



San Antonio Independent School District

Thomas Jefferson
High School

STUDENT HANDBOOK ADDENDUM

2019-2020

“Every Student, Every Day”

TABLE OF CONTENT

● INTRODUCTION	3
● ADMINISTRATIVE TEAM	3
● ATTENDANCE POLICY	3
● AVID BINDER	3
● CELL PHONE POLICY	4
● DRESS CODE	4
● PARENT DROP OFF AND PICK UP	6
● PASS PROCEDURE FOR STUDENTS	6
● SCHOOL COUNSELORS	6
● TARDY POLICY	6

INTRODUCTION

Our primary purpose of improving lives through a quality education is driven by an unrelenting determination to graduate all of our students and prepare them for success in higher education. Our ideology is reflected in our fundamental beliefs, commitments and core values that guide us in our daily practices.

MISSION STATEMENT

To graduate all of our students and prepare them for success in higher education.

ADMINISTRATIVE TEAM

Principal Ralf Halderman
Chris Stanley, IB Associate Principal
D'Onda Kristan, Academic Associate Principal
JoAnn Herrington, 9th grade Assistant Principal
Robert Reyes, 10th grade Assistant Principal
Gema Anzaldua 11th grade Assistant Principal
Luis De La Garza 12th grade Assistant Principal

ATTENDANCE POLICY

To receive credit or final grade in a class, a student must attend at least 90 percent of the days the class is offered. Students below the 90 percent will be allowed to make up the hours to receive credit. Make up hours will be completed through before or after school tutorial sessions, after school detentions, and community service. Only half of the hours may be completed through community service. Students will be issued a verification sheet to document make up hours with signatures. It is the student's responsibility to keep up with the verification sheet, make up the required hours for credit, and turn in the sheet to the appropriate grade level counselor.

AVID BINDER

Students are responsible for maintaining and utilizing their AVID Binder in each classroom.

CELL PHONE POLICY

The district allows students to possess cell phones while on campus; however, all cell phones must be on silent or vibrate during school hours. Cell phones, earbuds, and other electronic devices may only be used during non-instructional times such as lunch and before/after school. Cell phone use is prohibited in all locker rooms and restrooms. Cell phones are prohibited during all campus testing. A student may use a personal electronic device in a classroom for educational purposes with prior approval by the teacher or administration. If a student needs to leave the classroom during instructional time (restroom break, called to the office, etc.), the student's cell phone will remain with the teacher in the room until the student returns. Teachers have cell phone caddies in their room to store student devices for the class period. If a student device is taken up by staff:

First offense: Student will sign for device with an administrator at the end of the school day and device given to student with a warning.

Second offense: Parent will be required to pick up and sign for device from an administrator at the end of the day.

Third offense: Parent will be required to pick up and sign for device from an administrator at the end of the day. Fine of \$10 will be assigned or an after school detention served by the student.

Fourth offense: Parent will be required to pick up and sign for device from an administrator at the end of the day. Fine of \$15 will be assigned or two after school detentions served by the student.

Fifth offense: Students will be required to serve a day of OCI and a parent conference with administration will be held before the release of the device. Students will only be allowed back in class with administrator release.

DRESS CODE POLICY

DRESS AND GROOMING (All Grade Levels) The dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. At Thomas Jefferson High School, students are encouraged to wear Mustang spirit wear as usual

to show their school pride. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following;

- Skirts and dresses must be at least knee length. **Students may not wear shorts or skorts.**
- Appropriate footwear must be worn; footwear which has toes reinforced with steel, hard plastics or similar materials is specifically prohibited, as are beach sandals or other open-toed shoes that do not have straps to secure them.
- Hair must be neat and clean at all times. Unconventional hair colors, hairstyles (e.g., Mohawks, spiked hair or designs), facial hair (other than well groomed mustache and sideburns), or make-up causing distractions are not permitted.
- Headwear shall not be worn in buildings. For enforcement purposes, headwear worn as legitimate religious attire may be considered as an exception following a conference with the principal.
- Any clothes that are suggestive or indecent or which cause distractions are prohibited. Specifically, tank tops, muscle shirts, halter-tops, spaghetti straps, exposed backs or midriffs, and see-through garments without a shell or shirt worn under garments are prohibited.
- Indecent/inappropriate patches, writings, or drawings on clothing or body are prohibited. Clothing with inappropriate advertising or statements that are lewd, offensive, vulgar, obscene or inflammatory (e.g., alcoholic beverages, sex, tobacco, drugs, gangs, etc.) are also prohibited.
- Oversized clothing shall not be worn to school. Specifically, "bagging" or "sagging" pants/sweats and any type of pajama pants are prohibited. All pants are to be worn at the waist with no holes, rips, or tears. A longer top must cover the bottom of tight-fitting pants (e.g., tights, bicycle pants, Spandex). Extra-long belts are prohibited. Belts must be put through the belt loops on the pants.
- Dangling key rings and chains will not be permitted. This includes chains attached to wallets, footwear and backpacks.
- Visible body piercing jewelry is prohibited, except for ear piercing and small nose stud.
- No gang-related attire will be permitted. This will be designated by individual campuses. For enforcement purposes, gang-related attire may be identified by specific colors. Principals shall work with SAISD Police to identify gang-related attire and shall communicate to students and parents what attire is considered gang-related in the school and community to prevent these violations.

These rules apply to Thomas Jefferson High School and its facilities and to any locations off-campus where Thomas Jefferson High School students are receiving

classroom instruction (e.g., official class field trips, internships, or other programs hosted at facilities other than Thomas Jefferson High School).

If the principal (or designee) determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to on-campus intervention for the remainder of the day or until a parent/designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

PARENT DROP OFF & PICK UP

Parents may drop off and pick up students at:

- Donaldson street in front of the campus.
- Pony Field and Arcade parking lot.
- Please **avoid** Club Drive and Kampmann Blvd.

Busing will take place in the designated busing areas in front of the campus and the Arcade parking lot.

PASS PROCEDURE FOR STUDENTS

Students should only be in the hallway with an appropriate pass provided by the teacher or office personal. Students should remain in class without an appropriate pass (Mustang Pass).

SCHOOL COUNSELORS

Hope Garza, Lead Counselor

Priscilla Vomero, 9th grade

Juli Gonzalez, 10th grade

Rita Beck, 11th grade

Erin Dickson, 12th grade

TARDY POLICY

A student is considered tardy if:

- A student is not in his/her assigned area when the class bell rings and the teacher is unaware of the student's whereabouts;
- A student enters his/her assigned area after the class bell rings without a pass.

Student tardiness creates a loss of instructional time for the student.

- Four tardies in a 9 week grading period in a class will result in an afternoon detention (4:30-5:30 pm).
- Every two additional tardies for the class will require students to attend another after school detention.
- Students who fail to serve their assigned detention will be assigned OCI by administration.