



JANE LONG ACADEMY | LAS AMERICAS NEWCOMER SCHOOL

6501 Bellaire Blvd Houston, Texas 77074

Tel: 713-778-3380 Fax: 713-778-3387



Myra A. Castle-Bell, Principal

A large, faded version of the Jane Long Academy seal serves as a background for the title. It features the same circular design with a blue border, stars, and a central caduceus. The text "JANE LONG" is at the top, "ACADEMY" is at the bottom, and "6-12 MAGNET FOR PHARMACY TECHNICIANS AND ALLIED HEALTH" is written in a smaller circle around the caduceus.

STUDENT HANDBOOK 2023 - 2024



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WELCOME

Parents and students,

Welcome to Long Academy! I hope this letter finds you filled with excitement and anticipation for the upcoming academic year. I am extremely thankful for the opportunity to partner with you to provide an outstanding education to our students.

As we embark on this new journey, I wanted to take a moment to express my heartfelt appreciation for being part of this incredible community. Remember that we are a united family of learners, educators, and supporters. Let us strive for excellence, encourage each other's growth, and embrace the opportunities that lie ahead. Together, we can achieve remarkable things.

A few things that I would like to mention:

Uniforms:

(See uniform handout for more details)

6th Grade- Baby blue polo shirt & blue/black jeans, khaki, navy, & black uniform pants

7th Grade- Navy blue polo shirt & blue/black jeans, khaki, navy, & black uniform pants

8th Grade- Royal blue polo shirt & blue/black jeans, khaki, navy, & black uniform pants

Cell Phone Policy:

All cell phones must not be visible and silenced during class and in the hallways. If confiscated there will be a \$15.00 fee to retrieve it by parent.

Backpacks:

All backpacks must be clear or mesh material only.

I look forward to working with you all.

All the best,

Myra A. Castle-Bell

Principal, Jane Long Academy



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DRESS CODE

The district has decided to return to a dress code policy for the 2023-2024 school year. Please see our dress code policy.

Standard dress code consists of:

6th Grade- Baby blue polo shirt & blue jeans, black jeans, blue/khaki uniform pants (No ripped or designed jeans)

7th Grade- Navy blue polo shirt & blue jeans, black jeans, blue/khaki uniform pants (No ripped or designed jeans)

8th Grade- Royal Blue polo shirt & blue jeans, black jeans, blue/khaki uniform pants (No ripped or designed jeans)

Sweatshirt (In your grade level color. No hoodies worn in the building/ hallways)

Jeans that are not ripped/ torn.

Closed toe shoes

Visible ID badge

School Dress Code: All students attending Jane Long Academy should be always in dress code while on campus. Teachers are expected to enforce the dress code, and for questionable attire, send the students to the office with a note describing the dress code violation. The student will either return in dress code or will have a note explaining the office decision. Parents may be called to bring the proper attire.

Tops: Students will be required to wear a polo shirt in their grade level color. Their shirt should be tucked in. Note that the student's clothing should not be altered (i.e. decorative tearing, cutting, beading, knotting or any other alteration) which represents a distraction to the educational process. Students will be permitted to wear the Jane Long Academy spirit t-shirt or college shirts on Fridays only.

ID Badges - Students will be given a student ID badge during orientation week. They will be required to always wear their own Jane Long Academy ID badge above their waist with their picture visible at all times.

Note: ID badges are property of HISD and must not be defaced. Lanyards must be school issued only. Temporary ID badges will be issued by the front office for \$1. ID Badge replacements are \$5.

Pants: Jeans with rips are not acceptable. Jeans should not be altered i.e. decorative tearing, cutting, beading, knotting or any other alteration which represents a distraction to the educational process. Skirts, spandex, leggings, sport shorts, sweatpants, decorative stitching are not allowed. Dress code must not be excessively tight, loose, or baggy and must be worn at the natural waist.

Shoes: Closed toe shoes are required. House shoes such as bedroom slipper, flip-flops, and athletic slides are not allowed. Crocs may be worn with the backstrap.



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Jewelry, Eyewear, and Head Gear - Jewelry (including body jewelry) must not contain spikes. Jewelry should not be heavy, harmful or distracting. Sunglasses are not to be worn in the building. Only prescription glasses and contacts are permitted. No head covering of any kind. Hats, scarves, bandanas or head gear are not allowed.

Religious, Racial, Gender-Specific or Ethnic Attire: Nothing in this policy is intended to abridge rights at law relating to non-discrimination or hinder the advancement of diversity at the institution. Significant flexibility in freedom of choice will be shown in relation to religious or ethnic attire. Head covers, skirts or/and dresses that are required for religious purposes or to honor cultural tradition are allowed. Jane Long Academy will not tolerate gang-related behavior and/or the wearing of gang-identified articles of clothing and/or other gang symbols. Any articles of clothing, symbols, or emblems thought to signify gang membership will be banned. Apparel with inappropriate writing, inappropriate drawings, or inappropriate advertisements, to include but not limited to drugs, alcohol, tobacco, violence, prison activities, gang activities, sexual innuendoes, cultural divisiveness, and racial intolerance may not be worn.

Jane Long Academy faculty and administration will enforce the dress code in a uniform manner. They will also determine the appropriateness of attire for school occasions and activities. All students have the responsibility to wear clothing that contributes both to their own health and safety as well as that of others.

Students not in compliance with the standardized dress code will be subject to disciplinary action. The administration of Jane Long Academy will be the final authority of any rules subject to interpretation. When in doubt, do not wear items until they have been cleared by an administrator.



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ELECTRONICS AND CELL PHONE POLICY

Cell phones and electronic devices may serve as an outstanding instructional tool and learning resource, if used appropriately. We encourage our staff members and students to use electronics and other 21st century devices to supplement instruction and learning. To preserve the teaching and learning environment, this document is to clarify the cell phone and electronic policy for Jane Long Academy.

Cell phones and electronic devices may be used for educational purposes in the classroom setting. If a student wishes to use their device for non-educational purposes they may do so before the morning bell rings, lunch and after school, Monday through Friday. Lunchtime is not an instructional time; however, the administration of Jane Long Academy reserves the right to ban cell phone use during lunch hours if students cell phone use during lunch hours should happen to evolve into a situation which disrupts the educational process and/or safety of the students.

Scholars must turn cell phones electronic devices off before entering any classroom, office, or multipurpose room. Once inside of any of the locations, scholars must store their cell phones and electronic devices in a location that is not visible to the teacher or other students, for example, their backpack or clothing pockets. If a cell phone/headphones or any electronic device rings, vibrates, is used for any reason other than allowed by an educator or administrator, or is visible anytime during class time, a staff member has the right to confiscate the device. Refusal to surrender a cell phone or electronic device when asked is defiance. Defiance can result in disciplinary consequences, including suspension. Parents will be contacted.

Each offense - The device will remain in the administrative office. A parent/ guardian will be contacted to pick up the phone and pay a \$15 fee for returning the device. The staff at Jane Long Academy asks for your full cooperation with our policy.

In the event of an emergency, parents may call the main school line. If a student is ill, they should see the nurse, academic administrator, or counselor. Students are not authorized to use their personal phones during instructional hours or hallways, including situations in which they may feel ill and wish to call a parent or other guardian to inform them.

If a student's cell phone is visible, if a student is texting, if a student is using the phone to speak with, if the student is surfing the Internet, etc. the device will be confiscated. The phone will be available for pick up from the main office after school. HISD policy requires a fee for the return of cell phones. Texas education code §37.082 requires a \$15 retrieval fee for cell phones.

Note: Jane Long Academy is not responsible for lost, stolen, or damaged electronic communication devices or any charges incurred as a result.



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STUDENT CODE OF CONDUCT

DISCIPLINE AND PRIVILEGES: CONDUCT & HONOR CODE

We have high expectations for Jane Long Academy students and are committed to creating an environment in which they can succeed. Disciplinary consequences are designed to deter the student from making errors in judgment or engaging in misconduct that interferes with the student's (or other students') ability to be academically successful.

CODE OF STUDENT CONDUCT

Developed by HISD and distributed to all parents and students, this booklet describes disciplinary offenses and how the district handles them. Parents are responsible for ensuring that their children adhere to the rules and conventions of proper behavior while at school. HISD has "zero tolerance" for student behavior that could disrupt instruction or pose safety hazards on HISD property or while at school-related events. The Code of Student Conduct booklet includes a form that requires both the student's and parent's signatures and must be returned along with other forms in the registration packet.

Misconduct is categorized into five levels:

Level I: Violation of classroom rules; generally corrected by the teacher and/or parent contact.

Level II: Administrative/teacher intervention; generally, more serious in nature or a repeated violation under Level I.

Level III: Misconduct that disrupts the instructional process in class, at school, or during school-related activities; repeated violation of Level I and II offenses; considered to be a serious offense.

Level IV: Criminal offenses; any felony, whether school-related or not, are included here unless it is categorized as a Level V. Such an offense requires removal of the student to a *Disciplinary Alternative Educational Program (DAEP)*.

Level V: Acts of misconduct that may result in expulsion include, but are not limited to assault, possession of weapons, drug distribution, and other criminal offenses.

DISCIPLINARY MEASURES AND TERMINOLOGY

Listed below is a brief explanation of the most used disciplinary measures at Jane Long Academy.

Verbal Warning/Conference: One-on-one conference with students; directives may be given in writing.

Administrative Directive: Written directive signed by dean and student.

Detention: Thirty-minute time period during lunch or after school; study materials are required; sustained silence.



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Sparkle Duty: One hour Thursday morning or Saturday detention requires students to clean up and beautify the exterior of the campus.

In School Suspension (ISS): Students attend school in one classroom for all periods; scheduled breaks; heightened structure; coursework provided by regular teacher; sustained silence; extra-curricular participation is suspended for the duration of the assignment. Placement can be from 1 to 10 days.

Off Campus Suspension: Students are prohibited from being on Jane Long Academy campus and is prohibited from attending any HISD school-related activities/events.

Off Campus DAEP: Level III/IV offenses ranging from 30–180-day placement. Students are required to withdraw from JLA to attend a DAEP.

JANE LONG ACADEMY HONOR CODE

Jane Long Academy community believes that integrity is the foundation of all learning. Academic honesty positively affects student character, as well as family and community pride. It is the right, privilege, and responsibility of all members in the community to contribute to and work in an environment of trust. Faculty, students, and parents are expected to take steps to stop any and all violations of the honor code. Excellence exists only if learning takes place within a climate of trust, respect, responsibility, and honesty.

Student Responsibilities:

To maintain and support the academic integrity of the school community by completing all assigned work, activities and tests in an honorable process according to the stated policies without engaging in cheating, fraud, or plagiarism.

To understand the schoolwide Honor Code policy and individual teacher assignment guidelines.

To clarify with the instructor any ambiguities about violations of the Honor Code on an assignment.

To ensure that students do not make inappropriate use of their work.

Cheating is...

Participating in a dishonest act or using the works, words, or ideas of another and claiming them as your own.

Examples include (but are not limited to):

Using any form of a “cheat-sheet”

Viewing unauthorized notes on a test or quiz

Looking at another student’s test or paper

Accepting credit for group or lab work in which you did not contribute

Taking a picture or making a copy of a test or answer sheet

Passing test or quiz information from one class to another

Sharing or stealing test answers



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Having your parents or friends complete your assignments
Using a previous student's work as your own
Buying a paper or project
Changing or reporting a false grade for yourself or another student
Allowing someone to use your answers as their own

Plagiarism is...

Using someone else's ideas or words as your own without proper acknowledgement.

Examples include:

Copying documents or images from books, magazines, the Internet or other sources without proper documentation

Submitting a paper or other work as your own when it was created by another

Paraphrasing or restating another's work without proper citations

Making up a citation or attributing a work to a non-existent source

"Fudging" data for an assignment

Forging a signature

Fraud is...

Deception is deliberately practiced in order to secure unfair or unlawful gain.

Examples include but are not limited to:

Attempting to pass off someone else's work, imagery or technology as your own or purchasing or selling an assignment from another person or from a technological resource

Falsifying scientific or other data submitted for academic credit

Forgery of signatures or tampering with official records

Penalties for Violating the JLA Honor Code

If a student violates the Honor Code, he/she will receive a "0" for schoolwork, a "U" in conduct, and disciplinary action (including loss of Off Campus and Extracurricular Activity privileges). In addition, this conduct is considered a Level II violation of the Code of Student Conduct. Please consult the appropriate department policy for more information about whether any possibility of a retake exists.

In cases where theft of material or use of a computer has been used in a cheating incident, a disciplinary hearing will be held to determine if an alternative educational placement is warranted.

A student is not eligible for a final exam exemption in a course where he or she has a documented instance of cheating.



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Many college applications request information on any instances of student cheating. The school must be factual and honest when completing the school report on any individual student.

Disciplinary Procedures for JLA Honor Code Violations

Teacher will clearly state facts regarding the violation on the referral.

Teacher will notify parents about the incident.

Administrators will immediately assign penalties based on established guidelines.

Administrator will inform teacher of disciplinary action.

