Topics in the Student Handbook Addendum include important information on academics, school activities, school operations, and requirements specific to JECA and NLC. Be sure both you and your child are familiar with the various issues addressed in this Handbook. Revisions may be made. Notifications of any changes will be sent home.
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SECTION I: ACADEMICS AND GRADING

JECA/NLC Academic Standards

- The Judson Early College Academy (JECA) is recognized by the Texas Education Agency (TEA) as an Early College High School (ECHS). As an ECHS, JECA academic standards and requirements are carefully prescribed and have been identified in the Four-Year Plan, which can be located on the campus website. Students are required to maintain strict adherence to the Four-Year Plan as part of the Memorandum of Understanding and Shared Services Agreement with Northeast Lakeview College, a college of the Alamo College District.
- JECA students must satisfy the academic progress standards as outlined by Alamo Community College District (ACCD) policy. Acceptable scholastic performance is based upon student progress toward successful course and program completion and indicates that the student’s grade point average (GPA) is at least 2.0. The components used to compute Academic Standing are GPA and course completion.
- The JECA Counselor and a NLC Advisor will conduct an academic review of JECA students each fall and spring semester to determine if summer courses are needed.
- Students who need to repeat a course (JECA or NLC) due to an unsatisfactory GPA (less than a 2.0 GPA) must repeat the course during the summer after the academic year and earn a satisfactory grade. All costs for summer enrollment in NLC courses (including textbooks) will be paid by the student or student’s family.
- JECA students who have not earned credit for ENGL 1301 & 1302 by the end of the summer between their junior and senior years will be removed from the JECA program and ACCD.
- Alamo Colleges and JECA Early Alert systems will be utilized to identify any JECA student with a GPA below a 2.0 in a class, or disrupting the learning environment.
- The JECA sophomore must be college-ready (i.e., passing the Writing and Reading portions of the TSI) by April 15th of his/her sophomore year.
- The JECA junior must to be college-ready in Mathematics by April 15th of his/her junior year.
- Per ACCD policy, parents may not have direct communications with NLC faculty and staff. Any concerns or questions should be addressed to appropriate JECA staff.

Academic Probation (JECA and NLC)
Students who begin any semester term in Good Academic Standing but fail to maintain a cumulative GPA of 2.0 or higher are placed on Academic Probation. Notification of probationary status is communicated by ACCD electronically through students’ ACES Portal (Alamo Colleges Educational Services) email addresses. Students on Academic Probation may re-enroll for one semester after meeting with JECA and NLC officials and completing the JECA Probation Contract. Student status is evaluated after each semester term. Students must earn a semester term GPA of 2.0 and a cumulative GPA of 2.0 or higher to remain enrolled at JECA and ACCD while on Academic Probation. A student must be dually enrolled at JECA and at NLC in order to stay in the program; therefore, if a student is Academically Dismissed from NLC, that student will be dismissed from JECA and must return to the high school in their assigned attendance zone.

Academic Dismissal (JECA and NLC)
If a student on Academic Probation fails to earn a semester term GPA of 2.0, or fails to earn a cumulative GPA of 2.0 in the next semester term following their placement on Academic Probation, the student will be placed on Academic Dismissal. JECA students may utilize the Alamo Colleges Academic Dismissal Petition procedure. Students not approved through the petition process will be removed from JECA and NLC/ACCD. All scholastic performance, including academic probation and dismissal, is recorded on the student’s ACCD transcript. Placement of students who are removed from JECA and ACCD will be at the high school of their assigned attendance zone.
Academic Integrity Violations (JECA and NLC)
Scholastic dishonesty includes, but is not limited to, Academic Misconduct, Cheating, Plagiarism, Fabrication and Collusion. Administrators and teachers may initiate disciplinary actions against a student accused of scholastic dishonesty. Possible disciplinary actions may include suspension, awarding a 0 grade for the assignment, or both. Repeated offenses in the area of scholastic dishonesty may result in academic dismissal from JECA and NLC. A student must be dually enrolled at JECA and at NLC in order to stay in the program; therefore, if a student is Academically Dismissed from NLC, that student will be dismissed from JECA and must return to the high school of their assigned attendance zone.

Definition of Terms

**Academic Misconduct** - the intentional violation of JECA and/or NLC policies, such as tampering with grades, misrepresenting one’s identity, or taking part in obtaining or distributing any part of a test or assessment, or any information regarding the content of such an instrument.

**Cheating** - the use or attempted use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; or unauthorized copying or collaboration.

**Fabrication** - intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.

**Plagiarism** - the unauthorized or undocumented use or close imitation of the language and thoughts of another author and the representation of them as one’s own original work.

**Collusion** - assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one’s own benefit.

JECA Grading Policies

A. Philosophy

The academic philosophy of Judson Early College Academy is the following:

- Quality over quantity
- Rigor and relevance over hard and busy work
- Critical thinking over simple rote memorization

Assignments that are multi-disciplinary may be assigned by teachers and counted as grades in multiple classes. The student will be challenged via tasks, assignments and projects that focus on Collaboration, Communication, Critical Thinking and constant Checking for Understanding (The 4 Cs). These tasks will be framed with Rigor and Relevance in a manner that fosters Relationship building within the JECA learning community (The 3 Rs).

B. Grading and Grade Reporting

JECA is on a 9-week grading period. Teachers will communicate with parents when students are not working to their potential. Logs of these communications will be kept by the teacher. In addition, teachers will respond to parents’ concerns/inquiries within two instructional days.

C. Grading Values

<table>
<thead>
<tr>
<th></th>
<th>JECA</th>
<th>NLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
<td>95</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
<td>85</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
<td>77</td>
</tr>
<tr>
<td>Below 70</td>
<td>F</td>
<td>Below 69</td>
</tr>
</tbody>
</table>
D. Testing and Projects
- No assignments or projects will be given for students to complete during Spring break or Christmas break.
- No tests, projects, essays, performances, or lab reports will be due the weeks of STAAR/EOC testing, NLC finals, and SAT/PSAT testing for students participating in testing. Grades for these designated weeks are limited to in-class assignments.
- There will be no videos without proper request and approval after testing. The teacher will plan academic activities to engage the students.

JECA Grading Guidelines
JECA offers a variety of advanced courses and AP testing opportunities designed to enhance and challenge a student’s secondary school experience. For those students who choose to enroll in the JECA and NLC program of instruction, the grading policy is different from JISD’s guidelines. There are higher academic and curricular standards set forth by higher educational institutions endorsing the courses. These courses include, but are not limited to, Advanced Placement (AP), GT, Dual Credit, and Honors. The course syllabi will outline the established grading policy for the course.

1. Grades should reflect knowledge and mastery of a subject.
2. Teachers must have one or more grades each week (not including participation grades).
3. Grades should be entered weekly in Parent Access Center.
4. Student work will be graded and returned in a timely manner. For most assignments, this will be within two instructional days. Reports, essays, and large projects may take longer. Specific feedback to students is encouraged on scores below 75.
5. Discipline shall NOT be used to academically penalize students. Grades are recorded only for academic mastery, not for other purposes including obtaining parent signatures, bringing supplies, etc.
6. Teachers will not change posted grades unless an error has been made.

Absence/Make-up Work
It is the student’s responsibility to coordinate with the teacher and get any missed work. Students must meet with the teacher the day of their return to campus; and all work must be completed and submitted in accordance with the teacher’s established deadlines. After the established deadline has passed, any remaining missing work will assigned a grade of zero.

Missing Assignments/Late Work
All work is due to the teacher by the assigned deadline. Any student with a missing assignment may serve Lunch D-Hall in order to complete the assignment. The student may continue to serve Lunch D-Hall each school day until the assignment is complete. After completing the assignment in Lunch D-Hall, the student must personally submit the work to the teacher. The assignment must be completed for the instructor to verify evidence of mastery, but a grade will not be recorded.

Homework will NOT be accepted late; however, each student will be issued one “Wildcard” pass per 9-week grading period to use in conjunction with turning in a late homework assignment. Each Wildcard contains three (3) sections that may be used in any JECA class to postpone the due date of any homework assignment by one school day; there is no point deduction when utilizing a Wildcard. The homework assignment must be turned in the very next school day, regardless of whether or not the class meets. The student may use his/her available Wildcard sections at his/her discretion, but once all three sections have been used per 9-week grading period, subsequent late assignments will not be accepted. At the beginning of each 9-week grading period, each student will be issued one Wildcard; Wildcards will not rollover. Any abuse of this policy will result in a loss of this privilege for either a period of time or for the entire school year.
The following assignments will *NOT* be accepted late, and are not eligible for the Wildcard exception:

- Daily Work
- Tests
- Quizzes
- Science Labs
- Theater Performances

Projects and Essays will be accepted up to TWO DAYS late, if submitted personally to the teacher with the following **DEDUCTIONS** on the project’s/essay’s final grade:

- First day late (turned in on due date at any time after the class period has ended) – 10 points
- Second day late (due at 8 AM the very next school day after the due date) – 20 points
- Third day late (two school days after the due date) – Grade recorded as a ZERO

If sufficient time is given in class to complete projects or essays, this clause does not apply. Projects can not be redone for a higher grade.

**Make-up Test Policy (Different from Retest Policy)**

If absent on day of test, it is the student’s responsibility to contact his/her teacher upon returning to school, and make arrangements to complete the exam(s) missed. Tests must be made up within three school days from the day the exam was originally given. The student is solely responsible to acknowledge exam dates, which are provided by the teacher. Make-up exams will cover the same material but may be different in format from the original exam.

**Grading Weights**

JECA category percentages:

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>10%</td>
</tr>
<tr>
<td>Tests/Projects (Min of 2 per 9 wks)</td>
<td>40%</td>
</tr>
<tr>
<td>Quiz, Daily Assignment</td>
<td>50%</td>
</tr>
</tbody>
</table>

**JISD “Reteach/Retest” Policy [EIA (LOCAL)]**

Any student scoring 69% or below on a test will be permitted to retake that test after fulfilling the retest requirements established by the teacher. *It is the student’s responsibility to submit to the teacher a request for the reteach and the retest by email within five days of the posted grade.* The retest will occur within five school days of the reteach. All retests will cover the same material but may be different in format from the original exam. The teacher’s specific requirements for reteach and retest will be listed in their syllabus. The new grade will be the average of the two grades (original test and retest).

**JISD policy requires teachers to “reteach” content to students who do not understand what is presented the first time. This may be done in ways such as:**

- Student may be permitted to rework or correct unsatisfactory tests.
- The student may be required to retake a major examination.
- The teacher may require the student to attend a tutorial program. Co-curricular or extracurricular activities shall not interfere with these academic requirements. The teacher may assign additional work on a particular unit for the student to complete.
- The teacher may work with small groups during class time while other students work independently.

Teachers shall plan for re-teaching at the same time they plan initial instruction, thereby ensuring that alternatives are immediately available when needed.
The teacher will provide reteaching and retesting during class time if 20% or more students in a class fail to demonstrate 70% mastery of the TEKS on a major examination. A major examination is considered major if it falls under the Tests/Projects 40% (Min of 2/9wks) category of a student’s grade. All students will be given the opportunity to reteach and retest with the average of the two grades recorded. Teachers should use professional judgment to differentiate for students who clearly mastered the content the first time (90% or higher).

Homework
Missing assignments are the number one reason for low grades. Parents and students are expected to do everything possible to turn in all required work when due.

During the weeks of STAAR/EOC testing, NLC finals, and SAT/PSAT testing, grades are limited to in-class assignments for students participating in testing.

Extra-Credit Opportunities
All such opportunities are at the discretion of the teacher. If an extra credit assignment is offered, it must be purposeful, reasonable, and applicable to the curricular objectives, available for all students and comply with grading policy. Extra credit assignments are to be completed at home, not during the school day. Teachers may offer extra credit to students by offering an extra assignment and counted as a homework grade.

Honor Roll
After each nine-week period, and honor/awards ceremony will be scheduled to recognize students’ hard work. Teachers and staff are required to provide names and participate in each assembly.
- “A” Honor Roll ~ All “A’s” in all subjects.
- “A/B” Honor Roll ~ “A’s” and “B’s” in all subjects.
- Perfect Attendance ~ School related absences and doctor appointments where the student returns to school the same day do NOT count against the student for perfect attendance.
- Six tardies will disqualify a student for a Perfect Attendance award.

Enrichment
Students are provided with instructional assistance, before or after lunch, in preparation for the Texas Success Initiative Assessment (TSIA), State of Texas Assessments of Academic Readiness (STAAR) End-of-Course (EOC) exams, and/or the Preliminary Scholastic Aptitude Test (PSAT) on a daily basis through the Enrichment class period. Students earn a grade for this class, which is included on the report card, and attendance is taken. This class is subject to compulsory attendance laws, as the instructional minutes provided are included in the calculation of state-required instructional minutes per academic year.

Raptor Time
Students are provided with instructional assistance with their coursework on Mondays through Thursdays from 3:20 p.m.-3:50 p.m. as part of “Raptor Time.” This time is used to ensure that students have the opportunity for reteaching, to meet with professors (when given a valid pass by the College Prep Teacher), and to study course content. Attendance is taken for this class, and thus, subject to compulsory attendance laws, as the instructional minutes provided are included in the calculation of state-required instructional minutes per academic year.
Citizenship (Conduct) Grading
Conduct grades affect a student’s Honor Roll eligibility. In order to be listed on the Honor Roll, students must have Satisfactory, or better, conduct grades (JISD Board Policy, EID Local).

Semester Exams
Semester exams are NOT assessments that can be retaken for grade improvement. All JECA students are given sufficient time to review concepts and material that will be covered on the semester exam, and have access to tutorial opportunities throughout the week.

Student Expectations during Final Exam Week
• Students are to report to all classes on time for attendance.
• Students who do not have an exam during a period must report to their testing location. Students are to remain in their testing location through the duration of the exam time. At the teacher’s discretion, exempt students may be given permission to report to the Commons during the final exam.
• While in The Commons, all students are to be seated, remain quiet, and are not to engage in activities (music, video footage, games, etc.) that are disruptive to students who are studying.
• All seniors will report to the College Prep Teacher for attendance and then execute their assigned duties in accordance with administration directives. Seniors should plan on becoming involved with a variety of events such as, but not limited to: internships, campus and district end-of-year school close out procedures, supervision at Elementary School Field Days, work-study programs, mentoring underclassmen, etc.

Final Exam Exemption Policy
A semester/final exam counts for 20% of the overall semester grade. If a student is exempted from the final exam, the semester grade will be the average of the 3rd and 4th nine week reporting periods. JECA’s Final Exam Exemption policy applies only to second semester exams for core courses (e.g., Science, Social Studies, English, and Math). Under the exemption policy, attendance is cumulative, and absences do not “reset” at the end of the first semester. If a student has an absence during the first semester, it counts for the second semester.

<table>
<thead>
<tr>
<th>Grade Earned</th>
<th>Maximum Number of Absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥ 91</td>
<td>0 absences</td>
</tr>
<tr>
<td>≥ 94</td>
<td>1 absence</td>
</tr>
<tr>
<td>≥ 97</td>
<td>2 absences</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classification</th>
<th>Maximum Number of Exemptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen</td>
<td>1 exemption</td>
</tr>
<tr>
<td>Sophomores</td>
<td>2 exemptions</td>
</tr>
<tr>
<td>Juniors</td>
<td>3 exemptions</td>
</tr>
</tbody>
</table>

For exemption purposes:
• Two tardies count as one absence.
• Medical absences, with documentation from a physician, are NOT counted as a student absence when determining exemption eligibility.
• Excused school business absences are NOT counted as a student absence when determining exemption eligibility.
• Any office discipline referrals disqualify the student for exemptions.
• All fines and charge balances must be paid in full prior to exam week.
• If the final exam is a group project, the student will be required to complete the exam but will be given extra credit points added to the final grade.

<table>
<thead>
<tr>
<th>Grade Earned</th>
<th>Absences</th>
<th>Extra Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥ 91</td>
<td>0 absences</td>
<td>5 pts</td>
</tr>
<tr>
<td>≥ 94</td>
<td>1 absence</td>
<td>10 pts</td>
</tr>
<tr>
<td>≥ 97</td>
<td>2 absences</td>
<td>15 pts</td>
</tr>
</tbody>
</table>

All exemption forms must be signed by a parent/guardian first. Teachers will not sign exemption forms that do not have a parent/guardian signature first. Students must request exemption from specific exams, and student eligibility to exempt requested exams will be verified. **Students must meet and maintain the exemption criteria until the exam is administered or eligibility for the exemption in the course is revoked.** Students exempt from any exam MUST report to the exam period for attendance. Though students may be exempt from the final exam, they must report to the exam location and remain there until testing is complete.

**SECTION 2: STUDENT CONDUCT AND SAFETY**

**Codes of Conduct**
JISD and JECA student discipline policies and procedures apply to JECA students while they are at the high school, college and all JISD events. JECA students will abide by the ACCD Code of Student Conduct while attending college classes and involved in college activities. Any student who violates the JISD and/or ACCD Codes of Conduct are subject to disciplinary action, up to and including dismissal from JECA.

Failure to comply with JECA discipline policy may result in assignment to the JISD Alternative School for repeated discipline problems. This will result in separation from the JECA/NLC program and the student will be sent to the high school in their attendance zone for the remainder of their high school education.

**Dress Code**
Students should check their attire in the morning before reporting to school. JECA students are an elite group of students and need to represent JECA appropriately. Although JECA students will be attending college classes with college students who may not be dressed per our standards, JECA students are expected to adhere to the District’s dress code at all times.

The district has certain dress and grooming criteria that must be complied with by students. These dress and grooming standards are intended to encourage good grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards and teach respect for authority. A student’s appearance has much to do with the way the student feels about himself or herself. Appearance also affects the way in which other students respond to them and has a great deal to do with student success and the learning atmosphere of the school. Because of this, Judson Independent School District has established dress code requirements for students in grades 9 through 12.

**Administrators have the responsibility to determine appropriateness or attire and grooming expectations for the school setting, and to enforce the dress and grooming standards that are established for district students.**
Tops:
- Any shirt with a finished neckline
- Must be appropriately buttoned
- T-shirts that are not deemed offensive (T-shirts cannot have anything related to drugs, gangs, alcohol, sex, ammunition. Final determination of appropriateness is at the Principal's discretion.)
- Shirts do not have to be tucked in – but should be no longer than around the hips

Bottoms:
- Jeans (no holes above the knee)
- All shorts, skirts and dresses must be-knee length or longer, to include basketball and/or athletic shorts
- Warm-ups (must fit appropriately)
- Sweats (must fit appropriately)

The following items are prohibited:
- Shoes with wheels or speakers
- House shoes (slippers), shower shoes (flip-flops), or slides (Sandals are acceptable.)
- Sagging (no visible undergarments)
- Sleeveless shirts
- Inappropriate facial piercings or tattoos
- Bandanas, flags, or gang related attire
- No type of head covering, cap or hat, hair rollers or long-handled combs may be worn inside the building
- Halter tops, exposed midriffs, strapless and/or low cut tops that expose breasts or cleavage, exposed backs, spaghetti straps and see-through clothing are not permitted (Undergarments shall not be visible or exposed.)
- Clothing that promote violence or reflect gang activity are strictly prohibited
- Clothing that is considered offensive, inflammatory or disruptive to the learning environment are prohibited. This prohibition includes, but is not limited to, inappropriate advertising or statements that are offensive or inflammatory, alcoholic beverages, profanity, sex, tobacco, drugs, gangs, guns and other weapons, excessively violent or gory imagery, and the promotion of violence and death.
- Pajamas
- Revealing or excessively tight garments (tops, stretch pants, leggings, jeggings and yoga pants) are prohibited

DRESS CODE VIOLATIONS MAY RESULT IN DISCIPLINARY ACTION.
IF IN DOUBT, DO NOT WEAR IT!

Student ID Badges
Per the JISD Student Handbook, JECA student ID badges must be visible at all times while at school. IDs will be worn around the neck (not kept in pockets, purses, backpacks, etc.) during the school day and at all school functions. IDs are NOT to be defaced or have any items placed on the front or the back; defacing a badge may result in being charged for a replacement. Each student will be issued one plastic ID badge at no cost. A charge of $5.00 will be made for EACH replacement card. Students who report to school without their student ID badge will be required to secure a replacement at the beginning of the school day. Students may be asked to produce ID cards in order to purchase tickets to school events, to be admitted to a student function, and to vote in student elections. Students who repeatedly violate the JISD ID badge policy may be subject to disciplinary action. The NLC ID is not considered a substitute or replacement for a JECA ID.

Public Displays of Affection (PDA)
JECA recognizes that genuine feelings of affection may exist between two students. However, students shall refrain from all Public Displays of Affection (PDA) while on campus or while attending and/or participating in a school-related activity.
Being overly affectionate at school can be offensive and is generally in poor taste. The expression of feelings toward one another is a personal concern between the two individuals and thus should not be shared with others in the general vicinity. PDA includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as innocent onlookers. Some specific examples of PDA include, but are not limited to:

- Kissing
- Fondling
- Cuddling
- Inappropriate touching
- Rubbing/massaging
- Caressing/stroking/petting
- Excessive hugging

Inappropriate Public Displays of Affection (PDA) will not be tolerated. Students caught engaging in such practices are subject to the following disciplinary actions:

- 1st Offense = Verbal warning. Parents informed of the issue.
- 2nd Offense = Two days of lunch detention. Parent conference on the issue.
- Subsequent Offenses = Possible suspension. Parent conference on the issue.

Food and Beverage Policy

Beverages and food items should be consumed in the Commons; however, beverages and/or food may be consumed in the classroom with the teacher’s permission ONLY. All containers are subject to inspection. This is a privilege and can be revoked at any time.

JECA students may order lunch from surrounding food vendors who deliver to the campus. Orders should be placed in a timely manner to ensure that the food is delivered with sufficient time for the student to eat it within his/her designated lunch period. Students will not be permitted to eat delivered lunches during Enrichment or after the assigned lunch period has ended, so students should plan accordingly. Students should be prepared to pay the cost of the food ordered, as well as for the additional cost of a gratuity (i.e., “tip”) and delivery fee. School lunches provided by the JISD Child Nutrition Department are available for purchase each day as a nutritious alternative to ordering food for delivery.

JECA Juniors and Seniors are the ONLY students permitted to purchase and/or eat lunch at the NLC cafeteria. This is a privilege that may be revoked at any time based on the determination of the Principal. Any JECA Freshman or Sophomore reported to be at the NLC cafeteria during the lunch periods may be subject to disciplinary action.

Bullying

Repeated offenses involving any form of bullying may result in disciplinary consequences, dismissal from the JECA program, and possible legal action involving Judson ISD Police and/or local law enforcement.

JECA Detention Programs

A. Lunch Detention

Lunch detention (i.e., “D-Hall”) is assigned by JECA staff for minor infractions of the Student Handbook or JECA Student Handbook Addendum. The referring staff member will verbally notify the student of the lunch detention assignment, and the student’s name will be placed on the D-Hall sign-in page. D-Hall is held daily in B206. The student must report immediately to B206, and must be seated by the time the bell rings signaling the beginning of A Lunch. Students are required to sign-in to verify their attendance. (Students who “skip” D-Hall by having lunch at NLC or not reporting as instructed, will be subject to additional disciplinary action by Administration.) Students will remain in D-Hall for the entire Lunch/Enrichment period. Students are to work independently at this time, without any electronic
devices or peripherals. Lunches will be brought to students in D-Hall, and sufficient time will be provided to students in order to eat. No food deliveries will be permitted for students in D-Hall.

B. After-school Detention
All student violations of JISD/JECA policies may result in the student placement into JECA’s after-school detention program. After-school detention will occur every week on Monday and/or Wednesday afternoon from 4:00 p.m. until 5:00 p.m. Late arrival to after-school detention will result in further disciplinary action. Students may be required to help with the overall maintenance of the school, which includes picking up litter, helping with classroom clean-up at the end of the day, or other service tasks (chemicals are never used, and students are not asked to do anything that might endanger their health or safety). It is the responsibility of the parent/guardian to provide transportation for the student to depart the school premises at 5:00 p.m. The school will not be responsible for the supervision of the student after 5:00 p.m.

C. Saturday Detention
Students will report to Saturday Detention in the JECA Commons on time at 9:00 a.m. Saturday Detention will end at 12:00 noon. Students will be required to sign-in to verify their attendance. Students who “skip” Saturday Detention will be subject to additional disciplinary action by Administration.

Students will work individually on assigned JECA or NLC work that does not require the use of any electronic devices or peripherals. The teacher may provide missing work and/or additional work at his/her discretion. Students will not be allowed to use any electronic devices or peripherals while they are in attendance at the Saturday Detention session. Students will not sleep during their assigned detention session. Students are not allowed to read for leisure during their assigned detention session. Students may also be required to participate in service tasks, which include light custodial duties. Students in Saturday Detention will be required to complete an individual behavior reflection assignment. Violation of any of these requirements or expectations will result in further disciplinary action.

Should multiple students be in attendance at Saturday Detention session, all students will sit separately as designated by the detention supervisor. Talking to fellow students for any reason will result in further disciplinary action.

Students must be picked up promptly at 12:00 noon. Parents may begin arriving as early as 11:45 a.m.

SECTION 3: ELECTRONIC AND TELECOMMUNICATION DEVICES

Electronic Device Policy
- All electronic devices and peripherals (including but not limited to earbuds, headphones, speakers, Bluetooth headwear) are to be out of sight while in the Academic Building.
- At the teacher’s discretion, students may use electronic devices and peripherals during that class period only, and only while in the teacher’s classroom.
- The unauthorized use of electronic devices and peripherals in the Academic Building will result in a $15.00 fee and confiscation for each device. Electronic devices and peripherals will only be returned to a parent or guardian upon receipt of payment. Repeat offenses may be dealt with as a discipline issue to be addressed by Administration.
- This policy refers to any disruption caused by any electronic device or peripheral, including phone call, messaging, or texting notifications.
- **JISD/JECA is not responsible for damaged, lost, or stolen electronic devices and/or peripherals.**
The Electronic Device Policy will be followed consistently and without exceptions. Regardless of who is calling/messaging/texting, or the reason, a phone going off during the school day will be confiscated as per guidelines above. Please be aware that if a cell phone goes off in a college classroom, the professor may remove the student, and may also ask the student to withdraw. **If a parent wants/needs to contact a student, he or she may do so by calling the JECA front office at (210) 619-0200.**

Due to safety concerns, the use of any electronic device for the purposes of capturing digital images or video is strictly prohibited anywhere, and at any time, on JECA property. Absolutely no video recording is permitted on campus. Violation of this policy, anywhere, or at any time, will result in immediate confiscation of the device and further disciplinary action.

Confiscated electronic devices and peripherals that are not retrieved by the student’s parent/guardian will be disposed of after the notice required by law. [See JISD Board Policy FNCE.]

In limited circumstances and in accordance with law, a student’s personal telecommunications, computing, or other electronic device may be searched by authorized personnel. Any disciplinary action will be in accordance with the Student Code of Conduct.

Chromebooks and Textbooks
Chromebooks (or similarly-issued electronic devices) and textbooks belong to JISD and are issued to students. They must be returned upon request, and in good condition. Failure to present or return a Chromebook and/or textbook in the condition it was issued, or if it is missing, will result in a fine or complete reimbursement for the device and/or textbook. Failure to pay the fine or reimburse the cost of the device and/or textbook may result in the following:

- Loss of privileges,
- Detention
- Withholding cap and gown
- Disciplinary action
- Theft report filed with JISD Police

If checking out a Chromebook for the day, it is to be checked out before 8am, and checked in before Raptor Time.

**SECTION 4: ATTENDANCE**

Attendance Guidelines
Students must be in attendance a full day even if they only have one high school class and/or college classes are canceled. Each student is still considered to be a full-time high school student, and attendance affects student learning, campus accountability ratings, and school funding.

School Hours and Campus Protocols
- School day is 8:00 a.m. to 3:50 p.m.
- Staff supervision is from 7:30 a.m. to 4:00 p.m.
- Breakfast is served from 7:30 a.m. to about 7:50 a.m., and is provided free of charge for all students.
- Students dropped off before 7:15 a.m. or picked up after 4:00 p.m. will not be supervised unless they are in a class, program, or school-sponsored activity (e.g., tutoring, organizations, clubs, etc.). Students not picked up by 5:00 p.m. must report to NLC for pickup.
Students may not be signed out after 3:30 p.m. All requests to pick up students or deliver messages to students must be in by 3:30 p.m.

Students MUST leave the campus after school unless they are attending tutoring, practice, or a club/organization meeting. When released, the student MUST report directly to the front of the campus where they MUST remain with the teacher/sponsor until his/her parent arrives. The teacher/sponsor will only remain until 5:00 p.m., after which time the student will be asked to report to NLC for pickup.

Students on campus outside of the regular school hours, or without a pass or supervision as part of a class, program, or school-sponsored activity, are subject to ticketing for trespassing.

All students need a valid pass to be in the Academic Building before school or after school.

The school is not responsible for damaged, lost, or stolen personal items, even if the school provides a place for students to store them. This is offered solely as a convenience; and items are not monitored or secured. This includes any and all personal items brought to school for any reason. If any of these items becomes an issue, they can be banned from being brought on campus.

Students must WALK their bikes and skateboards (or anything else similar) on campus and off campus for safety. Skateboards must be checked in with the Receptionist in the front office.

Students who are chronically picked up late may be prohibited from attending after-school activities.

All JISD campuses, including JECA, are considered “closed” campuses; and no student may leave during lunch without a parent. Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the Principal. Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

Leaving Campus
Per the JISD Student Handbook, state rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The district has put the following procedures in place in order to document parental consent:

For students in high school, if the student’s parent will authorize the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office in advance of the absence no later than two hours prior to the student’s need to leave campus. Once the office has received information that the student’s parent consents to the student leaving campus, a pass will be issued to the student to hand to his or her teacher with the necessary information. The student must sign out through the main office and sign in upon his or her return, if the student returns the same day.

If a student is 18 years of age or is an emancipated minor; the student may produce a note on his or her own behalf. Documentation regarding the reason for the absence will be required. If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student’s parent and document the parent’s wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above. If a student is allowed to leave campus by himself or herself, as permitted by the student’s parent, or if the student is age 18 or is an emancipated minor, the nurse will document the time of day the student was released. Under no circumstances will a child in elementary or middle school be released unaccompanied by a parent or adult authorized by the parent.

Attendance Requirements
Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws apply – one dealing with compulsory attendance, the other with attendance for a student’s final grade or course credit.

Students are counted present if they arrive on time. Students who arrive between 1 to 20 minutes after the tardy bell rings will be counted as tardy. Students who arrive to class more than 20 minutes late, will be counted as absent.
NLC allows students to miss no more than three days of instruction in each course. Students can be withdrawn from the course due to insufficient attendance. A student must be dually enrolled at JECA and at NLC in order to stay in the program; therefore, if a student is academically dismissed from NLC, the student will be dismissed from JECA and must return to the assigned high school in his/her attendance zone.

SECTION 5: SCHOOL AMBASSADORSHIPS, CLUBS AND EVENTS, EXTRA-CURRICULAR ACTIVITIES, AND UIL-SPONSORED COMPETITIONS

JECA Ambassadorship
Students can be a public representative of JECA as an ambassador to other campuses and the community. JECA students must maintain a GPA of 3.0 or higher at both JECA and NLC in order to participate in extracurricular activities. Class Officers and Student Council Officers (President, Vice President, and Secretary) are considered to be JECA Ambassadors.

To be a public representative of JECA as an ambassador, a student must maintain a minimum 3.0 overall GPA, have a good discipline record, satisfactory or higher citizenship (conduct) grades, and must gain signature approval from teachers of missed classes. Students are required to complete all course work and submit same at the next class meeting.

JECA-sponsored Clubs and Events
Participation in JECA-sponsored clubs and activities are an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right. For a student to be authorized to wear club regalia as part of their graduation attire, a student must be an active member in good standing of the club for at least one academic year. All club sponsors must ensure that club membership rosters are finalized each academic year no later than end of month September. JECA students must maintain a GPA of 2.0 or higher at both JECA and NLC in order to participate in extracurricular activities.

JISD-sponsored Clubs and Events (off JECA campus)
JECA students are allowed to participate in extracurricular activities at the high school determined by their home zone within the school district. Transportation is not provided by JISD from JECA to the other high schools for these activities.

Participation in JISD sponsored clubs and events not offered on JECA campus must not conflict with the JECA/NLC school day or required activities. All participation in such clubs and events is restricted to after the school day (3:45 p.m.) or on weekends. Any JECA student who desires to participate in off campus clubs and events must have a GPA of 2.0 or higher at both JECA and NLC. Any student placed on Academic Probation will no longer be eligible to participate in the off campus club or events.

Community Service
Community service is defined as services performed by the students of JECA, outside of school hours, for the good of the community. Helping teachers in classrooms and/or donations of goods for school-related events DO NOT qualify as community service.

All students are required to earn a minimum of 10 hours per school year, which are due by April 15. (Hours in excess of the 10 do not rollover to the next school year.) In addition, the student is responsible for keeping up with his/her own hours and for turning in a summary of those hours in by April 15 of that school year to their College Prep teacher.

Seniors who fail to complete their minimum required hours may have their transcripts withheld until documentation is provided verifying the completion of the required hours.
Junior/Senior Prom
Prom is for Juniors and Seniors, but they may bring Sophomore and Freshman as dates.
- All proper forms need to be filled out and turned by the designated campus deadline. All attendees must bring a valid high school ID from the current school year to enter the Prom location.
- Individuals 21 or older are not allowed.
- Home-schooled students and guests under 21 years of age and enrolled at a public or private high school may be invited provided they complete a Liability, Medical, Parental, and Eligibility Form that is verified and signed by an administrator from the school they currently attend and the guest’s parent.
- Students who have a record of disciplinary issues will be excluded.
- The Principal has the final authority regarding who is allowed to attend prom for the safety of our students.
- Students who fail to follow instructions while at the Prom may be asked to leave immediately.
- Because the Prom is off-site, it is imperative that students are picked up at or before the published event end time.

JECA Extra-curricular Activities
Due to the rigorous nature of JECA and NLC academics and the workload students are responsible for at JECA and NLC students participating in extracurricular activities is considered on a case by case basis. Acceptance to participate is no guarantee that you will be released to participate. We will try to facilitate students participating in extracurricular activities whether privately or at the other high schools. JECA, due to the special nature of our program and commitment to academics, is under no obligation to allow student to participate in, or follow the same eligibility rules that govern non-college academy schools.

NLC Extra-curricular Activities
JECA students are allowed to participate in recognized NLC student organizations after they have successfully completed 12 college credit hours and are enrolled in a minimum of 6 college credit hours per semester. JECA students are allowed to travel with NLC student organizations, but those under the age of 18 are required to be accompanied by an adult designated by the student’s parents. The expense for this adult is incurred by the student’s family. Permission for JECA students to travel with NLC organizations is granted by the JECA Principal in consultation with NLC officials. JECA students must complete the student travel paperwork required by ACCD. JECA students must maintain a GPA of 2.0 or higher at both JECA and NLC in order to participate in extracurricular activities.

UIL-sponsored Competitions
Eligibility for initial and continuing participation in all UIL activities is governed by state law and the rules of the University Interscholastic League (UIL) – a statewide association overseeing interdistrict competition. If a student is involved in an academic or athletic activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Please see http://www.uiltexas.org for additional information.

The following requirements apply to all UIL academic and performance based competitions:
- A student who receives a grade below 70 at the end of a grading period in any academic class – other than an Advanced Placement or International Baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English – may not participate in extracurricular activities for at least three school weeks.
- Grades must be checked for all participants at the end of the first six weeks of the school year. From that point, grades are checked at the end of each nine-week grading period. Students who pass remain eligible until the end of the next grading period.
- All activity coaches and directors are responsible for obtaining official grade reports from the individual the principal designates as the keeper of official grades before the student represents the school. This provision applies to all grading periods. It also applies to all three school week evaluation periods for ineligible students.
- An ineligible student may not practice or rehearse.

A student is allowed in a school year up to 10 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.

SECTION 6: SCHOOL OPERATIONS

Visiting the Campus
We welcome parents to our campus and want them to volunteer and be involved as much as they can. Appropriate dress and demeanor is expected of all visitors.

Parents can eat with their child at any time without an appointment. A background check is not required, but parents will need to go to the main office for clearance through the Raptor System to obtain a visitor pass (see “Raptor System” below).
In addition, parents and guests are always welcomed to attend assemblies and other student functions after checking in at the main office.

On testing days, parents or visitors will NOT be allowed due to testing regulations. These dates are posted on the website.

Parents who wish to accompany students on school-related functions will require passing a background check. There is a very short ONLINE class on the requirements for volunteering. It must be repeated each year. It is district-wide and mandatory for participating in school activities. The Volunteer Clearance includes a background check. If a person does not pass the background check, the school is only informed that she/he has failed; we do not receive any further information. You may discuss this with the Human Resources Department for possible resolution.

Visiting JECA Staff
Parents are welcomed and are encouraged to visit their child’s classroom. In order to protect the academic environment and to make your visit more productive, an appointment with the teacher requesting a visit is required. Visitors wishing to meet with school staff members should also make an appointment. This will enable us to give visitors the time and attention needed.

Raptor System
All adults who are not District employees must present their identification (ID) to the receptionist for it to be passed through the Raptor System, which will check for any incident of endangerment or sexual abuse that is on record. Once the ID has passed, a visitor pass will be issued. Visitors must wear the visitor pass at all times. Any visitor who refuses to wear the visitor pass will be denied access to the campus. Please note that parents who do not pass the Raptor System check may, under certain circumstances, have the right to eat with their child and/or converse with their child’s teacher. Please know that these individuals are escorted and monitored by a staff member. Anytime a visitor fails the Raptor check, a phone message and an e-mail is sent to the Principal and the Judson Police Department.
All visitors must surrender their driver’s license and/or State ID once they have checked in. This is to ensure that all issued visitor passes are returned and not reused by any unauthorized person. If a person refuses to present their ID, access to the campus may be refused.

Any disruption and/or noncompliance with the school’s directions and expectations may result in being asked to leave. If the visitor refuses to leave, the law enforcement will be called and a Trespass Warning will be issued. The Trespass Warning prohibits that person from coming onto the campus without the Principal’s permission.

Transportation

JISD provides bus transportation from residential areas to and from JECA. For additional information from the JISD Department of Transportation, please call (210) 945-1234.

A. Finding Your Bus
- To determine the bus your child will ride to and from JECA, please go to www.judsonisd.org.
- Under the heading “Departments,” click on “Operations.”
- When the window opens, click on “Transportation.”
- When the next window opens, click on “Transfinder.”
- When the next window opens, enter your address, the school and year, then click on “Search”; bus information will be provided.

B. Requesting Authorization to Ride an Alternate Bus
Students must ride their assigned bus to depart school unless:
- They drive a personal vehicle (bike or car);
- An authorized person picks up the child from JECA; or
- The student provides a signed note from the parent or guardian acknowledging that the adult understands that the student is arranging an alternate means of transportation away from JECA. JECA administration personnel will then complete a JUDSON ISD Transportation Bus Rider Permit providing access to the alternate bus.

The signed parent/guardian note is required EVERY time the student plans to ride an alternate bus to depart the school premises.

Parking
- It is a privilege for JECA students to drive to school and park on campus. Failure to follow directions, violating the rules, or operating your vehicle unsafely may result in the loss of the privilege. This privilege can be revoked at any time at the discretion of the Principal.
- It is against state law to use your mobile phone, in any capacity, during school zone hours, in a school zone or IN THE PARKING LOT, unless you are parked in a designed parking slot.
- All students who drive to school are required to register for a parking permit and submit proof of insurance. Students must park at JECA and not at the college. Parking at NLC is not permitted at any time. Any student who violates this requirement may be subject to disciplinary action.
- You must have permission from the Principal to return to your car during the school day.
- For safety, all cars must have a JECA parking permit. Parking permits cost $10 each. Students may purchase additional parking permits at a cost of $10 each for additional vehicles provided that the vehicles are registered in the main office and proof of insurance is provided.
- Parking at the college is NOT an option for students whose parking privileges have been revoked.
Communication

- We use an automated phone announcement system. You will receive phone announcements weekly, and text messages as needed. The District may also use the system for communicating important information. In addition, the system calls automatically when a child is absent. If you receive a call and your child was not absent, please contact the main office to reconcile the situation.
- Parent Center is the web-based program that gives parents access to their child’s information such as grades, attendance, lunch account, etc. It can also send you pre-set warnings.

Miscellaneous Student Fees

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<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Print Cards</td>
<td>$5.00 (good for 50 printed pages)</td>
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<tr>
<td>Replacement Student ID Badge</td>
<td>$5.00</td>
</tr>
<tr>
<td>Replacement Lanyard</td>
<td>$1.00</td>
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<tr>
<td>Replacement Badge Protector</td>
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</tr>
<tr>
<td>Transcripts</td>
<td>$2.00</td>
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</tbody>
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**SECTION 7: SAFETY, CHARACTER, AND INTEGRITY**

Because JECA is a family and we have an ethical responsibility to care for our school and each other, we urge all students to report the following student behaviors:

- Leaving the campus without permission for any reason
- Being aware of a student or students who have left campus and not reporting it to administration
- Failing multiple classes
- Excessive absenteeism
- Persistent skipping of class
- Cheating, including plagiarism and collusion
- Bullying
- Persistent misbehavior
- Parking at NLC
- Conversations concerning self-harm or harm to others
JECA STUDENT HANDBOOK
RECEIPT ACKNOWLEDGEMENT FORM

Read, sign and turn in to the front office.

2018-2019 Acknowledgement Form

My child and I are responsible for reading, understanding, and abiding by the JECA Student Handbook.

I also understand and agree that my child will be held accountable for the behavior and consequences outlined in the Student Code of Conduct section of this handbook, at school, at school-sponsored and school-related activities, including school-sponsored travel, and for any school-related misconduct, regardless of time or location.

__________________________________________
Student’s Name (Please Print)  Student ID #

__________________________________________
Parent/Guardian Name (Please Print)  Parent Phone Number

Technology, Textbook, and Instructional Material Policy

Texas law requires parent notification of the following:

Your student may be issued a personal computing device, textbooks, and/or instructional material(s) needed to complete his/her course of study. These are provided at no cost to the student, and the family assumes full responsibility in returning all items and materials issued to the student in good, usable condition. If any item issued becomes damaged, it is the student’s responsibility to report this immediately to the person who issued the item; otherwise, it will be assumed to be in good working order. Students and family are responsible for returning all issued items to the school upon request, or pay for replacement and/or repairs. In the case of electronic devices issues, families are encourage to purchase insurance, either district or personal, to cover the cost of replacement or repairs. Failure to return any item issued to a student will result in disciplinary consequences and payment due.

I have read and agree to abide by all rules and regulations contained in the JECA Student Handbook, including the Code of Conduct.

__________________________________________  __________________________
Parent/Guardian’s Signature  Date

__________________________________________  __________________________
Student’s Signature  Date