



**A Texas Education Agency  
7 Distinction Designation School**

# **Judson Early College Academy Student Handbook 2021-2022**

**Topics in the JECA Student Handbook 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 1: 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 an 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.
- 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 NLC.
- NLC 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 English Language Arts & Reading portion of the TSI) by the end of his/her freshman year.
- The JECA senior must be college-ready in Mathematics by the end 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 or the Judson Learning Academy (JLA) (if accepted).**

### 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. All scholastic performance, including academic probation and dismissal, is recorded on the student's NLC transcript. Placement of students who are removed from JECA and NLC will be at the high school of their assigned attendance zone, or the Judson Learning Academy (JLA) (if accepted).

### 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 zero ("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 or the Judson Learning Academy (JLA) (if accepted).**

#### 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).

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. Class assignments, assessments, and/or homework may resume the very next school day after testing has concluded.

#### 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. Various methods of contact will be utilized until a parent confirms receipt of the communication (e. g., email, phone call, etc.). In addition, teachers will respond to parents' concerns/inquiries within two instructional days.

## Grading Values

JECA		NLC	
90-100	A	95	A
80-89	B	85	B
70-79	C	77	C
Below 70	F	72	D
		69	F

### C. 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; however, assignments, tests, projects, essays, performances, and/or labs may be assigned during the week after testing has concluded.
- There will be no videos/movies without proper request and approval after testing. The teacher will plan academic activities based on state course standards to engage the students.

### JECA Grading Guidelines

JECA offers a variety of advanced courses and 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 Honors and Dual Credit. The course syllabus will outline the established grading policy for the course.

1. Grades should reflect knowledge and mastery of a subject.
2. Teachers must have two or more grades each week (no participation grades except in P. E.). English/Language Arts and Reading Teachers must have at least one grade each week.
3. Grades should be entered weekly in Frontline.
4. Student work will be graded and feedback provided in a timely manner. For most assignments, this will be within two instructional days; but, reports, essays, and large projects may take longer. Specific, detailed feedback to students is encouraged on scores below 70.
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 to obtain any missed work.** Students must contact the teacher on the day of their return to class/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 be assigned a grade of zero ("0").

### Missing Assignments/Late Work

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. All work, including homework, is due to the teacher by the assigned deadline. Late work must be received by the teacher **no later than** the next A-Day or B-Day class meeting, and the **maximum** possible grade for a late assignment is 70. If the late work is not submitted on or before the next A-Day or B-Day class meeting, then the assignment grade will be a zero (0). The "0" will be reflected as an "M" in the gradebook. The assignment

must still be completed and turned in for the instructor to verify evidence of mastery, even when the student does not earn points for a grade.

Major projects, essays, and labs will be accepted up to TWO DAYS late, if submitted to the teacher with the following DEDUCTIONS on the project's/essay's/lab's final grade:

- Turned in on due date at any time after the assignment deadline/collection - 10 points
- Turned in the very next school day after the due date - 10 points
- Turned in two school days after the due date - 20 points
- Three or more 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 cannot 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

Per JISD Grading and Reporting Handbook, grading policies for advanced academic programs are contained in the course syllabus. JECA category percentages for academic courses are:

Tests/Projects/Major Essays/Labs (Min of 2 per 9 weeks)	40%
Quizzes/Daily Assignments/Homework	60%

Teachers will record a minimum of two grades per week (ELAR Teachers will record a minimum of one grade per week), and a minimum of two tests/projects every grading period (i.e., "nine weeks"). Contact the course teacher with specific questions.

#### 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 highest potential grade earned on a retest will be a 75.

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/Major Essays/Labs 40% (Min of 2 per 9wks) category of a student’s grade. All students will be given the opportunity to reteach and retest with the highest potential grade of a 75. Teachers should use professional judgment to differentiate for students who clearly mastered the content the first time (90% or higher).

#### 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 quiz/daily assignment/homework grade.

#### Honor Roll

After each nine-week grading period, an honor/awards (in-person or virtual) ceremony will be scheduled to recognize students’ hard work. Teachers and staff are required to provide names and participate in recognition ceremonies.

- “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 (e. g., field trip, UIL competition, etc.) do NOT count against the student for perfect attendance.
- Six tardies will disqualify a student for a Perfect Attendance award.

#### Class Rank and Grade Point Average

Students attending JECA will adhere to the grading guidelines provided by the campus and recorded on the campus student profile sheet.

#### 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.

JECA teachers may provide a pass for a student to be excused from Raptor Time for instructional assistance. The pass is only valid for one school day, and only the requesting teacher may issue the pass. The student must first report to his/her assigned Raptor Time for attendance.



### 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.

Semester exams will NOT be given prior to the scheduled test date. Any student who misses one or more Fall Semester exams must make up the exam(s) on **Tuesday, January 4, 2022**. Any student who misses one or more Spring Semester exams must make up the exam(s) on **Monday, May 23, 2022**.

### 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 for attendance. Students are then to report to the Commons for the remainder of the exam time.
- All seniors will report to the College Prep Teacher for attendance and then execute their assigned duties in accordance with administrative 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, work-study programs, mentoring underclassmen, etc.**

### Final Exam Exemption Policy

A semester/final exam counts for 10% of the overall semester grade. If a student is exempted from the final exam, the semester grade will be the average of the 3<sup>rd</sup> and 4<sup>th</sup> nine week reporting periods. JECA's Final Exam Exemption policy applies only to second semester exams. The "grade earned" for exemption purposes is the average of the 3<sup>rd</sup> Nine Weeks and the most recent progress report grade. 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 is included in the absence count for the final exam exemption. Students may earn a maximum of four (4) final exam exemptions.

**The student must be present on campus during the exam period, even if exempt from the final exam. If the student is absent during the exam period (exempt or not), then the student must make up the exam.**

<u>Grade Earned</u>	<u>Maximum Number of Absences</u>
≥ 91	0 absences
≥ 94	1 absence
≥ 97	2 absences

<u>Classification</u>	<u>Maximum Number of Exemptions</u>
Freshmen	4 exemptions
Sophomores	4 exemptions
Juniors	4 exemptions

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.
- The student must report to class for attendance before reporting to the Commons when exempt from an exam.
- 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.

Grade Earned	Absences	Extra Credit Points
≥ 91	0 absences	5 pts
≥ 94	1 absence	10 pts
≥ 97	2 absences	15 pts

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.**

## **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 NLC Code of Student Conduct while attending college classes and involved in college activities. Any student who violates the JISD and/or NLC Codes of Conduct are subject to disciplinary action, up to and including dismissal from JECA.

Failure to comply with the JISD and/or JECA discipline policies may result in assignment to the JISD Alternative School for repeated discipline problems. Assignment to JISD Alternative School for any period of time will result in separation from the JECA/NLC program, and the student will be sent to the high school in their attendance zone following the successful completion of their assignment to the JISD Alternative School.

### **Health Precautions**

**In conjunction with Northeast Lakeview College, all staff and students must answer the COVID health screening questions and complete a non-contact temperature check for admittance to the college buildings. Face coverings over the nose and mouth (i. e., masks) are encouraged, but not required. Individuals are asked to maintain a minimum of 3 ft of distance from others to the greatest extent possible, and wash/sanitize hands frequently.**

### 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 beverages must be in a CLEAR container, and containers are subject to inspection. This is a privilege and can be revoked at any time.

JECA students may NOT order food or beverages from surrounding food vendors who deliver to the campus. Student orders from outside vendors will be refused. School meals provided by the JISD Child Nutrition Department are available for free each day, and students may bring their own meals from home. As a safety precaution, students are not to share any food or beverages.

JECA Juniors and Seniors are the ONLY students permitted to purchase and/or eat lunch at the NLC cafeteria when the NLC cafeteria is open. 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 or purchasing food from the NLC cafeteria during the lunch periods may be subject to disciplinary action.

#### Bullying

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

#### JECA Discipline Programs

##### A. Consequences

Students who do not comply with campus requirements and/or expectations may receive a consequence based on their actions. Consequences may include those listed in the JISD Student Handbook and Code of Conduct. In addition, students at JECA may be denied participation in special events as a consequence, including but not limited to:

- Campus dances
- Fall/Spring Nighthawk Day
- Fall/Spring Food Fest
- Homecoming
- Haunted House
- Prom
- Graduation

##### B. Lunch Detention

All student violations of JISD/JECA policies may result in the student placement into JECA's lunch detention program. Students assigned to lunch detention will be required to report to the lunch detention area at the beginning of the lunch period. Students will have access to meals. Students in lunch detention are expected to complete the detention reflection assignment during the lunch period.

### **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 (B Bldg).
- 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 confiscation of each device. Electronic devices and peripherals will only be returned to a parent or guardian. Repeat offenses may be dealt with as a discipline issue to be addressed by Administration.
- Each student will get only one "warning" per school year (not one warning per device or peripheral) when a device or peripheral is confiscated. The device or peripheral will be returned to the student by Administration and the warning will be documented.
- 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 from the class. **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 without Administrative approval is permitted on campus. Violations of this policy, anywhere, or at any time, may 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 JISD and/or NLC 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, may 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

## 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.
- Students may not be signed out between 3:30 p.m. and 3:50 p.m.
- Students dropped off before 7:30 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 **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.
- Students who are chronically picked up late may be prohibited from attending after-school activities.
- 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.
- Students are responsible for their own personal items and school-issued items. 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 Campus Secretary in the front office.
- 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 parent and 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 (or the start of class time when participating in distance learning) 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 NLC 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 or the Judson Learning Academy (JLA) (if accepted). A student who intentionally fails to attend one or more classes at NLC during any semester may be withdrawn from the JECA program.**



## 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. When missing class due to Ambassador responsibilities, JECA Ambassadors are required to complete all missed course work in accordance with the teacher's deadline.

### 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 the end of the month of 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 attendance zone within the school district. Transportation is not provided by JISD from JECA to the other high schools for these activities. Students must maintain eligibility as defined by the University Interscholastic League (UIL).

### 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 May 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 May 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 a Sophomore or Freshman as a date.

- All proper forms need to be filled out and turned in 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.

- Guests under 21 years of age who are not enrolled in school must present a valid state or government ID, which will be run through the Raptor System (see “Raptor System” on page 19).
- Students who have a record of disciplinary issues will not be allowed to attend, which includes students who have been assigned to DAEP (i.e., JISD Alternative School) during the current school year.
- 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.
- Guests must remain with their JECA date at all times during the Prom.
- 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 6 college credit hours and are enrolled in a minimum of 6 college credit hours per semester. JECA students are not allowed to travel with NLC student organizations. JECA students must maintain a GPA of 2.0 or higher at both JECA and NLC in order to participate in extracurricular activities at NLC.

#### 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 inter-district 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 (i. e., 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 JECA Data Manager before the student represents JECA and/or the home campus. This provision applies to all grading periods. It also applies to all three school-week evaluation periods for ineligible students.

A student is allowed, in one 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 JISD Board, are subject to these restrictions.

## SECTION 6: SCHOOL OPERATIONS

### Visiting the Campus

As a health and safety precaution, we do not accept visitors to the campus without an appointment. Appropriate dress and demeanor are also expected of all visitors.

Parents with an appointment are not required to complete a background check, 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).

On testing days, parents and visitors will NOT be allowed due to testing regulations. These dates will be posted on the JECA 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 JISD Human Resources Department for possible resolution.

### Raptor System

All adults who are not District employees must have an appointment and present their state-issued identification card or driver's license to the Campus Secretary 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. Anytime a visitor fails the Raptor check, a phone message and an e-mail are 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, 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 for one calendar year. Depending on the severity of the disruption and/or noncompliance, Judson ISD Police may issue a Criminal Trespass Warning, which prohibits that person from coming onto the campus for any reason for one calendar year under penalty of law.

### Transportation

JISD provides bus transportation from middle- and high school campuses to and from JECA. **For additional information from the JISD Department of Transportation, please call (210) 945-1230.**

#### A. Alternate Means of Transportation

Students must ride their assigned bus to depart school unless:

- They operate 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 from JECA. JECA Administration, or designee, 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 in an unsafe manner 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. Students may purchase additional parking permits at a cost of \$5 each for additional vehicle, provided that the additional vehicle is 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 and text messages periodically 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 JECA Data Manager to reconcile the situation.
- Frontline is the web-based program that gives parents access to their child's information such as grades, attendance, lunch account, etc.

### Miscellaneous Student Fees

Replacement Student ID Badge	\$5.00
Replacement Lanyard	\$1.00
Transcripts	\$2.00

## **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:

- Conversations concerning self-harm or harm to others
- Bullying
- Cheating, including plagiarism and collusion
- Failing multiple classes
- Persistent misbehavior
- Excessive absenteeism
- Persistent skipping of class
- Planning or engaging in activities that tarnish the reputation of the school
- 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
- Parking at NLC
- Violations of the Judson ISD Student Code of Conduct

**JECA STUDENT HANDBOOK  
RECEIPT ACKNOWLEDGEMENT FORM**

*Read, sign and turn in to the front office.*

**2021-2022 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 expectations, 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 families are responsible for returning all issued items to the school upon request, or pay for replacement and/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 and Technology, Textbook, and Instructional Material Policy.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date