

JOHN JAY HIGH SCHOOL/ SCIENCE AND ENGINEERING ACADEMY

7611 Marbach Road • San Antonio, TX 78227 • (210) 397-2700

2026-2027

ADMINISTRATION

Teresa Cuellar-Hernandez	Principal
Crystal Mitchell	SEA Principal
Amber McWilliams	Associate Principal
Theresa Long	Academic Dean
Jean Karst	SEA Associate Principal
Matthew Rau	SEA Program Coordinator
Tashonne Davis	Assistant Principal
Domingo Gutierrez	Assistant Principal
Daniel Mendoza	Assistant Principal
Vanessa Martinez	Assistant Principal
Christa Martinez	ECHS Program Coordinator

CAMPUS COORDINATOR SPECIAL EDUCATION

Erin Ramos

COUNSELORS

Tabitha Bazaldua, Head Counselor

Rory Briggs	Robbie Carrizales	Kim Ghezzi
Leslie LaBranch	Yvette Lopez	Melissa Steerman

LIBRARIAN

Vanessa Eichler

DEPARTMENT COORDINATORS

Katawaba Brown	English	Brandon Larson	Health
San Juana Tyler	Foreign Language	Chaun Brooks	Physical Education
Luis Ramos	Fine Arts	Richard Ramos	Special Education
Adam Gonzales	Mathematics	Major Mario Seville	ROTC
Belinda Kypuros	Science	Tiffany Reyes	Athletics
Richard Knapp	Social Studies	Joshua Campbell	Athletics
Martha Patterson/Luis Rivera	Career & Technology		

This handbook has been compiled through the combined efforts of the John Jay High School student body, faculty, and administration in cooperation with the Superintendent of Schools and the Board of Trustees of the Northside Independent School District.

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INTRODUCTION

To Students:

This handbook outlines the policies and procedures pertaining to student activities and responsibilities as set forth by the Board of Trustees of the Northside Independent School District. It is the responsibility of each student to read, understand, and abide by the rules and regulations stated in this handbook.

To Parents:

The home is the greatest influence upon the child during the formative years; from these influences the child develops his first habits and obtains most of his ideals and attitudes. The influence of a good home environment cannot be duplicated within the classroom. Therefore, it is imperative that the home and school work cooperatively for the maximum development of your child. Please make every effort to encourage your child to attend school regularly and punctually. Failures are often attributed to irregular attendance, while tardiness tends to develop the wrong habits and attitudes toward life and its responsibilities.

The purpose of this handbook is to supply you and your child with information about John Jay High School. Frequent reference to this handbook will acquaint you with the functions of your school. Please feel free to confer with the teachers, counselors, and the administration when you deem it necessary.

The cooperation of school patrons, based on knowledge of the functions of the school, will result in a more efficient and successful school program.

To Parents and Students:

Questions regarding interpretations of rules and regulations in this handbook should be directed to the John Jay administration.

John Jay

In keeping with the tradition of the Northside School District's policy of naming their high schools after Justices of the Supreme Court, our high school was named for the first Supreme Court Chief Justice, John Jay. Like George Washington, John Jay was a man "pursued by public office." For a quarter of a century after the Revolutionary War, he was given diplomatic missions, appointed to high offices, and elected to others. Jay could render this public service freely because he came from a wealthy family. John Jay was born in New York City, December 12, 1745. He was a serious minded and studious boy. He graduated from Kings College (now Columbia University) and four years later was admitted to the bar. He soon became one of the most respected lawyers in the colonies. When the revolution began, he was made a member of and later president of the Continental Congress. At first John Jay feared the revolution would bring mob rule, but he supported the move wholeheartedly after the Declaration of Independence was adopted. When a new government was formed under the Constitution, Jay was named the first Chief Justice of the Supreme Court. He was later named the governor of New York for two terms before his retirement. He died May 17, 1820.

MUSTANG ALMA MATER

To thee our alma
mater We sanctify
thy name

Our cherished hopes and dreams
unfold Forever as thy fame.

We lift our voice, thy praise we
sing. Thy standards we glorify

We are ever loyal,
faithful and true

To thee our John Jay High.

COLORS

Blue and Silver

MASCOT

Mustan

BELL SCHEDULE

8:50 AM	Students allowed into building
9:00 - 9:48	1st period
9:54 - 10:08	Advisory period
10:08 - 10:56	2nd period
11:02 - 11:50	3rd period
11:56 - 12:44	4th period
12:50 - 1:38	5th period
1:44 - 2:32	6th period
2:38 - 3:26	7th period
3:32 - 4:20	8th period

Subject to change.

SCHOOL

STAFF

PRINCIPAL

The Principal is responsible to the Superintendent of Schools for the proper administration of John Jay High School. It is her duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons.

ASSOCIATE PRINCIPAL

The Associate Principal works directly with the principal in the administration and organization of the school. She assumes the responsibility of the Principal in her absence. She assists the Administrative team in the area of teacher services, discipline coordinator, operational, safety, and the evaluation of the school instructional process.

ACADEMIC DEAN

The Academic Dean works with the principal in the administration/supervision of the academic and instructional programs of the school. She works closely with the counseling staff to ensure appropriate academic placement of students.

ASSISTANT PRINCIPAL

The Assistant Principals work to coordinate and supervise the everyday activities of the student body. They handle the student problems with regard to attendance and student discipline. They also work in the area of teacher services and assist the Principal in the development of the school curriculum and the evaluation of the school instructional program.

EARLY COLLEGE HIGH SCHOOL PROGRAM COORDINATOR

The Early College High School Program Coordinator, under the supervision of the Principal and Academic Dean, is responsible for assisting the dean with Early College High School campus programming.

SEA PRINCIPAL

The Principal is responsible to the Superintendent of Schools for the proper administration of John Jay Science and Engineering Academy. It is her/his duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons. She/He will be glad to help you with any of your problems.

SEA ASSOCIATE PRINCIPAL

The Associate Principal works with the Principal in the administration/supervision of the academic and instructional programs of the school. She/He works closely with the counseling staff to ensure appropriate academic placement of students. She/He assumes responsibility of the principal in his/her absence.

SEA PROGRAMS COORDINATOR

The Campus Programs Coordinator, under the supervision of the principal, is responsible for assisting the school principal with campus programs and student disciplinary issues.

COUNSELORS

The Counselors work with students in discussing school programs, scholarship applications, occupational planning, course choices, group or social problems, and personal problems. The function of the Counselor is advisory, not disciplinary, and all information is confidential. A record of your scholastic achievement, interests, standardized tests and personal information is maintained in the counselor's office. This information enables the Counselors to better assist you while in high school and to help you plan your college or vocational career.

TEACHERS

The teachers are specialists in the field in which they teach and are eager to help you get the most out of your classes. They are the classroom leaders and are charged with the responsibility of supervising and directing all students in the pursuit of their education. The teachers are charged with the responsibility of carrying out the rules and regulations of the Board of Trustees and any additional policies set up by the administration. Each teacher is assigned a conference period as part of his teaching assignment. This period is set aside to give the teacher opportunity for carrying out plans for both classroom work and individual guidance with students. Another purpose of this period is to provide a teacher with a scheduled time to confer with parents. To make an appointment to see a teacher, parents are requested to telephone the office and make their request.

PARA PROFESSIONALS

The Para Professional staff is available to help administrators, teachers, and patrons with situations that deal with day-to-day operation of the school.

INSTRUCTIONAL ASSISTANTS (IA'S)

The primary responsibility of IA's is to assist teachers in the necessary clerical and record keeping tasks in order to assure data is accurate and current on each student in specific classes/courses. IA's support the teacher by helping in the directing of students in the pursuit of their education.

CUSTODIANS

The custodial staff is directed by a plant manager who assigns duties for custodians during both the day and night shifts. They are charged with the responsibility of maintaining and cleaning the entire school grounds and facilities. They also have the duty of keeping all systems and equipment operations for the entire school.

CAFETERIA PERSONNEL

Cafeteria personnel provide wholesome, well-balanced, nourishing meals for the student body and the staff at a reasonable cost. Our cafeteria is managed by an experienced person who is trained in nutrition and management. Courtesy should be extended to these individuals and concerns may be directed in an appropriate manner to the manager or the Associate Principal.

CAMPUS POLICE

The campus police officers work with the staff, students, and community. The police officers ensure all students and staff a safe and secure environment for learning.

ATTENDANCE

ABSENCES

State Absence Policy

Semester course: = 18 week class that meets every day. Full year course: = 36-week course that meets every day.

If a student has more than 9 absences in either semester or more than 17 absences in a year-long course they will be denied credit for the course.

Attendance Recovery (Does not change State Attendance Compulsory Law Requirements)

Any time during the school year that a student accumulates over the state allowed number of absences, 8+ for a semester course and 17+ for a year-long course, he/she may make up the days by attending Attendance Recovery (hour for hour missed) for the classes missed during regular school time. If a student earned a passing grade during the term/semester/year, the attendance at Attendance Recovery will give the student the opportunity to earn his/her passing grade.

Failure to make up needed hours will result in loss of credit. To fulfill the credit for class attendance, a student must not miss more than 10% of the total number of times the class meets. A student may choose to attend Attendance Recovery to make up time missed in a regular class. A student may apply for an attendance waiver for extenuating circumstances. Once submitted a campus attendance committee reviews the request and decides whether the request is approved.

A student is breaking the law when he/she accumulates more than the acceptable dates of attendance and faces the possibility of being sent to court. However he/she may still be able to earn credit for a class by attending Attendance Recovery.

Excused Absences

- a. Parent/guardian notes for less than four consecutive sick days.
- b. Court appearances (not traffic court).
- c. Doctor, dentist, clinic, or hospital visit. (If a student is in school part of the day in which a medical appointment is scheduled. The absence(s) to the class period(s) missed will be considered "H" health absence and the student will not be held accountable for the absence(s). Proper procedure must be followed.
- d. Funeral for immediate family members.
- e. Jay Administrator approved absences.

Unexcused Absences

- a. Car trouble
- b. Trips with parents
- c. Driving examinations
- d. Baby-sitting
- e. Missed bus
- f. Overslept
- g. Job interviews/health tests, etc.
- h. Any other category that does not meet state or district guidelines

Readmission Following Absences

1. A student must **present a note to the attendance office**; otherwise, each absence will remain as unexcused. Even if a parent/guardian calls the school, a note must still be provided or the absence will remain unexcused. The note must include the student's full name, ID#, date(s) of absence(s), and phone number(s) for contacts. The note must be signed by the student's parent or guardian. An excuse note may be **faxed to 397-2819** or **emailed to jayattendance@nisd.net**. The note must include all the information outlined above.
2. Students without an excuse note will be issued an unexcused admit slip by the Attendance Office. The student must bring an excused note the next day to the Attendance Office. This may be done before school, between classes, during lunch or after school.

Third Party Notes

Third party notes are signed and dated notes from a doctor, dentist, hospital, clinic, court, or funeral home. These must include the days the student was absent and a phone number.

Student Information for Excessive Absence Waivers

1. A student with any truancy can be denied a waiver in all courses.
2. A waiver application requesting absences to be waived and explaining the extenuating circumstances regarding the absences should be submitted to the Assistant Principal's office by the appropriate deadline. The student's absences will be corrected within a few days if waivers are approved and will read "MW" on the student's attendance summary.

Health "H" Absences

If a student is in school at least part of the day and either signs in or out at the attendance office, he/she must present a doctor's note. This absence is considered a "health" or "H" absence and does not count against a student's attendance. (Example: Student is in school and is picked up for an appointment or a student comes in from a doctor's visit that happens on the same day, as long as the doctor's note is provided upon return, the absence is an "H" absence.)

Arrival at School/Check-Out Procedures

The school day will be from 9:00 AM until 4:20 PM; therefore, it is not necessary for students to arrive at school before 8:50 each morning. All students arriving before 8:50 a.m. may go to the courtyard in the center of the campus or to the cafeteria. If a student desires a conference with a teacher, he/she must make arrangements to secure a pass the day before and then upon arrival at school he/she must go directly to the teacher's room. A pass will also be required to enter the building before 8:50 a.m. for any other reason.

Once a student arrives on school property, he/she must remain for the entire day unless they legally check-out. This procedure is done by one of the following methods:

1. Bring a signed note from your parent/guardian with a phone number for verification, or
2. A parent or guardian must walk in to the attendance office whenever their child needs to leave campus. A picture ID is required.

TARDIES

Students are required by law to be in class at the designated times. Students who are late are not only violating the law, but disrupting the learning environment for other students. Students who are tardy to class will be subject to disciplinary action. Tardiness affects academic success and can result in the loss of credits.

Senior Skip Day

Teachers, students, and parents should be aware that there is no such thing as "Senior Skip Day" or any other student skip day. These absences are

unexcused and will be dealt with accordingly. School holidays are published in this handbook.

Juniors/Seniors

Criteria for Off Campus Lunch

Junior/Seniors of John Jay participating in open campus for lunch may be released on the following conditions:

1. Students must meet CCMR requirements to be eligible for off campus lunch.
2. Students must have completed and signed parent's permission form.
3. Students leaving campus must be back in the required time. No excused tardies will be accepted. Illness must be reported immediately by the parent, not the student. Loss of junior/senior lunch will occur when a junior/senior is tardy from junior/senior lunch.
4. Students may not visit any other campus.
Students without off campus permits must remain on campus.
5. Juniors/seniors with permission to have senior lunch privileges must have their student I.D. cards appropriately coded so teachers and other personnel will know they are permitted to leave.
6. Juniors/seniors are subject to losing off campus privileges for disciplinary infractions. .

JUNIORS/SENIORS WILL FORFEIT THIS PRIVILEGE FOR ANY VIOLATION OF THE ABOVE CONDITIONS.

TEA Forms/ Verification of Enrolment Forms (VOE) Attendance Office

Students must have this form if taking Driver's Education or if renewing a driver's license (under age 18). To get this form you must sign up for it before school or after school; it can be picked the following day after school. **Students requesting TEA form must have better than 90 % attendance for the previous semester. An "N" by the final grade for the semester indicates loss of credit as a result of excessive absences.**

Withdrawal

When it becomes necessary for a student to withdraw from school, the student's parent or guardian should report to the Attendance Office for an exit interview conducted by an authorized staff member. All pertinent information that relates to the new educational setting will be recorded on a Withdrawal Documentation form, which then must be signed by the student's parent or guardian. Upon completion of the exit interview, the student will remove all articles from his/her assigned locker and return all textbooks, chromebooks, charger and other items belonging to John Jay High School. Failure to return textbooks, chromebook and charger or library books, turn in uniforms, or turn in money owed will delay the student's transcript being sent to other schools, jobs, or military service. A withdrawal requires one working day for processing.

Change in Name, Home Phone Number, or Address

The attendance office should be informed of any change in the student's name, phone number or address. This information and notification of such change(s) should be given to the secretary in the attendance office (L202) with supporting documentation to verify the change. Supplying a new address through paperwork sent home at the beginning of the year will not result in new address information taking effect immediately. It is necessary to visit the attendance office in person and provide proof of a new address in order for all records to reflect the change.

STUDENT CONDUCT

Today's schools require reasonable order and proper classroom behavior due to the large numbers of teachers and students. Necessary steps are required to protect the best interest of pupils and staff and the educational climate of the Northside schools. The conduct of students shall be that which contributes in a positive and constructive way to the improvement and development of the learning situation in which the school is involved. Students shall be held responsible for their conduct both at school and in transit to and from school, since such behavior directly affects school morale.

Northside students, while on the school bus, school campus or at school sponsored activities, will abide by the laws of the Federal Government, State of Texas, City of San Antonio and policies and regulations of the Northside School District.

The following are policies and rules of John Jay High School:

- A. Abusive or vulgar language or actions towards students or staff are never appropriate and are subject to disciplinary action.
- B. Disruptions of the school process will not be tolerated. Any student who participates in a boycott, sit-in, stand-in, walk-out, or other related forms of disturbances will be subject to disciplinary action.
- C. Dress – Students will not be allowed to attend class if their dress is inappropriate for the school day. At John Jay High School all students are expected to Dress for Success every day. The following items are NOT ALLOWED:
 - 1. Wallets with chains
 - 2. Steel-toed or hard plated footwear
 - 3. Torn jeans with excessive holes above the knee
 - 4. Extremely short shorts, dresses or skirts (administration or teacher discretion)
 - 5. See-through clothing
 - 6. Tanks tops
 - 7. Strapless or spaghetti strap tops/dresses
 - 8. Halter top blouses
 - 9. Midriff outfits or revealing clothing of any kind
 - 10. Clothing or jewelry with profane language, vulgar drawing, promotion of tobacco, alcoholic beverages, drugs, suicidal or inappropriate messages, or any clothing or paraphernalia deemed inappropriate by school officials
 - 11. Bandanas in any form
 - 12. Unconventional piercings
 - 13. Unconventional colored, multicolored, spiked, or Mohawk style hair

See Section D for NISD Dress Code.
- D. Drugs or Alcohol – Any student who comes to school or to any school sponsored activity after having consumed alcohol, marijuana, hallucinogenic drugs or narcotics of any kind is subject to disciplinary action. (See Section C)
- E. Smoking Device– Any electronic smoking devices to include tobacco & THC are strictly prohibited (See Section C)

The use of metal detectors will be used randomly throughout the school year. Their use will allow the random checks of students, staff, or visitors, and will be coordinated by NISD police and campus administration. This will also support the work of our police canine unit on campuses.

F. Profanity, in the halls, classrooms, or anywhere on campus, is not permitted.

G. Prohibited Items – The following items are not allowed on campus.

1. Balloons, flowers, food etc. are not to be brought or delivered to John Jay's campus
2. Skateboards
3. Playing cards, dice and other gambling devices
4. Lighters and matches
5. Chains
6. Any item that is considered disruptive to the educational environment

H. Deliveries- All deliveries are strictly prohibited to include, food, flowers, balloons

I. Weapons, or items that may be considered dangerous to students or staff, will be confiscated and the student in possession will be subject to severe disciplinary action. (Section C)

J. Vandalizing, Scribing and Graffiti Paraphernalia – Students are not to have any materials in their possession which could be used to vandalize, scribe, graffiti, mar, mark or deface any surfaces of the building or its contents. Examples of such items are permanent markers of any type, scribing tools such as rocks, nails, etc. or any other tagging paraphernalia. Students who have any such materials in their possession will be subject to disciplinary action.

K. No food or drink is allowed in the buildings or classrooms.

Personal Communication Device Policy

In compliance with state law, the use of personal communication devices by students is not allowed at any NISD campus during the school day, from the first official bell to the last official bell to include passing periods and lunch periods.

Personal communication devices include cell phones, smart watches, earbuds, tablets, or any other electronic devices. If students choose to bring these items to campus, they will be required to comply with campus specific storage procedures (see section A).

Notice of Liability: Northside ISD is not responsible for the loss, theft, or damage of any personal communication devices brought onto campus or stored under these guidelines. Students choose to bring these items to school at their own risk.

Students in violation of this State law and district policy will be subject to progressive disciplinary consequences, to include confiscation of the device. Confiscated items will be released to the student's parent/guardian .

Discipline Detention Hall - a lunch detention hall

Students may be assigned to d-hall. The detention hall is used for disciplinary purposes. Failure to attend a required detention will result in notification of the student's parents and further disciplinary action. Detention hall attendance is the student's responsibility. If a student is absent on detention day, the student must report to the Associate Principal's Office to reschedule it.

Discipline/In-School Suspension (ISS)

In-School Suspension will be used as a disciplinary measure by the Associate Principal's Office to help students assume more responsibility for their actions. Students will be expected to successfully complete assigned hours, and demonstrate their ability to follow rules.

GENERAL INFORMATION

Dances

The dress for school dances will be announced prior to the affair and in no case will a student be permitted to attend a dance in

improper dress. Students who are under suspension from school, or those students who have been expelled from school, will not be allowed to attend any school function. School dances are for John Jay High School students only and a John Jay I.D. is required.

The Senior Prom is the **ONLY** dance where out-of-school dates are allowed. These dates must be pre-approved by the

administration.

Students wanting to attend school sponsored dances **including prom** must be in good academic standing, to include grades, attendance and discipline.

Evacuation Drills

In order to ensure the safety of the students at John Jay, it will be necessary from time to time to have fire or evacuation drills. Instructions will be found in each classroom and will be reviewed by the teacher. You are to follow these instructions as carefully and as quickly as possible in the event we have a drill or an emergency.

Fire Alarm "Siren" – Move out of the building quickly and quietly. TWO BELLS – Move back into the building.

TORNADO DRILL – Follow directions given over the school intercom system. Also, follow procedures that are posted in each classroom.

Financial Obligations

In order for a senior to participate in senior related activities including but not limited to prom, invitation distribution, cap and gown distribution, graduation rehearsal, and project graduation, the student must be in financially good standing with the campus and the school district. Seniors must clear all debts and obligations prior to these events. Debts and obligations could occur from club, class, or organization dues; spirit, fine arts and athletic organization supplies and activities; uniforms; textbooks; chromebooks and chargers; fundraising events; and any other financial debt or obligation from school owned items checked out to the student. In addition, individual campus organizations may impose the same restrictions to all grade levels when participating in extra-curricular activities.

Personal checks will no longer be accepted as a payment for student debt and/or fundraising. Payment of student debt and/or fundraising must be paid in cash, money order or cashier check.

Graduation

The graduation ceremony is a school function, and being such is part of the school year. The school year for a senior ends with the completion of the graduation ceremony. Therefore, a graduating senior who violates the Student Code of Conduct, and as a result is assigned to an alternative placement for a period of time that extends through the date of graduation, will not be permitted to participate in the graduation ceremony. Graduation is a solemn and dignified ceremony. Students should dress as if they are preparing to interview for an important job. Facial piercing (other than earrings) will not be tolerated. Students are expected to observe proper etiquette during the entire graduation ceremony. While they are on the stage and receiving diplomas, students must keep their hands at their sides at all times. The only time hands may be lifted is when students are receiving diplomas from school board members and shaking hands with the superintendent. Students who raise their hands above their waists for any reasons other than receiving the diplomas or shaking hands may be removed from the graduation ceremony. Students demonstrating any other behaviors that serve to lessen the dignity of the event may be removed from the graduation ceremony.

All students are expected to demonstrate a high degree of maturity and behave appropriately. Don't cause embarrassment to yourselves, your parents, and your fellow classmates by being removed from this very special event.

Hall Passes

Students out of any class will be charged with the responsibility of having in their possession an official hall pass signed by a member of the faculty or staff. Time leaving class and destination will be noted on the pass. Restroom passes are standardized throughout the school and must be carried by the student when traveling to the restroom. Students in the halls without a pass will be returned to their class and subject to disciplinary action. The use of PERMANENT passes is strongly discouraged.

Identification Badges

All students are required to wear a John Jay Student I.D. badge whenever they are on the campus. **Student badges/ID's must be visible at all times while on campus.** If a student loses the ID, the student may get a new badge/ID by notifying a school administrator. The student's first ID will be issued at no cost to the student. For an additional ID, if the student loses or misplaced the old ID, it will cost \$5.

Lost and Found

If you find anything of value on the grounds or in the building, turn it into the Associate Principal's Office. An attempt will be made to find the rightful owner. If you lose anything, check with lost and found in the Associate Principal's Office.

Lunch Pass

Lunch passes will be issued only to those students who are under the care of a physician. Parents are requested to come in for a conference should they desire this type of pass for their son or daughter. Otherwise students will not be permitted to leave the campus during the noon hour without the approved off campus lunch pass for Juniors and seniors who are CCMR eligible. Many times the cafeteria can meet the needs of special diets.

Parking Cars On Campus

STUDENT PARKING ON CAMPUS

Parking on the Jay campus is a privilege offered to qualified senior and junior students only. All students granted this privilege MUST register their car with the school before driving the car to school. Students are to park in designated student parking only. Lock your car and come on the school grounds upon arrival. THE PARKING LOTS ARE OFF LIMITS DURING THE SCHOOL

DAY!

1. Students who are authorized must have a valid parking permit to park their cars or motorcycles on campus.
2. Authorized students who wish to get a parking permit must fill out a Parking Permit Application which includes a copy of their driver's license and valid proof of insurance with the student's name on the insurance. Students will pay \$20.00 for the parking permit sticker for the car. NOTE: the sticker is to be placed on the lower right hand side of the windshield.
3. Students are not to park on red curbs, staff parking spaces, turnarounds or behind other students. (NO DOUBLE PARKING AT ANYTIME).
4. Any violation of the parking permit can result in disciplinary action including a possible fine or towing of the car. There is to be no student traffic in the

bus circle.

5. The west parking lots are designated as FACULTY/STAFF parking areas only.

6. Any student driving recklessly on campus will be subject to disciplinary action including revoking of their parking privilege on campus.

7. Further rules are contained in the parking and traffic bulletin available in the Assistant Principal's office. Receipt of a vehicle decal implies knowledge of these regulations.

8. Northside ISD and John Jay High School cannot be held liable for damage or loss to vehicles parked on the campus.

9. All John Jay H.S. Parking violations are subject to a \$20 fine. Students parked in handicapped parking without appropriate tags/license are subject to a \$30 parking fine.

10. Vehicles parked illegally or without parking permits are subject to being fined or towed at ANY TIME while on Northside ISD property. Vehicles may also be booted, resulting in a \$30 fine to remove the boot.

Parking and Traffic Regulations

I. RESPONSIBILITIES

- A. BY ENTERING JOHN JAY CAMPUS, THE PERSON IN CHARGE OF ANY VEHICLE CONSENTS TO SEARCH OF THE ENTIRE VEHICLE AND ITS CONTENTS WITH CAUSE BY SCHOOL OFFICIALS OR POLICE OFFICERS.
- B. All students, faculty and staff members who park their vehicles on the campus must secure and display a parking permit. THE RECEIPT OF A PARKING PERMIT DOES NOT GUARANTEE A PARKING SPACE. However, it does authorize parking if the space is available.
- C. Strict adherence to rules pertaining to speed and parking will be required to protect pedestrians and vehicles and to provide access for firefighting equipment and ambulances.
- D. Texas laws governing motor vehicle operation are effective on all campus locations.
- E. All persons should report accidents which occur to the campus officer.

II. PARKING REGULATIONS

- A. Cars must be parked within the stripes on paved surfaces.
- B. Two wheel vehicles are to be parked in the designated area.
- C. Drivers will refrain from parking in places that may obstruct traffic. It is a violation of these regulations to park in the following manner and may result in the vehicle being towed away:
 - 1. on any curb, sidewalk or island
 - 2. by a red curb
 - 3. in front of a fire hydrant
 - 4. in any place designated as a loading zone or marked "no parking"
 - 5. in front of a movable barrier
 - 6. in any driveway, entrance, or exit
 - 7. double parking
 - 8. parking without a permit fixed to the windshield
 - 9. parking in two spaces
 - 10. parking and **reserved** areas (visitor, faculty, handicapped, etc.)
 - 11. parking on lawn areas
- D. Space is limited – come early for a place to park

III. REGISTRATION

- A. Parking permits will cost \$20.00. Permits are valid for both day and evening for the academic year.
- B. **ONLY ONE PERMIT** will be issued per student. A permit must be attached to the lower right hand corner of a vehicle's windshield.
- C. Registration information includes operator's name and address, a valid driver's license, school identification card, vehicle license number and description. Also, the name of the vehicle insurance company and policy number are required. The insurance policy must have the student listed as one of the insured drivers or as an assigned driver of the vehicle. (Vehicle must be insured before a permit will

be issued.)

- D. Car permits must be permanently affixed to the lower right hand corner of the front windshield with adhesive provided on permits.

- E. Two-wheel vehicle permits are to be affixed to an area that is easily seen.
- F. If a car is driven for a short period of time, you must register your car in the Assistant Principal's office on a daily basis.

Passing Periods

Students will have sufficient time to go directly from one class to the next. Students will not be allowed to loiter in the hallways.

Posters

All posters and signs must be placed in designated areas ONLY after they have been approved by the sponsor of the club/organization/class and the Associate Principal. Posters on painted surfaces are PROHIBITED. All posters/signs should be removed in a timely manner.

Students Selected for Popularity Courts

Students are elected to courts in conjunction with various events held on the high school campus. Examples include but are not limited to homecoming court, dance and ball courts, and prom court. It is the position of the district that these selections are based on popularity. However, if these court representatives are involved in activities that are extracurricular, or if the activity is held in conjunction with another activity that is considered extracurricular (i.e. Homecoming Court), then the students must meet all eligibility rules relating to extracurricular activities. Student participation in courts that are not considered extracurricular (i.e. dances, ball courts, prom court) must follow the guidelines as specified by the activity sponsor, or the campus principal. Students' participation on any popularity court will ultimately be at the discretion of the campus principal.

Transportation (School Provided/Private)

Students who ride NISD buses will be dropped off before and picked up after school in the bus parking lot ONLY. For security and safety reasons, students must remain behind the rails while boarding. If you are not at your bus loading area when the bus begins leaving, it will not wait for you.

Students departing the campus after the final dismissal bell may not return to ride NISD transportation. Students who arrive in private vehicles are to be dropped off and picked up in front of the school or in the Auditorium side parking lot ONLY. Any student seeking a temporary ride on another bus must bring a letter from their parents and must seek administrative permission no later than the morning of the request.

Bus misconduct may result in suspended bus privileges.

When students are dropped off to school by NISD transportation, students must remain on campus.

Visitors

All Parents and Visitors are required to register in the Attendance Office and indicate the reason for visiting the campus. They are also required to sign-out prior to leaving the campus. Upon sign-in, all Parents and Visitors should receive a Visitor's Pass.

STUDENT ACTIVITY AREAS

We are very fortunate to have a high school as well maintained and equipped as this one. Space has been provided for students to use as student areas where they may visit, plan for school activities or just relax. Please help us keep these areas clean. Our courtyard is beautiful. Please do not litter. Use the trash cans that are provided. Remember, the attitude that you, as an individual, display in the student areas, and the manner in which you keep them will reflect the general attitude of the student body.

Ground Rules

Students are required to remain on the school grounds during school hours, including lunch period, subject to the regulations listed below:

1. The building will be open each day at 8:50 a.m. All students must leave the building by 4:25 p.m. The exceptions to this would be in cases of inclement weather instances of teacher-student conferences, extra curricular activities, and student tutoring.
2. Students who need to go home before the end of the day must report to the Attendance Office to check-out.
(See Arrival at School/Check-Out Procedures)
3. The following areas are considered "off limits" to students unless involved in class or official school business. Failure to observe these areas will result in disciplinary action.

Unauthorized Locations:

- a. Parking lots.
 - b. Front of the building.
 - c. Athletic playing fields behind and to the West of the gym.
 - d. Open field on the East side of the school building.
 - e. Rear breezeway directly behind the auditorium.
4. A senior/junior off-campus lunch program will be in effect during the year. This is a PRIVILEGE and abuse of this program could result in its

suspension or abolishment. Members of the FRESHMAN and SOPHOMORE classes are **NOT** eligible for this program.

Courtyard

The courtyard located in the center of our campus is the informal gathering place for students. An attractively landscaped area provides a relaxed atmosphere in which to study or visit. This area should be the meeting place for students before school and during the noon hour. Many of our after-school activities and socials revolve around this pleasant setting. Please help keep this area neat. Students, this is your area and it is your responsibility to keep it clean.

SCHOOL SERVICES

Cafeteria

The cafeteria will be open to students from 8:00 a.m. to 8:45 a.m. for breakfast and study. Students arriving late by bus may receive a pass from the Admin on duty to allow them to receive breakfast late. The cafeteria will also be open during all lunch periods. . At all other times the cafeteria and vending machines are not available for student use.

You are expected to do your part in keeping the cafeteria in good order. You should get in line at once and wait your turn at the serving table. When you have completed your meal, remove your tray and dishes from the table and leave them at the window provided for that purpose. It is your responsibility to see that your table is left in order for the next group.

All food or drinks purchased from the cafeteria or snack bar must be eaten in the cafeteria area. Students are not to take food or drinks into classrooms, halls, restrooms, offices, the library or auditorium area (exceptions to this must be cleared through the Principal).

Guidance and Counseling

The counseling offices are located on the first floor of the school building. The counselors are available to help students explore possibilities, make wise choices and to make appropriate adjustments. The ultimate goal is responsible self-direction.

Counseling, both individual and group, is a major function of the guidance program. A special needs counselor coordinates the drug and alcohol prevention/intervention program. Individual counseling is provided to assist each student in understanding and

accepting himself as a unique individual. The student is assisted in realizing strengths and weaknesses and in developing skills and coping with and solving problems, whether academic or personal.

Informational services provide occupational, educational, and personal information. The student receives knowledge about high school courses of study, future employment and educational opportunities beyond high school, including college, technical and business schools and other training. A guidance library and career center are maintained to furnish students with information on job descriptions, opportunities concerning military service, college catalogs, directories of

colleges and universities, personality development, personal relationships, etc.

Tests, both achievement and aptitude, are administered to students throughout the year. Students are advised through announcements over the public address system, bulletin boards, and the school newspaper as to the dates of tests. Students are urged to be present for tests and to do their best as the scores are an important part of the student's permanent record.

Although not required, all college bound juniors in the top quarter of their class are urged to take the PSAT/NMSQT tests as National Merit Scholarships are awarded on the basis of these test scores. Individual testing is available for students at the Pupil Appraisal Center on request of the counseling and administrative staff or parents who are concerned with the school performance of a given student. The student's counselor should be contacted regarding this service.

Records are kept on each individual and contain information considered pertinent to the student's welfare and educational development. Student's records are treated as highly confidential and information is released only to authorized persons concerned with the student.

Conferences with counselors are encouraged for students, their parents, and teachers at any time there is a need for special assistance with the student's educational, vocational or personal problems. Each junior and senior will be scheduled in order to review his school career and to discuss his future educational and vocational plans. Efforts will be made to contact every student in each class during the year to encourage early educational and career planning.

Health Services

The school nurse administers first aid only. The nurse does not diagnose illnesses, but takes note of symptoms and notifies the parents of her observations. A student should be kept at home when ill, and the student should have a normal temperature for 24 to 36 hours after any illness before returning to school. This is important for the health of the child and for the health of all children at the school.

MEDICATION

1. Antibiotics and other short-term medication may be administered at school upon written request from parent or guardian. Medication must be brought to school in the original prescription labeled bottle.
2. Long term medications may be given only if a special medication form is completed by the attending physician and the medication is brought in the properly labeled prescription bottle. Special medication forms may be obtained in the nurse's office.
3. Over the counter medication may only be administered for a specific condition with a written prescription from a physician or dentist. It must be brought in the original manufacturer's packaging.
4. The clinic does not have stock medicines. Medication must be sent to school by the parent.
5. All medications must be taken directly to the nurse's office. There will be no medications kept in the classroom nor may the child give himself medication.

Library

Each campus library supports the curriculum and provides a wide variety of materials suitable to the interest and abilities of students in their pursuit of knowledge and love of reading. Information literacy skills for life-long learning are taught, practiced, and applied. Home access to the online card catalog is available at <http://webcat.nisd.net/>. In order for each school to maintain a high quality collection, students learn responsibility in caring for library materials. If library materials are lost or damaged the student is expected to pay for them.

The Library has a varied collection of books, computer databases, and other materials on many subjects and offers opportunities for research and enjoyment. Courtesy and cooperation in all library relations will assure all students the opportunity to use library materials in a quiet reading atmosphere. The library is not

a place to conduct social activities; it is a place for research and reading. As the investment in the library is enormous, students are expected to show respect for and take care of library materials.

Upon entering the library from study hall or classroom, the student must sign the Daily Library Sheet, indicating his/her name, his/her teacher's name, the purpose of his/her visit, and the time of his/her arrival. A student entering the library is expected to remain in the library for the entire block unless his/her teacher has specified on the library pass that the student is expected to return to the study hall or classroom.

A fine will be charged for each school day that a book is overdue. Fines will be paid at the time the book is returned. Absence from school does not excuse a student from payment of fines. If a student is absent on the day his/her book is due, he/she may have another student return it for him/her. All copies from the copy machine or printer are 10 cents per page.

A student is responsible for paying for any lost or damaged books checked out in his/her name. If a book, which has been lost and paid for, is found in good condition, the money paid will be refunded minus the amount of fine due at the time the book was paid for. All fines and payment for lost books must be settled by the end of each semester. Overdue notices will be sent periodically to students through their teachers. Students receiving these notices are expected to come to the library to return books and pay fines as soon as possible.

Most reference materials are available for overnight check out. Magazines are for in-library use only. Internet access is provided for curricular use by students who have completed the Internet training required.

ACADEMIC INFORMATION

Science and Engineering Academy

The John Jay Science & Engineering Academy (SEA) is a school-within-a-school that was founded in 1997 to provide a rigorous curriculum in science, technology, engineering and math (STEM). The Jay SEA is open to any student in NISD and any student outside of NISD who is interested in pursuing careers in STEM. Students are eligible to apply during their eighth grade year. On a case by case basis, a few students may also be admitted beyond their ninth grade year. There is an application and selection process for students who are interested in being considered for enrollment. Admission to the Science & Engineering Academy is competitive, and if accepted, satisfactory behavior, conduct, attendance and academic progress is mandatory for continued enrollment.

Requirements for acceptance to the Science and Engineering Academy are:

- An overall average of C+ or better
- A satisfactory discipline and attendance record
- Passing standardized test scores (STAAR, STAAR/EOC, etc.)
- A well composed essay that explains the desire to attend the Science and Engineering Academy
- A commitment to finish the 4-year course of study

Academics

All SEA students are on the Foundation with Endorsement High School Graduation Program and will declare an Endorsement tied to their selected program of study. The Science & Engineering Academy has requirements over and beyond state graduation requirements. SEA students will take a science and math class each year, including their senior year. Any additional math and science credits received as part of the endorsement requirement do not release students from taking a math and science course their senior year. Students who successfully complete all the SEA academic requirements will potentially earn multiple endorsements and should earn Distinguished Level of Achievement designation. A student must earn Distinguished Level of Achievement to be eligible for top 10% automatic admission.

To further enrich their experience at the SEA, all students are encouraged to be active participants in the STEM Leadership

Program, extracurricular activities, school clubs, and organizations. SEA students are required to volunteer 10 hours each year at SEA or school events, fostering community engagement and leadership skills. The Science & Engineering Academy provides its students with exposure and valuable experiences in the areas of STEM, classes are enriched with field trips and we invite guest speakers to visit our campus to share their knowledge and expertise.

Project-based learning is implemented in the areas of math, science, social studies and career and technology courses. In addition, summer programs are made available to extend student learning. Most SEA students can obtain their health credit through credit acceleration (Students who plan to play sports at a NCAA Division I or II school should verify with their college/university of choice NCAA Compliance Office before pursuing this option).

SEA Engagement Hours

SEA students are expected to complete 10 hours of STEM engagement each year for a total of 40 hours prior to graduation. STEM engagement hours must be obtained by participating in SEA events: magnet fair, open houses, lunch & learns, field trips that take place outside of the school day, or by participating in one of the SEA enrichment clubs.

UIL Participation/Eligibility

Students who attend NISD magnet schools will represent only their respective magnet/host campus in school extracurricular activities.

According to UIL policy, once enrolled in a magnet program, if the student leaves the magnet school to attend the school of the parent's residence or any other high school, the student is not eligible for varsity athletic competition for one calendar year.

Transportation

Jay SEA bus pick-up points have been established throughout Northside Independent School District to assist families with transportation to and from SEA. Transfer students from other school districts are responsible for providing their own transportation. All students using NISD buses will follow the NISD bus regulations. Students with a valid Texas driver's license and proof of insurance may be allowed to drive vehicles to school after purchasing a parking decal (parking space permitting). The number of vehicles registered may be restricted based on grade level and attendance record. Please see "Parking On Campus Section (A-8) for more detailed information. (VIA Information 227-2020).

Off Blocks

Off blocks are not allowed for SEA students (exceptions may be granted on a case-by-case basis at the discretion of the SEA Associate Principal for students who have significant health or financial issues in their immediate family or have secured a STEM or endorsement related internship).

For more information about the Science and Engineering Academy, please contact the SEA office at 210-397-2773.

AVID

AVID is a 4-year elective college preparatory class that recruits students from the feeder middle schools and enrolls them in advanced level college preparatory classes that fulfill entrance requirements. This preparation is done through providing support to prepare students for college, increasing coping skills, motivating students to seek a college education, and increasing students' career awareness. It is not required that students have any prior honors or college preparatory classes. Students are recruited on their desire to prepare for and attend college after high school.

Awards Assembly

Each year both John Jay and the Science and Engineering Academy recognize the performance of outstanding students in the areas of academic and vocational programs, leadership, and service to the school and community. Selection is based on student performance and teacher nominations.

Schedule Changes

Schedule changes should meet the district criteria as stated in Section B of this handbook. Requests for schedule changes should be made through the student's teacher. The teacher must clear all schedule changes requests with the department coordinator before sending them to the Academic Dean..

Off Campus Work Programs

Co-Op Programs, the Career Tech Work Program is an important part of the curriculum at John Jay High School. In this program students who meet the criteria are allowed to take regular academic classes for a part of the school day and to be in a job off campus for the remainder of the day. Those students who fulfill the requirements of the work program earn high school credits towards graduation. The Career Tech Work Program has proven to be successful and has provided worthwhile work experience for a large number of students.

Off Campus Work Block

Off Campus Work Blocks may be given to seniors if the senior has met all graduation requirements.

STUDENT ORGANIZATIONS AND ACTIVITIES

John Jay High School has a large number of academic, vocational, service, and interest organizations which round out our school program, develop school spirit, and, in general, offer a diversity of opportunity for self-expression and development.

School organizations and clubs must present a charter to be approved and officially sanctioned by the school principal. All clubs and organizations will have a faculty sponsor which each member is directly responsible to on and off campus during all club activities. School organizations and clubs will follow the statutes of the state of Texas, Texas Education Agency policies, Northside School District policies and administrative regulations. Correct usage of parliamentary law and the promotion of all worthwhile school activities are stressed in the clubs, in addition to the individual club interest.

Membership in all clubs/organizations carries academic, attendance, and citizenship requirements.

Students may participate in school-sponsored clubs and organizations only with written consent from a parent or guardian. A completed permission slip must be on file prior to a student's participation in any club meetings, activities, or events.

Air Force JROTC

Air Force Junior ROTC (AFJROTC) educates & trains high school students in citizenship; promotes community service; instills responsibility, accountability, character, & self-discipline; and provides instruction in air & space fundamentals. AFJROTC is an elective course to students in all grades. Students are required to wear the AFJROTC uniform at least once a week. Uniforms are provided to the students, and there is no military obligation. Students are given the opportunity to compete for membership in the following extracurricular activities: drill teams, color guard, physical fitness team, saber team, rocketry team, spirit squad, cyberpatriot, and recruiting. Students are given the opportunity to compete for promotions and leadership positions within the corps of cadets. In addition, qualified senior students can also compete for Air Force ROTC scholarships and Air Force Academy appointments.

Athletics

John Jay High School participates in Class 5-A competition under the direction of the University Interscholastic League in football, basketball, baseball, track, tennis, golf, volleyball, soccer, softball and swimming. It is the aim of John Jay High School to develop well rounded athletic programs that will be a source of pride to every student at John Jay as well as to everyone in the John Jay community.

Clubs/Organizations

The list below is subject to change:

Academic Decathlon

ACE

AFJROTC Honor Guard

American Sign Language Club

Aquatics

Athletics

Athletic Training

Auto Tech

Avid Club

Band

Bible Club

Cheer

CMAC

Cosmetology

Culinary Arts

Drama Club

Esports

Game Development

History Fair

HOSA (Health Occupations Students of America)

John Jay Core

Jazz Ensemble

Mariachi
Mural/Art Club
Mustang Ballet Folk
National Honor Society
Orchestra
PTSA
ROTC
SA Best and US First Robotics
SAGA
Spanish Club
Spanish Honor Society
Spirit
Student Council
Studio 7611
Thespian Troupe #3172 (An international honor organization for drama students)
UIL Academic Competitions
W.J.E.N. (World of Jay Entertainment and News)

John Jay Mustang Band

The “Mustang” Band plays for pep rallies, parades, concerts, and many other events during the year. They perform at football games during half-time activities. The band competes in the following Interscholastic League events: U.I.L. Marching Contest, Solo and Ensemble Contest, and Concert Sight-reading Contest.

Spirit Organizations

CHEERLEADERS: Cheerleaders are the spirit leaders for the student body. At John Jay there are two groups of cheerleaders: Junior Varsity and Varsity. An administrative procedure has been developed for membership selection.

DANCE TEAM – “FILLIES”: This is the school spirit and performing group whose activities include working in all areas of school life to promote John Jay High School. An administrative procedure has been developed for membership.

PEP-SQUAD – “SILVER SPURS”: This organization seeks to promote school spirit in all aspects of school life. Membership is open to all students who are interested in working for this goal.

Interscholastic Competition

John Jay participates in Class 5-A University Interscholastic League competition various events as listed below:

Band

Baseball

Basketball

Calculator Applications

Computer Science c

Cross Country

Editorials Features

Football

Golf

Headline Writing

Informative Speech

News Writing Number Sense

One-Act Play