

2021-2022

**THOMAS JEFFERSON HIGH SCHOOL
INTERNATIONAL BACCALAUREATE WORLD SCHOOL**

STUDENT HANDBOOK ADDENDUM



SAISD

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MISSION STATEMENT

The mission of Thomas Jefferson High School is to provide an inclusive, relevant, comprehensive education within a principled diverse community. We are committed to inspire in each Mustang, a love of learning and an affinity for risk, empowering them to persevere as balanced and thoughtful global citizens.

ADMINISTRATIVE TEAM

Head of School, Ralf Halderman

Associate Principal - Academics, D'Onda Kristan

Assistant Principal A - E, Gema Palos

Assistant Principal F - L, Robert Reyes

Assistant Principal M - Ri, Luis De La Garza

Assistant Principal Ro - Z, Shelby Parker

SCHOOL COUNSELORS

Hope Garza, Lead Counselor

Rita Beck, Student last names A - E

Juli Gonzalez, Student last names F - L

Sandra Gonzalez, Student last names M - Ri

Laura De Luna, Student last names Ro - Z

ACADEMICS

Academic Expectations and Progress Monitoring

TJHS is a one-to-one technology campus. Students are expected to bring their Chromebooks (with charger) daily to school. Student **academic progress** will be tracked in Canvas and/or Frontline through daily assignments, activities, interaction with a teacher and other markers. In addition, student academic progress will be tracked through teacher formative and summative assessments.

Students must have passing grades at the end of each grading period. Failure to have passing grades may result in denial of credit and/or required enrollment in credit recovery. UIL eligibility is determined by passing grades.

ATTENDANCE POLICY

Students will be required to attend school in person. The State of Texas requires that all students attend ALL classes a minimum of 90% of the school year. Therefore, a student cannot accumulate more than 4 unexcused absences during any semester in order to qualify for credit for a course. Please reference *Chapter TEC 25.092 MINIMUM ATTENDANCE FOR CLASS CREDIT OR FINAL GRADE*. Find the entire document at [this link](#).

AVID BINDER

Students enrolled in AVID courses will be responsible for maintaining and utilizing their AVID Binder in each classroom. AVID binders are designed to assist students with time management and organization of class notes.

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 needed.

***Cell phones can be confiscated by an Administrator if it is reported or determined that inappropriate, harassing or vulgar messages, images or the like has been displayed or viewed. Phones will be released to the parent after an in-person conference with an Administrator.

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 clothing 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:

Students may wear:

- Skirts, dresses, skorts and shorts that are within three inches of knee length.
- Fitted pants, opaque leggings, yoga style pants and skinny jeans
- Ripped jeans, shorts, skirts and skorts as long as undergarments and buttocks are not exposed
- Appropriate footwear
 - NOT: 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. (No Slides)
- Appropriate tops

Students may not wear:

- Pants, jeans, shorts, skirts that sag; must fit at the waist
- Headwear within the buildings. (Headwear worn as legitimate religious attire may be considered as an exception following a conference with the principal.)
- Tank tops, muscle shirts, halter-tops, spaghetti straps, exposed backs or midriffs, and see-through garments without a shell or undergarments worn as a shirt are prohibited.
- Hairstyles that obstruct the ability of other students to see the teacher and/or hair designs that have profanity or are otherwise vulgar are not permitted.
- Images or language depicting drugs or alcohol (or any illegal item or activity) or any other substance prohibited under FNCF (Legal)
 - Hate speech
 - Profanity
 - Pornography
 - Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
 - Violent language or images
 - Any clothing that reveals visible undergarments (waist-bands and straps excluded)
 - Swimsuits (except as required in class, field trips or athletic practice)
 - Accessories that could be considered dangerous or could be used as a weapon
 - Any item that obscures the face or ears (except as a religious observance)
 - Slides, thongs, beach sandals, or other open-toed shoes that do not have straps to secure them
- 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, its facilities and to any locations off-campus where Thomas Jefferson High School students are representing the campus and/or receiving classroom instruction (e.g., official class field trips, internships, or other programs hosted at facilities other than Thomas Jefferson High School).

If the Head of School (or designee) determines that a student's grooming or clothing violates the district or campus dress code policy, 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 on Donaldson Street in front of the campus and in the Arcade parking lot. The ARCADE parking lot will be closed until the buses have dropped students off. It will open up after the buses have cleared out. Busing will also take place in the designated busing areas in front of the campus.

PASS PROCEDURE FOR STUDENTS

Students should only be in the hallway with an appropriate pass provided by the teacher or office personnel.

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.

- 1-4th Tardy will be a warning
- 5-7th Tardy will result in a teacher assigned detention with a parent call/conference.
- 8th and above write a referral in Frontline and the administrator will address the issue.

*Every month there will be a drawing from those students who have zero tardies.

What the Faculty and Staff Expect of Thomas Jefferson High School Students

- **Come to school every day.**
- **Be on time to every class every day.**
- **Actively participate in class.**
- **Complete and turn in all assignments on time.**
- **Complete all make-up work according to school policy.**
- **Be respectful toward others and adhere to the rules everyday.**
- **Report any problem to the proper authority – Let us help resolve any issue that interferes with your education – You can ALWAYS see your principal!**