup>th</sup> Grade Dean of Students	Tiffany Guillory
Registrar	Quanda Thomas
Attendance	Latasha Bell
Nurse	Brittney Washington & Terri Collins
Magnet Coordinator	Theodore Irving
Robert Dooley	College Guidance Coordinator
Campus Police	Officer Demby & Officer Jones
PowerUp / Technology	August Hamilton
Textbooks	Tammie Baines
Library	Velda Hunter
Athletic Coordinator	Ronnie Morgan
Band	Kevin Smith