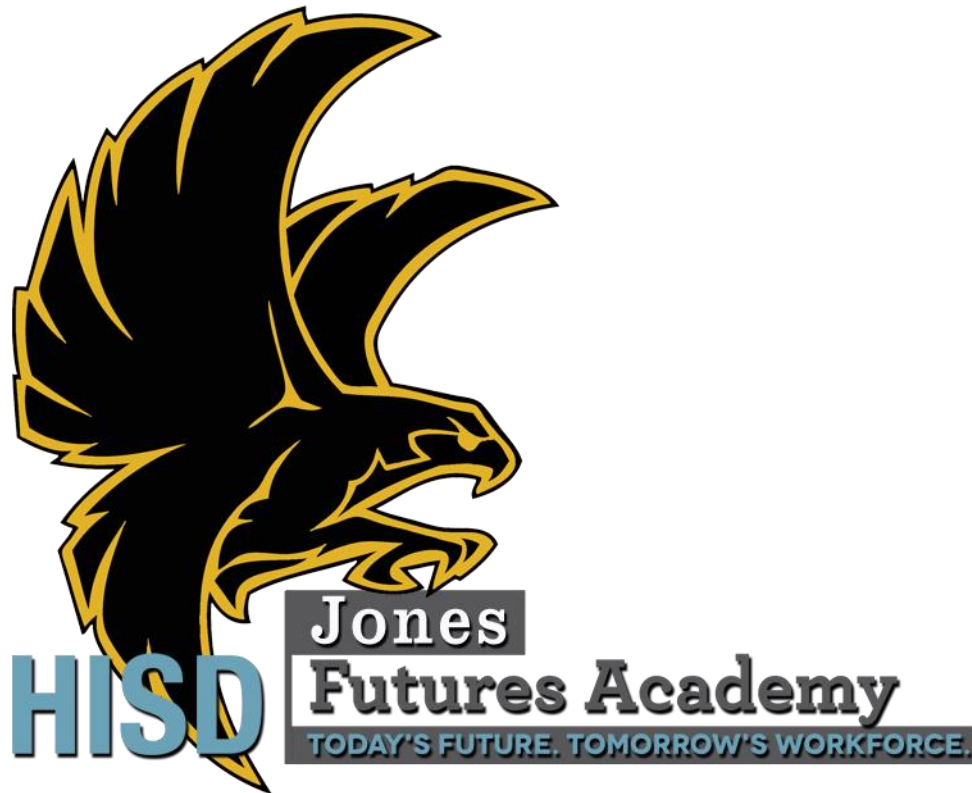


# JONES FUTURES ACADEMY

7414 St. Lo Rd. | Houston | Texas | 77033

Phone: 713.733.1111 Fax: 713.732.3450



## 2015 - 2016 Student Handbook

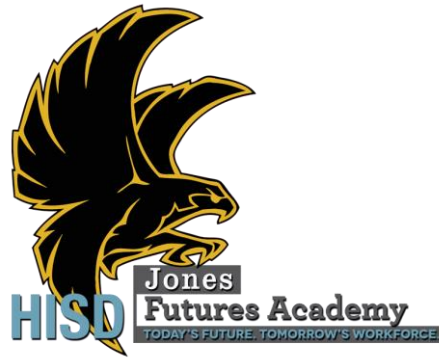
The information contained in the Student Handbook is based, in part, upon the guidelines provided in the ***Houston Independent School District Code of Student Conduct***. For more detailed information, please refer to that document.



It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status or political affiliation in its education or employment programs and activities, as required by Title VI of Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

<b>HISD Board of Education</b>	
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Michael Love	Assistant Superintendent of Futures Academy
Jason Bernal	Chief School Officer – Secondary
Mario Marquez	School Support Officer
<b>Jones Futures Academy Administration</b>	
Mr. Ponce	Principal
Ms. Greer	Dean of Instruction
Ms. Johnson	Apollo Academic Adviser
Ms. Broussard	Counselor
Ms. Brown	Counselor
Ms. Martinez	Futures Coordinator
Ms. Jones	Graduation Coach/Registrar
Ms. Crawford	Instructional Specialist
Ms. K. Williams	Instructional Specialist
Ms. Jackson-Witt	Special Education
Mr. Boleware	Technology Specialist
<b>Jones Futures Academy Faculty</b>	
Mr. Gongati	Algebra II
Ms. Duchatellier	AP English Language
Mr. Blankenship	Apollo Fellow
Mr. Consumo	Apollo Fellow
Mr. Johnson	Apollo Fellow
Mr. Morton	Apollo Fellow
Ms. Consumo	Apollo Fellow
Ms. Houston	Apollo Fellow
Ms. Williams	Apollo Fellow
Ms. Duchatellier	Art
Ms. Chambers	Biology
Ms. Remer	Biology
Mr. Hernandez	Chemistry
Mr. Gongati	College Algebra 1314

Ms. Sonnichsen	College English 1301/1302
Mr. Hooker	College Government 2305/2306
Ms. Lawrence	College Readiness Coach
Mr. Chacon	Construction Technology
N. Williams	English I
Ms. Uvi	English II
Mr. Hernandez	Environmental Systems
Mr. Andrade	Geometry
Ms. Newton-Williams	Medical Terminology
Ms. Waddell	Physical Education/Health
Mr. Hernandez	Physics
Mr. Gongati	Pre-Calculus
Mr. Robles	Principles of Architecture
Ms. Remer	Principles of Health Science
Mr. Clarke	Reading
Ms. Zavala	Spanish I, II, III, AP
Ms. Williams	Special Education - Life Skills
Ms. Pichon	Special Education - MI
Ms. Shelton	Theater
Mr. Barnett	U.S History AP
Ms. Howard	World Geography
Ms. Woodruff	World Geography
Ms. Howard	World History AP
<b>Jones Futures Academy Support Staff</b>	
Ms. Jones-Byers	Attendance/SIMS/PEMIS
Ms. Byers	Clerk
Ms. Ellis	Dean's Clerk
Ms. Aguilar	Front Office Clerk
Ms. Jenkins	Front Office Clerk
Mr. Pope	Life Saver
Ms. West	Life Saver
Mr. Zavala	Life Saver
Ms. Almaguer	Parent Liaison
Ms. Barreda	Secretary
Mr. Basile	Teacher Assistant
Ms. LaDay	Teacher Assistant
Ms. Woodson	Teacher Assistant
<b>Jones Futures Academy Health and Medical Services</b>	
Nurse Applewhite	Nurse
Nurse Ricks	Nurse – Special Education



**School Mascot**  
Falcon

**School Colors**  
Black and Gold

### **ALMA MATER**

Our Gold and White we love so dear  
We'll remember through the years.  
Courage, love, and loyalty,  
True to our school we'll always be.

Falcons stand among the best,  
Meeting each and every test.  
Cherished you will always be  
In our hearts and memories.

# Bell Schedule

Monday- Wednesday		Thursday (advocacy 43 min)	
(Classes 56 minutes)		(Classes 50 minutes)	
1 <sup>st</sup> period	7:45 - 8:41	1 <sup>st</sup> period	7:45 - 8:35
2 <sup>nd</sup> period	8:45- 9:41	2 <sup>nd</sup> period	8:39-9:29
ADA @ 9:15 a.m		ADA @ 9:15 a.m	
3 <sup>rd</sup> period	9:45 - 10:41	3 <sup>rd</sup> period	9:33-10:23
4 <sup>th</sup> period	10:45 - 11:41	4 <sup>th</sup> period	10:27-11:17
Lunch	11:41 - 12:15	Lunch	11:21-11:51
5 <sup>th</sup> period	12:19 -1:15	5 <sup>TH</sup> Period	11:55-12:45
6 <sup>th</sup> period	1:19-2:15	6 <sup>th</sup> period	12:49-1:39
7 <sup>th</sup> period	2:19-3:15	7 <sup>th</sup> period	1:43-2:33
8 <sup>th</sup> period	3:19-4:15	Advocacy	2:37-3:21
		8 <sup>th</sup> period	3:25-4:15
Friday(Classes 48 minutes)			
1 <sup>st</sup> period		7:45 - 8:33	
2 <sup>nd</sup> period		8:37-9:25	
ADA		@ 9:15	
3 <sup>rd</sup> period		9:29-10:17	
4 <sup>th</sup> period		10:21-11:09	
Lunch		11:09-11:47	
5 <sup>th</sup> period		11:51-12:39	
6 <sup>th</sup> period		12:43-1:31	
7 <sup>th</sup> period		1:35-2:23	
8 <sup>th</sup> period		2:27-3:15	
Early Dismissal (Classes 31 minutes)			
1 <sup>st</sup> period		7:45 - 8:16	
2 <sup>nd</sup> period		8:20-8:51	
3 <sup>rd</sup> period		8:55-9:26	
ADA		@ 9:15	
4 <sup>th</sup> period		9:40-10:01	
5 <sup>th</sup> period		10:05-10:36	
6 <sup>th</sup> period		10:40-11:11	
Lunch		11:15-11:46	
7 <sup>th</sup> period		11:50-12:21	
8 <sup>th</sup> period		12:25-12:56	

ADA will be taken at 9:15 a.m.

In addition, other dates will arise when the bell schedule may be modified, such as testing days, report card days, and special event days. Check the school website for updates.

# Important Dates

Report Card Dates	Early Dismissal Dates
Cycle 1 – October 9, 2015	September 22, 2015
Cycle 2 – November 13, 2015	October 28, 2014
Cycle 3 – January 8, 2016	November 18, 2014
Cycle 4 – February 19, 2016	January 27, 2015
Cycle 5 – April 8, 2016	February 24, 2015
Cycle 6 – June 1, 2015	
***Progress Reports are distributed after the 3 <sup>rd</sup> week of each grading cycle	
Holidays	
Labor Day	September 7, 2015
Fall Holiday	September 23, 2015
Thanksgiving	November 25 -27, 2015
Winter Break	December 21, 2015 – January 1, 2016
Martin Luther King, Jr. Day	January 18, 2016
Spring Break	March 14 – 18, 2016
Spring Holiday	March 25, 2016

## School Policies and Procedures

### ***Early Student Arrival***

- The first bell for students to enter the building rings at 7:40 am each morning; however, students may enter the building at 7:00am for breakfast.
- Students arriving before the first bell are allowed in the patio and cafeteria areas only.
- **Students are not allowed in any other portion of the building without a permit from a teacher, or administrator. Students attending club meetings, rehearsals, detention, and/or tutorials must secure a permit prior to the event.**

### ***After School***

- The school day ends at 4:15 pm each day.
- Students are expected to be picked up no later than 4:30 pm unless they are participating in a sponsored after school event. If students are not picked up by this time, the school may refer the student to the district, city police, or Children's Protective Services as a matter of safety.
- Students remaining in the building for rehearsals, tutorials, detention, make-ups, and conferences must report directly to the designated area of their event no later than 4:20 pm. A tardy bell will ring at 4:20 pm, at which time any students remaining in the hallways will be escorted out of the building **and will not be allowed to return.**
- All club meetings, rehearsals, tutorials and any other after school event must have a teacher sponsor present.

### ***Visitors***

- No guests or visitors, except those on school business, will be permitted during school hours.
- All visitors must report to the main office for authorization to move throughout the building. All visitors are to check-in to the main office with legal identification where they will receive an identification badge. All visitors must return to the main office in order to check out.
- Unauthorized individuals found in the building or on school property are subject to trespassing charges. This includes students on suspension who have no prearranged authorization to be on school property. Trespassers will be referred to Campus Police for appropriate action.
- Visits to individual classrooms during instructional time are permitted only with approval of the principal or teacher if their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. All unauthorized visitors will be charged with trespassing.
- For safety reasons, younger brothers, sisters, and children of students are NOT PERMITTED.

## Dress and Grooming

The JFA dress code is established to ensure the health and safety of everyone on campus and to avoid any disruptions to the learning environment. The dress code includes, but is not limited to, the acceptable daily dress of students enrolled at JFA. The appropriateness of dress code items **NOT** expressly included or addressed in this document will be determined by the principal or his designee(s) on a case by case basis. ***This dress code is a working document and is subject at any time to change as deemed appropriate or necessary by the principal with input from the Site Based Decision-Making Committee (SDMC).***

Monday	Tuesday	Wednesday	Thursday	Friday
JFA Collared Shirt	JFA Collared Shirt	JFA Collared Shirt	*Any college or university shirt	*JFA spirit shirt

***\* If you opt out of Thursday/Friday dress code, you must wear a JFA collared shirt.***

### Shirts/Tops

- Black and gray collared shirt with a JFA logo
- JFA spirit t-shirts
- T-shirts worn under uniforms may be white, black, and/or gray.
- Approved school club/team shirts are acceptable.
- Uniform shirts may not be altered, cut, frayed or refashioned in any way.
- Uniform shirts must cover the entire midriff area and may not expose chest area or cleavage.
- Shirts may not be excessively large

### Pants/Skirts/Shorts

- Pants, skirts, capri pants must be solid khaki, black or blue denim and/or slacks.
- Jeggings/Leggings may **NOT** be worn in the place of appropriate pants.
- Pants, skirts, and shorts must be worn at the natural waist and be of proper length.
- All pants, skirts and shorts must fit properly and not be exceedingly loose or baggy.
- Skirt hemlines must be no shorter than three inches above the knee. Leggings may be worn under skirts but appropriate skirt length must still be observed.
- Oversized, undersized or torn pants, skirts or shorts may not be worn.
- Stripes, embroidery, patterns, logos, fray, holes, rips, distressed, acid wash, bleached are not permitted.
- Nylon, fleece or athletic wear of any kind may not be worn.

### Business Casual Wear (Juniors/Seniors)

- Official scrubs
- Trousers, slacks, knee-length skirt.
- Polo, long or short sleeve button down shirt.
- Solid colors or small print.
- Sweaters, vest
- Close-toed shoes
- No jeans; no tight-fit clothing

### Shoes



- Only rubber soled shoes
- Shoes with rollers or wheels are not permitted.
- Students may not wear backless shoes, clogs, house shoes, sandals, flip flops, or aqua socks.
- Any shoe deemed dangerous, inappropriate or distracting by the administration will not be allowed.

### Hair/Head Coverings

- A variety of hair coloring and styles is acceptable, provided they do not disrupt the learning environment.
- Hair rollers, metal rakes, combs and other hair accessories deemed dangerous by the administration are not allowed.
- Hair cuts/styles depicting gang signs, symbols, profanity, pornography or any other inappropriate message or lettering are not allowed.
- Hats, caps, bandanas, hoods, ski caps, etc. may not be worn during the school day. *Hats may be confiscated by administration for repeated violations and will only be returned to a parent or guardian.*

### Jewelry

- Jewelry may be worn as long as it is not deemed inappropriate, dangerous or disruptive to the learning environment. This includes large dangle earrings, heavy bracelets/necklaces, spiked accessories, dog collars, choker chains, wallet chains and any other similar items. This rule also applies to jewelry depicting the occult, gang affiliation, death, suicide, violence, weapons, drugs, sex, race, gender, profanity, obscenities, alcohol, etc. or any other image as deemed inappropriate by the administration.
- Mouth grills will not be allowed.
- Expensive or irreplaceable jewelry should not be worn to school. In laboratory settings, teachers may prohibit the wearing of dangling or protruding articles or accessories. **Jones Futures Academy will not be responsible for jewelry items that are lost or stolen—all jewelry articles worn to school are at the student's/parent's risk.**

### Accessories

- Belts and/or belt buckles may be any color **except solid red or blue** and must fit properly with no hanging ends. Belts/belt buckles may not display any profane or vulgar images or those depicting the occult, gang affiliation, death, suicide, violence, weapons, drugs, sex, race, gender, profanity, obscenities, alcohol, etc. or other images as deemed inappropriate by the administration.
- Oversized purses, bags, duffle, etc. will not be allowed. Any bag larger than a standard back pack will be considered oversized. Bags may be any color or combination of colors **except solid red or blue** and must not have any images depicting the occult, gang affiliation, death, suicide, violence, weapons, drugs, sex, race, gender, profanity, obscenities, alcohol, etc. or other images as deemed inappropriate by the administration.
- Sunglasses, oversized glasses, or any other eye wear that is not medically necessary are not allowed and will be considered disruptive to the educational process.
- Students must wear JFA IDs while in the building.

### **Winter Clothing**

- Sweatshirts, windbreakers, hooded sweatshirts and jackets may be worn inside the building and classrooms.
- Sweatshirts, windbreakers, hooded sweatshirts and jackets may be any color or combination of colors, **but may NOT be solid red or blue.**
- Sweatshirts, windbreakers, hooded sweatshirts and jackets must fit appropriately and may not have any images depicting the occult, gang affiliation, death, suicide, violence, weapons, drugs, sex, race, gender, profanity, obscenities, alcohol, etc. or other images as deemed inappropriate by the administration.
- Athletic wear such as sweat pants, jogging suits, running pants/shorts etc. are **not allowed**, regardless of weather conditions.

***JFA administration reserves the right to evaluate all dress code articles on a case by case basis and make determinations based on the safety and best interest of all educational stakeholders.***

**Students violating the dress code will be asked to call a parent or guardian to bring appropriate clothing. If students are unable to comply with the dress code policy, the student will be referred to an administrator for disciplinary action determined by the administrator.**

## Attendance Procedures

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

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 may be referred to the district attendance officer for further action. 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.

### ***General Procedures***

- Attendance is taken in each class period.
- **Average Daily Attendance (ADA) will be taken at 9:15 a.m.** Teachers will use the Daily Absentee Report when the Attendance program is not available.
- 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 Holidays 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
  - g. Required Court Appearance
- Following an EXCUSED absence, the student will be allowed to make up work missed, to take tests that were missed, and to submit all assignments that were due during the absence. The time allowance for taking tests or turning in assignments shall be equal to the number of school days or the number of class meetings the student missed due to the absence. Teachers may extend the time allowance for making up work missed if the specific circumstances of the situation merit such action. HISD Board policy states that missed tests and quizzes must be made up outside of class time, usually before or after school.
- Students who miss class for an approved school activity are to notify the teacher in advance concerning the possibility of completing any tests or assignments before the class is missed.

### **Absences and Denial of Course Credit**

- The Texas Education Code requires that a student must 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). This is a credit issue and not a pass or fails issue. A student may be passing the course, but if their attendance is lower than 90% of the days a class is offered, the student's report card/transcript will indicate the passing grade,

but an asterisk will appear next to the grade denying credit for that class due to insufficient attendance.

## ATTENDANCE APPEALS COMMITTEE

Jones Futures Academy has a Grade Level Intervention Team (G.R.I.T), the composition of which shall be named by the principal. The committee shall review petitions for class credit for students who have excessive unexcused absences. The committee may grant class credit in those cases where absences are due to extenuating circumstances and the Committee may/will stipulate additional requirements which a student must meet in order to regain credit in a class.

### Credit Appeals

A student who has had credit denied for a class may appeal for the credit if:

1. The student has earned a passing semester grade in the class; **and**
2. Acceptable excuses for the absences are provided in a timely manner by the student's parents or legal guardian, and are determined to be valid by the credit appeal committee.

Students who desire to appeal for credit should secure appeal forms from the attendance office. Completed appeal forms must be submitted to the administrator over the Attendance Referral Committee **along** with all of the proper documentation to support the absence listed on the form. The credit appeal committee will consider the appeal. ***To avoid appeals, all students are strongly encouraged to clear any unexcused absence before the end of each grading cycle.***

3. Credit may be restored if the appeal is approved and the time assigned is completed within the time-frame determined by the Attendance Committee.
4. Single period absences may not be appealed if proper check-out procedures were not followed or if students were found to be purposely skipping class. **Regular attendance and punctuality are the responsibilities of student and parent.**

## Houston Community College Attendance Policy

Students who are taking dual-credit course ***must*** be in accordance with HISD and HCC attendance policies:

You are expected to attend all lecture classes and labs regularly. You are also responsible for materials covered during your absences. Instructors may be willing to consult with you for make-up assignments, but it is your responsibility to contact the instructor. Class attendance is monitored daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences. You may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction (lecture and lab). For example:

- For a 3 credit-hour lecture class meeting 3 hours per week (48 hours of instruction), you can be dropped after 6 hours of absence.
- For a 4 credit-hour lecture/lab course meeting 6 hours per week (96 hours of instruction), you can be dropped after 12 hours of absence. Departments and programs governed by accreditation or certification standards may have different attendance policies. Administrative drops are at the discretion of the instructor. Failure to withdraw officially can result in a grade of "F" in the course.

### **Religious Holidays (HCC)**

If you observe a religious holiday and miss class, you must notify your instructor in writing two weeks in advance to arrange to take a test or make up an assignment. A religious holiday is "a holy day observed by a specific religion and the place of worship is exempt from property taxation under Section 11.20 of the Tax Code."

### **Leaving School Early**

A student will not be released from school at times other than regular dismissal hours, except with an Administrator's approval and according to the campus sign out procedures.

### ***Appointments***

- On the day of the appointment, the student must bring a note from a parent or guardian, before 7:40 am to the grade level Dean's Office. The note must contain a phone number where the parent or guardian can be reached and the name and phone number of the doctor, dentist, or other professional with whom the student has the appointment.
- Students may not leave the school without the legal guardian whose name must be on file with the school.
- Students must stay in their assigned class and will be called to the main office when their parent or legal guardian arrives.
- The parent/legal guardian who picks up the student must sign the student out of school in the main office before leaving the campus.

### ***Family Emergencies***

Parents or legal guardians who need to pick up their child early must adhere to the following procedures:

- Secure a visitor's pass from the front office.
- The main office will verify that the adult picking up the student is that student's legal parent or guardian.
- The parent/legal guardian who picks up the student must sign the student out of school in the main office before leaving the campus.
- Only individuals whose name is listed under the students' contacts will be permitted to pick up a student.

### ***Work Release/Off-Campus Badges***

- Students will be issued exit permits from their teacher/coordinator of the work program in which the student is currently enrolled.
- Students must exit the campus within five minutes of the final bell.
- Students are not allowed to loiter on school property.

***Illness***

- A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse.
- The nurse will decide whether or not the student should be sent home and will notify the student's parent or legal guardian.
- The parent/legal guardian who picks up the student must sign the student out of school in the Attendance office before leaving the campus.

***Cellular Phone Policy***

- Any student contacting a parent, via cell, for pick up, will be dealt with by an administrator for violation of the Student Code of Conduct. Students using a cell phone during the instructional class time must relinquish their phone and the parent must pay a \$15 fee to pick it up.

## **Conduct / Discipline**

Students are expected to comply with the rules and guidelines that Jones Futures Academy 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 learning, students are expected to arrive at school on time on a daily basis.
- Students who are not in their classroom when the tardy bell rings are considered tardy.
- Unexcused tardiness to class is considered a Level I Act of Misconduct by the Code of Student Conduct.

### ***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 (fines up to \$500.00 per period 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.
- Administrative detentions are held in room 104 on Saturday from 9:00 a.m. to 12:00 p.m. and 4:20 p.m. to 5:20 p.m. after school and during lunch.
- 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 is a Level II Act of Misconduct as per the Code of Student Conduct.

### ***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 penalty is a Level III Act of Misconduct as per the Code of Student Conduct, which can include suspension.
- Failure to properly identify oneself is 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 can include a ticket for up to \$500.00 and a 3-day suspension, behavior contract signed by student, parent and administrator, with an optional recommendation for removal to a District Alternative Education Program (Beechnut Academy).
- HISD Police Officers may also follow HISD Police Department's Policies and Procedures regarding fighting/mutual combat or disruption of school activities.

## ***Bullying***

- Bullying is defined as: any verbal abuse or bullying of others, including slurs, name-calling, or derogatory statements to another person because of that person's race, color, religion, national origin, disability, physical/personal appearance, or sexual orientation. Bullying also includes any act or speech that subjects persons to indignity, humiliation, intimidation, physical abuse or threat of physical abuse, social or other isolation, shame, or disgrace.
- Cyber-bullying, defined as the use of the Internet, cell phones, or other devices to send, post, or text-message images and material intended to hurt or embarrass another person. This may include, but is not limited to, continuing to send e-mail to someone who has said he or she wants no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums and posting false statements as fact intended to humiliate the victim; disclosure of personal data such as the victim's real name, address, or school on Web sites or forums; posing as the victim for the purpose of publishing material in his or her name that defames or ridicules him or her; sending threatening and harassing text, instant messages, or e-mails to the victim; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target, which is determined to have a material and substantial interference with school activities or with the rights of students and teachers.

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

- Students may not leave the school premises at any time, including lunch time. The student 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 detention or suspension and parent contact.

## ***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 devices (beepers), iPods, compact disk, MP3 players, electronic games, toys, dolls, stuffed animals, balloons, skateboards 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 class time. They must be in a backpack 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 instructional class time, 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.)



### ***Outside Food/Drinks***

- Any food purchased outside of the school is allowed only during the lunch hour.
- Parents are asked not to bring students lunch during the school day so that instruction is not interrupted.

### ***Gifts and Presents***

Gifts or presents such as balloons, flowers, stuffed animals, cakes and other gifts are not to be delivered or brought to school for students at any time. These are considered nuisance items, and may be confiscated by school personnel.

### ***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 are expected to observe the same rules, and the JFA student may share responsibility for the conduct of the guest.
- A student attending any event may be asked to sign out when leaving; anyone leaving may not be readmitted.

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

- Unwanted and unwelcomed conduct of a 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 in regards to sexual nature are outlined in the HISD Code of Student Conduct as a Level III Act of Misconduct, consequences can include suspension or/and recommended for removal to a District Alternative Education Program. (Beechnut)

### ***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.
- You are subject to be searched

### ***Graffiti***

Defacing of school property with graffiti or other means can lead to an enhanced Felony Charge. A disciplinary action of a felony charge is a referral to a Discipline Alternative Education Program.

### ***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 JFA are:

- Not following the classroom rules and procedures.
- Eating or chewing gum in classrooms and hallways (per discretion of the teacher).
- 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 hall during class, you must have a pass from a teacher or school official and proceed quietly so as not to disturb those engaged in the learning process.
- JFA uses a 10/10 rule where students are not allowed to leave the classroom during the first or last 10 minutes of class.
- During passing periods, you are expected to:
  - Walk quickly, and **NOT RUN** to class.
  - Stay to the right of the hallway.
  - Talk at a reasonable volume.
  - Keep your hands to yourself (this includes inappropriate displays of affection: hugging, kissing, holding hands, etc.).
  - Refrain from eating or drinking
- 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, classrooms, etc. If you are in an unsupervised area, you will be considered in violation of the student expectations.

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

- Parents/Guardians may be notified of student violations by phone, email, or other written documents.

- In such notifications, parents could be asked to attend a teacher conference or simply be asked to sign the document verifying that they understand the consequences the student is receiving for his/her misbehavior.
- It is the student's responsibility to provide the parent/guardian a copy of any written notifications from teachers and school administration.

***Administration Referrals***

- Once a student has been referred to the Administration, the Administration may assign alternative consequences.
- Some of those consequences include: after-school or Saturday detention, out of school suspension, and/or referral to an alternative placement.
- Please refer to the HISD Student Code of Conduct for violations and consequences.
- All students who are assigned a disciplinary consequence by an administrator will have a copy of the discipline referral for parents.

## **General Information**

### ***Identification Cards***

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

### ***Electronic Devices***

- JFA students are not allowed to have personal electronic devices on campus.
- Since these items are not allowed on campus, the school is not responsible for lost or stolen items.
- Any electronic devices, not including Power-Up laptop, that are visible during the instructional day will be confiscated and can only be picked up by a parent/guardian with a \$15 fine paid to the school due upon receipt of the device.

### ***Cell Phones***

- Cell phones that are visible or ring during the instructional class time will be confiscated and can only be picked up by a parent/guardian with a \$15 fine paid to the school due upon receipt of the device.

### ***Unacceptable Items***

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

- Any type of substance that could be used as an illegal drug (marijuana, tobacco, alcohol, prescribed medications, etc.).
- Any paraphernalia associated with illegal drugs or gang-related materials.
- Any type of printed material that could be considered vulgar and/or graphic and therefore inappropriate for school.

### ***Personal Property***

- Personal property such as 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 a 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 that the student will keep

- Membership dues in voluntary clubs or student and admission fees to extracurricular activities
- Book fines, including lost textbook and library books
- Replacement of student identification badges
- Printing fees
- Personal physical education and athletic equipment and apparel
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased of student accident insurance
- Personal apparel used in extracurricular activities which becomes student property
- Parking permits
- Power-Up

## ***Textbooks***

### **PROCEDURE FOR ISSUING AND RETURNING TEXTBOOKS TO STUDENTS:**

- Textbooks are issued directly to students and parents only.
- Students go to the Textbook Room to obtain books for their classes.
- A student must provide his/her student ID **and** schedule to receive the textbooks.
- Each textbook has a barcode assigned to track which textbooks are assigned to each student. The school's barcode will clear the record of the student to whom the book was originally issued.
- Textbooks should be returned at the end of the semester to a designated collection site. No textbooks should be left in an unattended area.
- Students will receive a receipt for their records at the time they check out and return their books.
- Textbook records should be cleared before the student takes their mid-term or final exam.

### **RESPONSIBILITY FOR DAMAGED, LOST OR STOLEN BOOKS:**

- It is the student's responsibility to keep the textbooks safe and secure.
- It is important that the student examines the textbook(s) issued at the beginning of the school year to make sure they are in good condition
- **Any textbook returned to the bookroom without the original barcode intact will not be cleared from the student's record. Payment for the textbook will be required to clear the record.**
- If a problem develops during the year with the barcode or the textbook, the students should immediately return it to the bookroom for correction
- Any textbook damaged to the extent that re-issue is impossible will require payment at the time the book is returned. This damage may include graffiti written in the book, water damage, missing pages, etc. Textbook prices range from \$38 to \$110.
- Textbooks which disappear as a result of negligence on the part of the student are not considered valid thefts. This includes leaving the book unattended in the classroom, cafeteria, gym area, outside, or allowing other students to use the books. A signed affirmative campus police report is required to record the book as stolen.
- **Failure to pay for lost or damaged textbooks may result in the withholding of student records such as transcripts, report cards and diplomas.**

## Academic Program

### **Grading**

Marking periods at JFA 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:

Numeric Average	Letter Grade Equivalent	Grade Points (HISD Policy) Credit Courses		
		Pre-AP/AP	Regular	Modified
100-90	A	5	4	3
89- 80	B	4	3	2
79-75	C	3	2	1.5
74-70	D	2	1	1
69-below	F	0	0	0

### **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. Student behavior is graded on the following scale:

E	Excellent
S	Satisfactory
P	Poor
U	Unsatisfactory

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.

Academic grades that are below average and behavior grades below satisfactory can prohibit you 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 in 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.
- 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.
- To earn whole course credit, a student must receive an average grade of 70, or above, based on the course-level standards.

### ***Student Classification***

The following chart outlines the number of credits a student needs to earn to be promoted to the next grade level. These credits must be earned in Houston ISD approved credit courses.

<b>Grade Level Classification</b>		
Grade		Credits Earned
9 <sup>th</sup>	Freshman	0 – 5.5
10 <sup>th</sup>	Sophomore	6.0 - 11.5
11 <sup>th</sup>	Junior	12.0 - 17.5
12 <sup>th</sup>	Senior	18.0+

### ***Academic Reports to Parents***

School officials communicate students' academic progress to 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.
- Report Cards: Report cards will be sent home at the end of the six weeks.
- Teacher Issued Progress reports: A teacher may choose to send home a progress report for his/her own class. This may be done at anytime and may require a parent signature.

### ***Academic Assignment (Homework and Classwork)***

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.

<b>Consequences</b>	<b>Teacher may:</b>
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.

### ***Make Up Work Policy***

Students who are absent from school have the opportunity to make up the assignments/class work that was missed. It is the responsibility of the student to get his/her make-up work from his/her teacher. The student will be given the same amount of school days they missed to make up the work. For example if a student was absent for two days they will be given two days to make up the work they missed. HISD Board policy states that missed tests and quizzes must be made up outside of class time, usually before or after school.

Students who miss class for an approved school activity are to notify the teacher in advance concerning the possibility of completing any tests or assignments before the class is missed.



## Houston Community College Grading

Points per semester hour	
<b>A (90-100/Excellent)</b>	<b>4</b>
<b>B (80-89/Good)</b>	<b>3</b>
<b>C (70-79/Fair)</b>	<b>2</b>
<b>D (60-69/Passing)</b>	<b>1</b>
<b>F (Failing)</b>	<b>0</b>
<b>FX (Failing due to non-attendance)</b>	<b>0</b>
<b>*IP (In Progress)</b>	<b>0</b>
<b>*W (Withdrawn)</b>	<b>0</b>
<b>*I (Incomplete)</b>	<b>0</b>
<b>*AUD (Audit)</b>	<b>0</b>
<b>*COM (Completed)</b>	<b>0</b>

**AUD (Audit)** is given to a student who is attending a course to gain knowledge of a particular subject matter but receives no academic credit. You are not required to meet attendance, class assignments or test requirements. Career & Technical Education courses may not be audited.

**COM (Completed)** is given in non-credit and certain CEU and semester hour courses.

**IP (In progress)** is given only in certain developmental courses. You must re-enroll to receive credit. Grades are available online within one week of the end of the course and may be accessed through the Student Center on the HCC website.

### Incompletes

The grade of "I" (Incomplete) is conditional. If you receive an "I" you must arrange with the instructor to complete the course work within six months. After the deadline, the "I" becomes an "F". All "I" designations must be changed to grades prior to graduation. The changed grade will appear on your record as "I"/Grade (example: "I/A").

### Withdrawals

Be certain you understand HCC policies about dropping a course and consult with a counselor/advisor to determine if withdrawing is in your best interest. Senate Bill 1231 and limits the number of W's a student can have to 6 classes over the course of their entire academic career. This policy is effective for students entering higher education for the first time in Fall 2007 and subsequent terms. Withdrawals accumulated at any other Texas public higher education institution count toward the 6 course total. Withdrawals for certain circumstances beyond the students control may not be counted toward the 6-drop limit. In addition, withdrawing from a course may impact your financial aid award or eligibility. Contact the Financial Aid Office or website to learn more about the impact of withdrawing on financial aid.

### Grade Point Average (GPA)

Grade points are calculated by multiplying the regular term hour value of the course by the point value of the grade earned. An "A" in a three-hour course earns 12 grade points, a "B" earns 9 points, a "C" earns 6 points, a "D" earns 3 points, an "F" earns 0 points. The grade point average (GPA) is calculated by dividing the total points earned

by the semester hours completed with grades of “A”, “B”, “C”, “D”, or “F”. For repeated courses, the highest grade is used in the cumulative GPA; however, all grades earned in a course will be entered on your transcript and will remain there permanently. The following grades are not used to calculate your GPA: IP (In progress) W (Withdrawn I (Incomplete) AUD (Audit). A college level GPA is also displayed on the student record which reflects only college level coursework and excludes developmental coursework

### **Academic Standing**

**Status** - Good Standing

**Definition** - Cumulative GPA of 2.0 or above

**Action Required** - None

**Status** - Probation

**Definition** - Cumulative GPA below 2.0

**Action Required** - Must register for SLIP and work with a counselor prior to enrolling in classes.

**Status** - Continued Probation

**Definition** - Cumulative GPA below 2.0 and Term GPA 2.0 or above

**Action Required** - Continue to work with the counselor from a previous semester.

Students on probation, continued probation and/or suspension are required to attend a Successful Learning Intervention Program (SLIP) session prior to re-enrollment in order to meet with their designated counselor. The counselor will stipulate conditions of enrollment, including but not limited to, maximum hours and/or specific courses. It is important to note that a student on an Academic Suspension may be unable to enroll in classes for one semester. An Academic Suspension may be appealed by completing the necessary paperwork in the counseling office. Students who complete 12 or more semester hours during the fall or spring semester with a GPA of 3.5 or higher will be named to the Dean's List. If eligible, contact the Dean of Student Services at your college to obtain a Dean's List certificate. If you complete 12 or more semester hours with a GPA of 3.0 to 3.49, you will be included on the Honor List.

## **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 immunizations added to the student's immunization record should be given to the nurse.

### ***School Nurse and Clinic***

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

### ***Medicine at School***

- 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.

### ***Emergency Medical Treatment***

- If a student should have a medical emergency at school or at 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.

### ***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, but not limited to:

- |                            |                     |
|----------------------------|---------------------|
| • Diphtheria               | • Poliomyelitis     |
| • Hepatitis (Infectious)   | • Ringworm of Scalp |
| • Measles (Rubella)        | • Scabies           |
| • Meningitis Meningococcal | • Smallpox          |
| • Mumps                    | • Typhoid Fever     |

- Pink Eye

- H1N1

## **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 follow the instructions posted in the classroom and proceed to the fire exit 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 or other emergency equipment.
- Teachers will take roll to ensure that all students have exited safely. When returning to class, students should move quickly and orderly to their assigned class.

### **Making False Fire Alarms**

- 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 (Beechnut).

### ***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, or bus drivers.
- Remain alert 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 applies pesticides inside the building.
- 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 713.733.1111.

### ***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, this information 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.

## **General Information**

### ***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 groups, 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 in all classes.
- 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 nonrefundable 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 floor administrator.

### ***Volunteers in Public Schools (VIPS)***

- We encourage parents, students and community partners to support HISD students and teachers by volunteering their time.
- VIPS are caring adults or children, who tutor students, serve as classroom assistants to teachers, provide enrichment and hands-on experience with computers, work in the library, clinic, office, cafeteria, and provide other support.
- To become a VIPS, all volunteers must register online and pass a criminal background check before they can participate as a volunteer. Please follow the steps below to become a VIPS:

<b>Step 1:</b>	Register online at <a href="http://www.houstonisd.org">www.houstonisd.org</a> , stay on the homepage and scroll down to the bottom of the page, click on the word Parents or Public and then click on VIPS login or click on the VIPS Volunteers in Public Schools Logo Parent Engagement Web Portal.
<b>Step 2:</b>	Once you have registered, you must go in person to the school of interest and show proof of identification. Accepted identification includes: <ul style="list-style-type: none"><li>• Texas Driver's License Official Passport</li><li>• Texas Identification Card Official U.S. Military ID</li><li>• Driver's License (issued by any state in the U.S.) Matricula Consular</li><li>• Identification Card (issued by any state in the U.S.) Resident Alien Card</li></ul>
<b>Step 3:</b>	Identification information will go into our database for processing by the Volunteer Coordinator at each campus
<b>Step 4:</b>	The criminal history background check can take 2-3 weeks to complete
<b>Step 5:</b>	Once you are CLEARED to volunteer, you are eligible to volunteer throughout HISD

### ***Parking Permits***

- Students who wish to park their motor vehicles on campus must purchase a yearly parking permit from the school police office. Students must park in the designated student parking lot.
- Parking stickers need to be displayed on the driver side of the windshield.
- When purchasing a parking permit, students must provide a valid driver's license and proof of insurance. The student's name must be on the insurance.
- Vehicles also must be current with its Texas State Inspection Sticker and State Registration Sticker.

### ***Student Designated Parking Lot***

- The designated student parking lot is located on Southwind near the football field.
- Cars parked in slots designated for the handicapped must display a handicapped vehicle tag. Illegally parked cars will be towed at the owner's expense.
- Cars permitted to park on school property are subject to the Search and Seizure Laws of the State of Texas and Houston Independent School District policies. Jones Futures Academy and the Houston Independent School District are not responsible for the theft or damage to the vehicle while parked in the parking lot.

## What to do if...

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

If you have been 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.)
- Complete the assignments to the best of your ability.
- Call or email the teacher to request additional information (if necessary).

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 in 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

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!

# Go Falcons!

## Acknowledgement of Receipt of JFA Student Handbook

**PLEASE SIGN AND RETURN THIS FORM TO YOUR STUDENTS' HOMEROOM TEACHER**

A copy of the JFA Student Handbook is also available on the JFA website. This handbook was written to ensure that parents and students understand the rules and regulations set forth by the JFA administration. Please take the time to review the content with your student(s). My signature indicates that I have received a copy and reviewed the JFA Student Handbook.

Una copia del Manual del Estudiante JFA también está disponible en el sitio web De JFA. Este manual ha sido escrito para asegurar que los padres y estudiantes comprendan las normas y regulaciones establecidas por la administración de JFA. Por favor, tómese el tiempo para revisar el contenido de su estudiante(s). Mi firma indica que he recibido una copia y revisado el Manual del estudiante JFA .

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*PARENT SIGNATURE*

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*STUDENT SIGNATURE*

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*DATE*

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*DATE*