



Jasper High School

2011-2012

**6800 ARCHGATE DRIVE
PLANO, TEXAS 75024
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Name: _____
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TABLE OF CONTENTS

General Information and Jasper Spirit.....	3	Harassment.....	12
Mission Statement.....	3	Fighting.....	12
Plano ISD School Calendar 2011-2012.....	4	Absentee Notes.....	12
Bell Schedule.....	5	Credit for Course.....	12
Jasper Academic Integrity Policy.....	6	AP Exemptions.....	13
School Guidelines.....	6	Checking In/ Out.....	13
Cafeteria.....	6	Drivers license-VOE Forms	13
Care of Building/Property.....	7	Early Arrival.....	13
Clinic.....	7	Dismissal.....	13
Counseling/Guidance.....	7	Family Vacations/Trips....	13
Library.....	7	Tardy Policy.....	13
Closed Campus.....	7	Fire Drill.....	14
Clubs and Organizations.....	7	Computer Usage Policy.....	14
Schedule Changes After School Starts.....	7	Discipline Guidelines for Technology.....	15
Procedures For Parent Request For Teacher Change During The Year (Weeks 3-18)	8	Cell phone and Electronic Devise Policy	15
Student ID Cards.....	8	Tutorials.....	16
Student Parking.....	8	National Honor Society...	16
Telephone Use.....	8	Make up Information....	17
Lockers.....	8	Career & Technical Education	17
Messages.....	8	English.....	18
Police Liaison.....	8	Foreign Language.....	19
Student Personal Property	9	Math.....	20
Textbooks.....	9	Physical Education.....	20
Vending Machine.....	9	Science.....	21
Student Conduct.....	9	Social Studies.....	21
Guidelines for Extra Curricular...	9	Theatre.....	22
Bus Conduct.....	10	Visual Arts.....	22
Detentions.....	10	MAP Testing.....	24
Dress Code.....	10	Student Log MAP.....	26
Tobacco.....	11	COGAT Testing.....	28
Drug and Alcohol.....	11	PTSA.....	29
Laser Pointer.....	12		
Weapons.....	12		



GENERAL INFORMATION AND JAGUAR SPIRIT

General Information

This student planner is composed of most of the rules and regulations that students will need to know while attending Jasper High School. However, it does not include every rule, regulation, qualification, or other relevant information of the district or building policies. Jasper High School will not waive students' responsibilities simply because a state regulation, district, or building policy is not included in this book. We will make every effort to see that students are informed either verbally or in writing. In addition to this planner, each home will receive a copy of the student/parent policy guide for Plano ISD. Students and/or parents wishing to see policies and standards for the school district and/or building may view a copy of these documents on the website at <http://k-12.pisd.edu/>. The staff wishes you a very successful year. We encourage open communication between parents and teachers, and we ask parents to bring their concerns to the school's attention so they can be resolved at the campus level.

Mission Statement

Jasper High School is dedicated to providing a unified, caring environment where each student will be prepared to succeed in a diverse and challenging world.

SCHOOL COLORS: **BLACK, GREEN, AND WHITE**

MASCOT: **JAGUAR**

Jasper School Song

Lyrics by Jessica Ridings

Arrangement by David Hitt

HAIL TO THE JAGUARS
GREEN, BLACK, AND WHITE
KNOWN FOR OUR SPIRIT
LET'S LET THEM HEAR IT!!

LONG MAY WE STAND
A-PART FROM THE REST
WE'RE JASPER HIGH SCHOOL
WE'RE HEADED FOR SUCCESS!

PLANO ISD SCHOOL CALENDAR 2011-2012

High School: 9:00-4:15

August 22 (Monday)	First Day of Classes
September 5 (Monday)	Labor Day (Student/Teacher Holiday)
September 6 (Tuesday)	Fall Open House – High Schools
October 21 (Friday)	Parent/Teacher Conference Day (Student Holiday)
October 24 (Monday)	Fall Holiday
November 23-25	Thanksgiving Holiday (Student /Teacher Holiday)
December 13-16	Semester Exams
December 16 (Friday)	Last day for students and teachers
December 19 -January 2	Winter Break (Student/Teacher Holiday)
January 3 (Tuesday)	Classes Resume (Students)
January 16 (Monday)	Martin L. King, Jr. Birthday (Student/Teacher Holiday)
February 20 (Monday)	Professional Development Day (Student Holiday)
March 5 (Tuesday)	Spring Open House – High Schools
March 12-16	Spring Break (Student/Teacher Holiday)
April 6 (Friday)	Student/Teacher Holiday
May 28 (Monday)	Memorial Day (Student/Teacher Holiday)
June 1 (Friday)	Last Day of Classes for Students

First Bad Weather Day– June 4 Second Bad Weather Day – June 5

SECONDARY

End of First Six Weeks	September 23	24 days
End of Second Six Weeks	November 2	26 days
End of Third Six Weeks	December 16	29 days
TOTAL DAYS		79 days
End of Fourth Six Weeks	February 16	32 days
End of Fifth Six Weeks	April 12	33 days
End of Sixth Six Weeks	June 1	35 days
TOTAL DAYS		100 days

BELL SCHEDULE

Grades 9-10	4th period with lunches
1st 9:00 – 9:50	A lunch 11:44 – 12:14 (release from cafeteria at 12:09)
2nd 9:55 – 10:49	B lunch 12:11 – 12:41 (release from cafeteria at 12:36)
3rd 10:54 – 11:44	C lunch 12:38 – 1:08 (release from cafeteria at 1:03)
4th 11:49 – 1:30	D lunch 1:05 – 1:35 (release from cafeteria at 1:30)
5th 1:35 – 2:25	
6th 2:30 – 3:20	
7th 3:25 – 4:15	

4th period class schedule
A lunch 11:44 – 12:14, study hall 12:14 – 12:41, class 12:41 – 1:30, (50 minutes)
B study hall 11:49 – 12:11, lunch 12:11 – 12:41, class 12:41 – 1:30 (49 minutes)
C class 11:49 – 12:38, lunch 12:38 – 1:08, study hall 1:08 – 1:30 (49 minutes)
D class 11:49 – 12:38, study hall 12:38 – 1:05, lunch 1:05 – 1:35 (50 minutes)

Athletics Grades 9-12	
1st period Athletics = 8:40 – 9:30 (travel time 9:30 – 9:50)	
7th period Athletics = 3:45 – 4:35 (travel time 3:25 – 3:45)	

JASPER ACADEMIC INTEGRITY POLICY

Jasper High School is committed to the principles of academic integrity. Students are responsible for upholding the highest standards of honesty at all times. Activities interfering with education, pursuit of knowledge, or fair evaluation of a student's performance are prohibited. Examples of prohibited activities include, but are not limited to the following:

- Acquiring answers for any assigned work or examination from an unauthorized source.
- Looking at another person's paper during an examination.
- Using a "cheat sheet" during an exam or quiz.
- Providing the contents of an examination or quiz to another person who will be taking the examination or quiz at a later time.
- Providing the contents of homework or daily assignments to another student, and/or copying the contents of homework or daily assignments from another student.
- Failing to acknowledge and cite all sources utilized in a project or research paper.
- Using the ideas, data, or language of another without acknowledgement.
- Turning in work which has been obtained in whole or in part from other individuals or other sources as if it is your own work, including the use of any type of translation device.
- Falsifying data obtained from a research or laboratory experiment.
- Writing or orally presenting the results of an experiment without having done the experiment.
- Falsifying an interview that has not been conducted.
- Altering a graded work after it has been returned.
- Using another person's computer password for any reason, even with permission.
- Copying and/or modifying another person's data or information and submitting it as original work.

SCHOOL GUIDELINES

CAFETERIA

The school cafeteria is a vital part of the school program. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. For convenience students are given a code to access their own lunch account. Students should protect the code number. The code should not be given to other students and they should never use another's code. The following guidelines are to be followed:

- 1) Deposit all lunch litter in trash cans and recycle all aluminum cans and plastic bottles.
- 2) Leave the table and floor around your place in a clean condition for others.
- 3) During lunch periods there should be no food or drink outside the cafeteria.
- 4) Deliver tray to the proper areas when done.
- 5) Students may not leave the cafeteria in order to go to the library during the lunch period.

RECYCLING PROGRAM

Students will participate in the City of Plano's recycling Program. The system is as follows:

- 1) Green Bin is designated for empty cans and bottles.
- 2) All other items are to be disposed of in the trash bin.

CARE OF BUILDING/PROPERTY

Students are responsible for the proper care of all books, supplies, furniture, and/or computers issued or used in the school. Any damaged or misplaced material or device is the responsibility of the student. Students are also responsible for the proper treatment of the building and campus grounds. Any mistreatment or defacing of school property is the responsibility of the student, and the student may be subject to disciplinary measures as well as monetary fees to repair or replace these items.

CLINIC

Jasper provides a clinic staffed with a full-time nurse. The clinic is for temporary care of students who are ill or injured. If a student is ill or injured, he / she is to obtain a clinic pass from his/her teacher in order to go to the clinic during class time. The nurse will contact the parent / guardian for permission before a student is allowed to go home.

All medication-prescription and non-prescription in their original container are to be dispensed through the clinic only!! Students are not allowed to carry prescription or non-prescription medication on their person, backpacks, purses, etc. This is for the safety and welfare of all students. **Violation of this policy can result in suspension and removal from school.**

COUNSELING/GUIDANCE

The purpose of the counseling and guidance department is assist students and their parents in academic planning. Through this department, current educational, occupational, personal and social information will be available.

LIBRARY

Hours 8:00 a.m. – 4:30 p.m. Monday- Friday. Passes are necessary to use the library before school and during lunch. Students are required to show a pass (provided by parent or teacher) to the hall monitor outside the cafeteria.

CLOSED CAMPUS

All Plano students, grades K-10, are required to observe a closed campus policy during the school day. Once a student arrives on Jasper school property, students must have permission to leave the premises. Jasper's administration must be notified by a parent / guardian for a student to leave school during the school day. Students who violate this policy are subject to disciplinary action.

CLUBS AND ORGANIZATIONS

Clubs and organizations provide many opportunities for students to participate in activities that contribute to the total development of an individual. It is recommended that all students participate in some type of club or organization. Jasper High School will provide numerous opportunities for students to participate in extracurricular activities. In addition, a list and description of these clubs and organizations will be posted on the school webpage at the beginning of the school year.

SCHEDULE CHANGES AFTER SCHOOL STARTS – first two weeks

Schedule changes will be granted for the following reasons:

1. A student is in a class for which he has already received credit.
2. A student needs to be moved for appropriate academic placement.
3. A student was placed in a course when the original course did not make.
4. A student needs to be moved to balance classes.
5. The student's schedule has the same course listed twice or is missing a class.

Students cannot expect changes to be made based on their preferences (lunch, friends, etc.) Also, schedule changes will be made during the first 2 WEEKS for each semester only!

PROCEDURES FOR PARENT REQUEST FOR TEACHER CHANGE DURING THE YEAR (WEEKS 3 – 18)

1. Parent conference with the teacher.
2. Paperwork must be completed with the counselor.
3. Two or three week trial period following parent / teacher conference.
4. If issues persist after 1st three steps, schedule changes will be evaluated by assistant principal of curriculum.

STUDENTS ID CARDS

Students will carry a student identification card with them while at school and events. Students will need an identification card to check out books and materials, to enter school dances, games, activities etc. The ID card is \$5.

STUDENT PARKING

All students must park properly in the student parking lot. All student vehicles will be required to have a Jasper High School parking permit (purchased from the attendance office before school only). Students will lose their privilege of driving on campus if they exhibit reckless or unsafe driving or failure to acquire a permit. Also, students ARE NOT allowed in the parking lot during school hours without a pass.

TELEPHONE USE

In case of an emergency or school business, students may use the front office phone if they have a pass from the teacher. **Please see student handbook page 15 for cell phone usage. Failure to follow the cell phone usage policy will result in having consequences according to the cell phone policy.**

LOCKERS

All students will receive locker assignments at the beginning of the year or when a student enrolls. Lockers are expected to be neat, clean, and locked at all times. Lockers are the property of the school and are subject to searches by school officials. Students are not permitted to share their locker with another student.

MESSAGES

It is the policy of Jasper High School to give only medical or emergency messages to students. **Flowers, balloons, and gifts will not be permitted or accepted during the school day.**

POLICE LIAISON

The Plano Police Department and PISD provide a police officer to Jasper High School every school day. Safety is of utmost importance for staff and students. The officer promotes a positive relationship between teenagers and police officers. The primary goal is to establish and maintain good communication between students, parents, and school administrators

STUDENT PERSONAL PROPERTY

The security of personal property items and money while at school cannot be guaranteed; therefore, use caution at all times and **BRING VALUABLE ITEMS AT YOUR OWN RISK!**

TEXTBOOKS

Textbooks are provided and owned by the State of Texas. They are to be covered with book covers provided by the school. Students are responsible for the care of the books issued. Missing textbooks must be paid for at a price set by the Texas Education Agency. Fines will be assessed for abusive wear. Payment for lost textbooks will be assessed at the end of each semester. Students who have not cleared their textbook fines by the end of the school year may have academic records and/or future class schedules held by the school until books are cleared.

VENDING MACHINES

Students are to use vending machines located on campus **AT THEIR OWN RISK**. Money lost in the machines will **NOT** be refunded. School personnel do not have keys to open the machines. Food and drinks are permitted **ONLY** in designated areas. **No drinks--other than water--will be permitted in the classroom or hallway.**

STUDENT CONDUCT/DISCIPLINE GUIDELINES

At Jasper High School, all classrooms will have the same basic classroom rules:

1. Be on time, ready to work.
2. Bring all materials to class.
3. Respect others (students and staff.)
4. Be on task.

Students are responsible for a positive learning environment at school and school-sponsored activities by maintaining a courteous and respectful attitude toward others at all times. Students are expected to know and follow school rules and policies. Students who disrupt and/or violate rules and policies will be subject to disciplinary action. The disciplinary actions may range from teacher-student conference, withdrawal of privileges, detention time, Friday Night Live, community service, parent / guardian conference, suspensions from class/school, assignment to Special Programs Center, expulsion, or judicial proceedings. Extracurricular activities are considered an extension of school. Students who do not comply with these guidelines will be removed from the event and may not be allowed to attend future extracurricular activities. Students that attend extra-curricular activities are expected to be picked up within 30 minutes after the activity is over. If there is a persistent problem with students being picked up, students privilege of attending these activities could be taken away.

GUIDELINES FOR DISTRICT EXTRACURRICULAR ACTIVITIES

Students involved in extracurricular activities are held to a higher standard of conduct than the general student body. Plano ISD views participation in extracurricular activities as a privilege, not a right. Any student who violates the Student Code of Conduct shall be subject to extracurricular discipline and/or regular school district disciplinary action. This includes any misconduct, regardless of time or location, that would reflect negatively upon Plano ISD in an extracurricular activity. Students clearly involved in major disciplinary infractions (i.e. including, but not limited to drugs, alcohol, and violent behavior) will be placed on probation, removed temporarily, or removed permanently from extracurricular activities.

Disciplinary measures taken by the sponsor/principal may be in one or more of three forms, defined as; probation, and dismissal.

Probation and/or dismissal from extracurricular activities will be for infractions involving alcohol, smoking, drugs, use of profanity, violence, and other serious offenses when the sponsor/principal believes the integrity and credibility of the organization may be jeopardized by the student's action.

Probation may also be assigned when the student fails to comply with rules and regulations of the extracurricular activity. Probation is defined as a trial period in which a student is permitted to redeem bad conduct.

The student may be dismissed from the extracurricular activity upon any major infraction or during a probationary period. Prior to being dismissed from extracurricular activities, the student and parents will be notified of the reasons for the action. The student or his/her parents will be afforded the opportunity of a hearing with the sponsor and the principal. The appeals process will be outlined at that time. The student will not be eligible for any individual or team recognitions or awards that occur after the date of dismissal.

BUS CONDUCT

In bus transportation, safety is the most important goal of the school system. The following bus conduct procedures will be followed in order to ensure the safety of students to and from school and on any school sponsored trip:

1. The driver will maintain discipline on the bus and will report student misconduct to a building administrator.
2. Any rule that pertains to students in school will pertain to students at the bus stop area and on the bus.
3. Students will be picked up and dropped off at their assigned bus stop only.
4. Students will remain seated while on the bus. No objects will be held outside the window.
5. Only students assigned to a bus may ride that bus unless written permission is given by a school administrator prior to riding the bus.
6. Violation of any above policies/rules established by the driver or the school district may result in a student being suspended from the bus or other disciplinary measures.

DETENTIONS

Detentions are assigned for violation of school policies and/ or unacceptable student conduct. They are assigned before school, during lunch, and after school. Detentions may also include "Friday Night Live" and/ or community service. Detentions are considered part of the school day when assigned and if missed, could result in further disciplinary action, including truancy.

DRESS CODE (PISD)

Students' dress and grooming are expected to be in keeping with accepted community standards. Students who do not adhere to the dress code will not be allowed back in class until they can change into appropriate clothing. Jasper Administration will make all final decisions regarding appropriate attire. **The following statements are guidelines:**

1. Shoes must be worn at all times. For safety reasons, no house shoes or slippers are allowed.
2. Students in grades K-2 may wear regular shorts. Students in 3-12 may wear shorts but must meet the following standards:
 - a. Must be loose-fitting; no biking shorts, cutoffs, boxer shorts or combination thereof.
 - b. Must be hemmed or cuffed.
 - c. Length must be longer than fingertips.
3. Dresses or skirts must be longer than fingertips. That includes splits in any skirt.

4. Tank tops, tube tops, halter type blouses, mesh shirts, and muscle shirts will not be permitted.
5. Tops must be modestly cut, which also means not too tight or otherwise revealing and must overlap pants, skirts, or shorts at the waistband at all times. No midriffs showing. Undergarments must be covered at all times.
6. Items with provocative, offensive, violent, or drug-related pictures or slogans will not be permitted.
7. No hats, caps, bandannas, hoods, chains, wallet chains, sunglasses, studded collars and wristbands.
8. No type of clothing, which has been torn, or has holes will be allowed.
9. No sagging or bagging pants or shorts. Pants must be worn at the waist with a belt.
10. No gang paraphernalia.
11. No visible pierced jewelry other than earrings. Tongue piercing, nose piercing and eyebrow piercing is prohibited.
12. No loungewear, such as long boxer pajama bottoms. Sweatpants are allowed.
13. Visible tattoos are not permitted.
14. Hair coloring that is not a natural color or distracting hairstyles will not be permitted.
15. Large purses (larger than a standardized school textbook), ditty bags, mesh bags, and backpacks are not allowed in the classroom.

At this time students have been warned about appropriate dress, and all students are expected to meet community standards and school policies with regard to health, cleanliness and appearance. All safety rules must be obeyed.

TOBACCO

TOBACCO—Students shall not possess or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco, on school premises or adjacent areas. Tobacco products are also prohibited at any school-related or sanctioned activity, on or off campus.

DRUGS AND ALCOHOL POLICY

A student possessing, consuming, or having consumed drugs/alcohol on the way to or from school, while at school, a school function, or in adjacent areas to school will be considered as having a drug/alcohol offense. (The term "drug" includes a prescription or over-the-counter drug that has not been placed in the nurse's office with the parents' instructions). Possession of drug paraphernalia will be considered an offense. Cars and lockers may be searched periodically for alcohol, narcotics, or other potentially dangerous substances / drugs.

School Board Policy states that the administrator will take one or more of the following actions:

1. The parent (s) and student may be required to participate in a district drug/alcohol assessment and follow through on the recommendation for counseling. A copy of the assessment should be forwarded to the administrator.
2. A CMIT/Campus Management Intervention Team, parents and students will convene to review the violation and determine appropriate interventions and consequences. Drug and alcohol offenses require mandatory placement in an Alternative Educational Environment and may also result in expulsion.
3. File a report to the District security officer and police liaison officer to determine if there has been a criminal offense.
4. Students will be issued a citation for violating policy regarding drug, alcohol or tobacco possession.

LASER POINTERS

Laser pointers are NOT allowed at Jasper due to the potential for eye injury and classroom distraction. Laser pointers will be confiscated and a student may also be subject to disciplinary measures.

WEAPONS

Students are prohibited from bringing weapons of any kind onto school property. School personnel may inspect lockers and cars parked on school premises if there is reasonable suspicion to believe they contain weapons. A weapons violation could result in immediate expulsion. Knives, brass knuckles, fire arms, fireworks, razors as well as facsimile weapons and laser pointers are examples of weapons.

HARASSMENT: SEXUAL, BULLYING, TEASING, TAUNTING

School officials (School Board Policy FNC) will deal with all forms of harassment including: sexual, bullying, cyber bullying, taunting and teasing complaints which are immediately and thoroughly investigated. All harassment complaints will be reported to District officials.

FIGHTING

At Jasper High School, fighting will not be tolerated. When students recognize a potential conflict, they should immediately enlist the help of an adult to help resolve the conflict. It is rare when a fight erupts so quickly that adult intervention cannot be used. Students who fight have engaged in a serious violation of school rules, and may be subject to various types of suspension, Friday Night Live, community service, Special Programs placement, & referral to the Plano Police Department.

ABSENTEE NOTES

When a student is absent and returns to school, by state attendance laws, he/ she must present a written note from the parent/ guardian even if a parent / guardian called the attendance line (policy EIAB Local). The note should include: student's name, student ID number, reason for the absence, the date, and phone number where the parent/ guardian may be reached. The note SHOULD be given to the attendance office before 9:00 a.m. **After three school days, notes may not be accepted, and the absences may be deemed unexcused.** Absences from school to extend holidays are discouraged. Be sure to check the school calendar prior to making travel arrangements or purchasing tickets. **Excessive tardies and unexcused absences will result in truancy filings. See school board policy FEA Legal for more details.**

CREDIT FOR COURSES

Any time a student misses school resulting from personal illness, illness or death in the family, quarantine, weather or road conditions making travel dangerous, or any other unusual cause acceptable to the principal, the absence will be considered excused. Any student out of school for reasons other than those listed above considered truant and the absence will be unexcused. **State law requires that students attend each class 90% of each semester in order to receive credit. If a student falls below the 90%, make-up time will be assigned or credit will be denied in that class.** The Department of Public Safety requires an attendance verification form reflecting concurrence with state attendance law from your school to get a driver's license or a provisional driving permit. **It is the primary responsibility of the student to contact an administrator about make-up time if in violation of the 90% rule.**

AP EXEMPTION GUIDELINES

Jasper will follow the district guidelines as it pertains to AP exams and exemptions

CHECKING IN/OUT

Students must sign in/ out with the attendance office even if it is between passing periods. Students are truant if they do not check out properly. Please refer to your student/parent policy guide page 3 under classroom interruptions. If students must leave school during the school hours, a note from the parent or legal guardian must be sent to the attendance office the morning of, so the student can get a pass to leave the classroom. The note should state the time the student will be picked up. Approval from the attendance office is necessary before a teacher can allow a student to leave class. Anyone who picks a student up during the day may be asked for identification (especially if it's not the parent picking up the student.) Students must come to the attendance office to meet the parent / guardian who is signing the student out. Upon returning to school, a note excusing the absence must be turned into the attendance office. Students who become ill during the school day must report to the clinic.

DRIVERS LICENSE - VERIFICATION OF ENROLLMENT (VOE) FORMS

Verification of enrollment forms are needed to receive or renew a driver's license and are based on 90% attendance the previous semester. Any student, who has lost credit due to excessive absences in the previous semester, will not be given a VOE form unless credit has been reinstated. Students needing a verification of enrollment form must notify the front office in writing 24 hours in advance and supply their ID number and legal name. Students may pick up the verification form after 4:15 PM the following day.

EARLY ARRIVAL

Students should arrive at Jasper by 8:45 a.m. If students arrive earlier than 8:45 a.m., they need to report to the cafeteria by using the south entrance. Supervision will be provided in the parking lot and cafeteria after 8:15 a.m. Please make appointments with your teacher if you need to meet with them before 8:30 a.m. and always get a signed pass from the teacher. Parent passes will be accepted after 8:30 a.m.

DISMISSAL

Once a student arrives on campus he or she will be required to stay until 4:15 p.m. unless appropriate arrangements have been made by the parent / guardian. Students will need to exit the building by way of the south exits after school in an appropriate and timely fashion unless the student is working in a supervised area. The building will need to be clear by 4:45 p.m.

FAMILY VACATIONS/TRIPS/ EXTENDED ABSENCE

Students must get advanced approval from the administrator in order for make-up work to be allowed and for planned extended absences. A student's parent/ guardian should submit a written letter to the administrator at least one week prior to the absence in order to be allowed to make up work. Students will be expected to make up all of their work in a timely manner.

TARDY POLICY

Students are expected to be on time to classes in order to avoid disrupting the learning environment. Tardiness to class results in the following consequence: (Morning

detentions will be assigned through the front office from 8:00 -8:30 am on Friday mornings when students are late to 1st period.)

1st Tardy Teacher warning to student.

2nd Tardy 30-minute detention with written notice.
(a no - show results in a double detention)

3rd Tardy 1-hour detention with phone call
(a no - show results in a referral to an Administrator)

4th Tardy Referral to an Administrator for Friday Night Live.

For 1st period only, a 3rd tardy will result in a Friday Night Live

FIRE DRILL INSTRUCTIONS

Signal: Fire Alarm

Procedure: Upon hearing alarm, the teacher in charge of the class will instruct students where to go. The teacher will be the last to leave the room, close the door, and escort students outside. Roll will be checked after the class has regrouped outside. All students must stay with their classes as they quietly exit the building.

Failure to report to the designated area will result in disciplinary action. Tampering with the fire alarm system or fire safety equipment (fire extinguishers), and making false hazard reports is illegal. Violators will be subject to suspension, expulsion, restitution, and / or legal action.

JASPER HIGH SCHOOL COMPUTER ACCEPTABLE USE POLICY

The computer network system for Plano ISD is designed **for educational purposes only**. The use of this technology resource is **a privilege, not a right**. Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of Plano ISD activities. All users are expected to use the computers, computer networks, and related technologies in a responsible, ethical, and appropriate manner.

The technology resources at Jasper High School will be used for learning and teaching in a manner that is consistent with the District's and school's mission and goals. Software or external data may not be placed on any computer, whether stand-alone or networked to the district's system, without permission from the Superintendent, Principal, Teacher, or designee.

All users are expected to adhere to the standard of acceptable use guidelines. Examples of acceptable use include but are not limited to the following:

- Copyright: All users are expected to follow existing copyright laws, copies of which may be found in each campus library.
- Student use of the computers and computer network is only allowed when supervised or granted permission by a staff member.
- **Attempting to log on or logging on to a computer or email system by using another's password is prohibited:** Assisting others in violating this rule by sharing information or passwords is unacceptable and will result in disciplinary consequences.
- Improper use of any computer or the network is prohibited. This includes but is not limited to the following:
 - Using racist, profane, or obscene language or materials
 - Using the network for financial gain, political or commercial activity
 - Playing or downloading games
 - Attempting to or harming equipment, materials or data
 - Knowingly placing a computer virus on a computer or the network
 - Using the network to provide addresses or other personal information that others may use inappropriately

- Accessing of information, resources, files and documents of another user without their permission
- Downloading material from the internet or any other source that is not directly related to educational research projects
- Permission to use a floppy disc to import or export information from the system will be determined by each department
- The individual in whose name a system account is issued will be responsible at all times for its proper use. **Students should not share their passwords to these accounts for any reason.**
- The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by district guidelines.
- System users may not use another person's system account without written permission from the campus coordinator or principal as appropriate.
- All student files placed on the projects drive must be in a teacher folder. Files placed outside a teacher folder will be deleted daily.

DISCIPLINE GUIDELINES FOR PISD TECHNOLOGY

Technology is a diverse educational asset which includes a wide variety of uses (i.e., including, but not limited to, telephones, computers, audio and visual equipment, fax machines, etc.). Any student who violates technology operations shall be subject to disciplinary action as stated in the Campus Discipline Management Plan. This includes any misconduct involving any related PISD technology use, regardless of time or location. When students are involved in disciplinary infractions regarding technology equipment or its uses (i.e., including, but not limited to, destruction of equipment, accessing or altering any form of technology communication without consent, transmission or receiving of inappropriate language picture, or games, disruption of technology operations, etc.) appropriate disciplinary action will be taken.

Cell Phones / Electronic Devices

- Students **may not talk** on their cell phones from 8:45 – 4:15. If a student needs to use a phone, they may use the phone in the main office or a classroom phone with the teacher's permission. Cell phones must be muted during the school day.
- May be used for academic purposes during the school day with permission from teacher.
- May be used during transition periods (hallways) and during students' assigned lunch.

If a cell phone / electronic device is audible, causes a disruption to the learning environment, or is used in a manner deemed as inappropriate by a staff member the following consequences will result:

- o 1st: Verbal Warning.
- o 2nd: Teacher confiscates the item but returns it at the end of the period.
- o 3rd: Teacher confiscates and turns the device in to the Student Center. Student must meet with the Dean or Behavior Specialist to retrieve the item. Friday Night Live may be assigned. Item will be returned to the student at the end of the day.
- o 4th: Item is confiscated and turned in to the Student Center by the teacher. Friday Night Live is assigned. Only a parent can retrieve the item from an administrator.

Any further violation will require a parent conference and could result in a loss of privileges for a determined length of time at the administrator's discretion. The device will not be returned before the parent conference is held.

Plano ISD Policy:

The district prohibits students from using personal telecommunication devices while on school property during academic hours. The principal has authority to address issues that are disruptive to the academic environment that may arise from the improper use of telecommunication devices. Students who violate this policy shall be subject to established disciplinary measures. Parents shall be notified within two school days after a telecommunication device is confiscated. (FNCE LOCAL)

State of Texas Education Code (37.082):

The board of trustees of a school district may adopt a policy prohibiting a student from possessing a paging device while on school property or while attending a school-sponsored or school-related activity on or off school property. The policy may establish disciplinary measures to be imposed for violation of the prohibition and may provide for confiscation of the paging device. The policy may provide for the district to:

- (1) dispose of a confiscated paging device in any reasonable manner after having provided the student's parent and the company whose name and address or telephone number appear on the device 30 days' prior notice of its intent to dispose of that device. The notice shall include the serial number of the device and may be made by telephone, telegraph, or in writing; and
- (2) charge the owner of the device or the student's parent an administrative fee not to exceed \$15 before it releases the device.

*Plano ISD is not responsible if any such device is lost or damaged while in possession of district employees. Every school district in Texas is immune from liability for damages to property. This is the state immunity law and not a local school policy. A campus cannot reimburse a student or parent for loss or damage of a telecommunication or electronic device.

TUTORIALS

Tutorials are available on a regular basis: a tutorial schedule is posted in each classroom and in the hallways. Additional tutorials may be scheduled with the teacher. Students should come to tutorials prepared with necessary materials and specific questions.

NATIONAL HONOR SOCIETY INFORMATION

NHS is for sophomores only. The basic requirements for NHS are: A 3.6 GPA at the end of the fall semester, a minimum of 15 community service hours per semester, general meeting attendance requirements, and chapter service involvement. All students who believe they can meet these requirements should come to an informational meeting in August. Several announcements will be made concerning this process.

SCHOOL WIDE MAKE-UP INFORMATION

In all departments, long term assignments and major papers are due on the due date or the next day the student attends school, if the student has an excused absence on the original due date. Please make arrangements to turn in your work according to this policy in order to ensure full credit on the assignment.

Make-up WORK

In the event of an absence from school, it is the student's responsibility to request make-up work from his/her teacher. A student has **two days for each day absent to complete and turn in work missed**. If a student has been working on a long-term assignment/composition and misses only the due date, the assignment/composition is due the day he/she returns. Likewise, if the student has been present for all instruction but missed the review day before a test, he/she will be required to attend a tutorial over the material before taking the test. On the third day of a student's absence, a parent may call the office and request make-up work to be picked up at the front office.

CAREER & TECHNICAL EDUCATION (CTE)

CTE offers many EXCITING and FUN classes allowing students to discover career opportunities and learn the latest technology skills. Visit the Jasper Web site for more information.

<http://k-12.pisd.edu/schools/jasper/CTE/CTEClasses.html>

BUSINESS

Business Information Management (Microsoft Office 2010)
Touch System Data Entry (Keyboarding)
Principles of Business, Marketing, & Finance
Virtual Business

TECHNOLOGY

Desktop Publishing
Webmastering
Digital Interactive Media (Multimedia)

ENGINEERING

Introduction to Engineering Design (Project Lead The Way)

MEDICAL SCIENCE

Principles of Health Science
Medical Terminology

AGRICULTURAL SCIENCE

Small Animal Management
Livestock Production
Leadership & Agriculture Business
Wildlife and Ecology

JUNIOR RESERVE OFFICER TRAINING CORPS

JROTC 1
JROTC 2

TUTORIALS AND MAKE-UP

Please talk with your teacher regarding times and availability.

COMPUTER LABS (rooms 1149, 1150, 1151, 1154)

A **Technology Use Form** must be completed and signed by the parent(s) and student. This form indicates that the student agrees to follow all PISD Technology Guidelines as published in the Student Handbook. Any student violating the Technology Use Guidelines is subject to disciplinary action as stated in the campus Discipline Management Plan. In addition, no food or drink is allowed in the computer labs.

ENGLISH DEPARTMENT PROCEDURES

OVERVIEW

Students will study literature, grammar, vocabulary, and the writing process. Students will receive a tentative syllabus for each unit, detailing reading schedule, homework, quiz, test, and project due dates.

SUPPLIES

Students are required to keep an English binder OR a section for English in his or her binder. Students will also keep a writing portfolio in their English classroom to collect work.

Students must bring a blue or black pen, red pen, pencil, highlighter, paper, and required reading assignments to each class. Teachers may request additional supplies.

Students will have access to textbooks online. Class sets are available to use in each English classroom.

Students are responsible for all issued textbooks and novels. Replacement cost for the English textbook is approximately \$50-\$55.

LATE WORK

Late work is not accepted on daily grades except in the case of an excused absence. Barring extenuating circumstances, students have three days to make up a major test or quiz. After this time the student will make up the grade during class time. Field trips are not considered absences, and student assignments must be turned either before the absence or the first day the student returns.

PROGRESS REPORTS

Progress reports are sent home after the three-week period of each six weeks. Major quizzes, tests, and papers are 75% of average. Daily grades are 25% of average. Parents, please request to see progress reports.

MAKE-UP WORK

English quizzes, test, and timed writings can be made up on Tuesdays and Thursdays, before and after school. Individual teachers can schedule additional times.

JASPER HIGH SCHOOL CAMPUS RULES

English will follow and support all campus rules, policies, and expectations. Students will show respect for themselves, teachers, and other students by remaining quiet and attentive when someone else is speaking, using appropriate language, and behaving in a manner conducive to an educational environment.

Languages Other Than English Procedures

EVALUATION

Each student will be evaluated on the following basis each six weeks:

- 25% – Daily Work – may include homework, class work, oral activities, lab work, vocabulary and grammar check-points, partner/group activities, pop daily quizzes, notebook checks and others.
- 25% – Minor Assessments – PBQs (Performance Based Quizzes) and PBAs (Performance Based Assessments –Listening/Reading)
- 50% – Major Assessments – PBAs (Performance Based Assessments – Speaking/Writing) – Formative assessments such as Interpersonal partnered-speaking exams and CAP Exams

*Exams - Interpersonal Partnered-speaking exams count as one test grade; CAP exam has two sections, each section counts as a test grade: oral section and written section.

The semester grade includes the average from each of the three 6 weeks and the semester exam, which counts as 25% of the overall semester grade.

CALENDAR

Students will receive a calendar at the beginning of the month. Students will be responsible for all of the information on their calendars including dates for homework, quizzes, tests, and projects. Students are expected to keep up with their calendar regardless of absences. For longer absences, the students should arrange a schedule for make-up work with the teacher. Homework assignments may not be on the calendar. Homework *may* be assigned on a daily basis.

MAKE-UP WORK

In case of an absence, the students will make-up work according to the guidelines set forth in the student planner. Students need to sign up with their teacher for tutorial sessions, make-up quizzes, tests, and lab work. Each LOTE teacher will offer a weekly make-up time.

DAILY WORK LATE WORK POLICY

ALL Daily Work (Homework) is due at the beginning of class. In accordance with the Jasper HS policy: "In the event of an excused absence from school, it is the student's responsibility to request make-up work from his/her teacher. A student has two days for each day absent to complete and turn in work missed."

*Field trips are not considered absences, and all work due should be turned in prior to the absence or the first day of your return. Students should be ready for quizzes or tests upon their return to class.

REGULARS: In regular level classes, students may make up daily work that they have attempted to complete for a grade no higher than a 70.

HONORS: No late daily work will be accepted in honors classes except in the case of an excused absence. (see JHS handbook policy above)

CLASSROOM PROCEDURES

Respectful classroom behavior is expected from each student. District and school policies regarding discipline will be enforced. Each student will be responsible for any school-issued materials and textbooks

KEYS TO SUCCESS

In order to be successful, your child needs to use ASL, FRENCH, GERMAN, LATIN, CHINESE, and or SPANISH **75%** of the time in class!

- *review daily
- *bring all materials to class everyday
- *actively participate in classroom activities
- *seek help immediately when needed
- *make-up all work promptly
- *maintain an organized binder
- *complete homework on the day it is assigned

LANGUAGE LAB PROCEDURES

Each student will receive instruction on how to use the lab appropriately.

Students are responsible for any damages to lab equipment or to the lab station that they use. Teachers will utilize seating charts to monitor damages after each use of the lab.

MATHEMATICS PROCEDURES

GRADING PROCEDURES AND POLICIES

Every three weeks grades will be averaged, and progress reports or report cards will be given to each student.

Daily assignments will count as 25% of the grade and will be due at the beginning of the period and not accepted late. Late papers will receive a grade of zero. Homework may be graded for completion, accuracy, individual problems or an in-class homework check.

The quiz average is 25% of the grade. There will be one to three tests each six weeks; the average of tests will be 50% of the grade. The tests will be scheduled well in advance of the test date and listed on the course calendar. Make-up tests, due to an absence, must be completed within two weeks. Make-up tests and quizzes are given Wednesdays 7:55-8:45 a.m. and Thursdays 4:20-5:10 p.m. in room 1085. It is the student's responsibility to arrive on time with the appropriate supplies since the test must be taken in one sitting (students will not be permitted to work on a test or quiz and then return at a later point to finish).

CLASSROOM MATERIALS AND SUPPLIES

Students will need to bring a scientific calculator to class each day.

Within the Algebra I and Algebra II courses, graphing calculators will be a regular supplement to daily lessons. Students are may choose to bring their own graphing calculator to class each day (a TI-83 or TI-83 Plus is recommended). Each math classroom in Jasper has their own set of graphing calculators. Students will have a graphing calculator available to use in class on a daily basis. Within the Geometry course, students will need to bring a compass, straightedge, and protractor to class each day. Additional supplies may be requested within various courses.

PHYSICAL EDUCATION DEPARTMENT

MAJOR GRADE EVALUATION- 75%

1. Daily activity evaluation – approximately 50%
2. Skills / Fitness evaluation – approximately 25%

MINOR GRADE EVALUATION –25%

3. Written / Oral / Observation evaluation – approximately 25%

CITIZENSHIP EVALUATION

These grades are totally based on the student's demeanor.

SAFETY

Students must remove all jewelry prior to participating in any physical activity (stud type earrings are considered jewelry). Students refusing to remove jewelry will not be allowed to participate in the physical activity, and this will result in a zero for lack of participation.

Students must dress properly for physical activity. Dressing properly includes gym type shorts (with no pockets or belt loops), T-shirts (no dress shirts, sport shirt, blouses with pockets or buttons), and sports shoes (no boots, sandals, or hard-soled shoes).

MEDICAL

If a student cannot take part in the physical education class due to illness, notice (in written form) from the parent to the instructor is required. After three consecutive days of non-participation, a physician's note is required.

SCIENCE

OVERVIEW

Science has three divisions that determine grades.

25% of the student's grades is determined from daily work. Late daily work is not accepted. Make-up work is the student's responsibility.

25% of the student's grade is determined from lab/quiz average.

50% of the student's grade is determined from Major Evaluations.

There is a significant lab component to the science curriculum in Plano ISD which comprises approximately 40% of instructional time. No student will be able to participate in labs until reviewing and completing a safety contract, as it is of the utmost importance that students are in full accordance with safety rules during all times.

SOCIAL STUDIES PROCEDURES

No late daily homework is accepted.

Major grade projects follow the school wide policy.

Work missed due to school related absences is the responsibility of the student to complete on time.

Assignment calendars are provided at the beginning of every unit.

Grading policy: daily grades 25%; tests and projects 75%.

Academic integrity is expected in all classes at all times.

MAKE-UP TEST DAYS

Tuesday a.m. and p.m., Wednesday a.m. and p.m., or by teacher appointment. Testing times are 8:00–8:45 a.m. and 4:20–5:15 p.m.

MAJOR ASSIGNMENTS

The social studies department follows the school wide policy in regards to late major assignments.

THEATRE PROCEDURES

Major grade projects are due at the beginning of class. Late projects follow the school wide policy. Work missed due to school related absences is the responsibility of the student to complete on time or early— otherwise the school late policies apply.

MAKE-UP WORK AND TESTS

If students are present for all instruction and reviews, but are absent day of a test, they will make up the test during the next class period they are present.

Makeup work for in class projects must be scheduled with the teacher before or after school. Schoolwide makeup policies apply.

SAFETY

Appropriate attire for Theatre and Technical Theatre classes is mandatory for certain activities. Students must dress properly in order to participate. Students refusing to wear the appropriate clothing will not be allowed to participate in the activities, and will result in zero grades for lack of participation. Dressing properly for Technical Theatre includes long pants (jeans), t-shirts, hair tied back, no jewelry, and closed toe/rubber soled shoes (no sandals, heels, or hard soled shoes). The clothing should not be extremely loose as these items may get caught in power tools. Clothing for Theatre classes will be described based on the activity.

SUPPLIES

A list of supplies is included in the syllabus at the beginning of the year.

FOOD, DRINK, AND GUM

Food, drinks (except bottled water), and GUM are NOT allowed in the classrooms and Theatre facilities. If a student chooses to bring any to class, a detention will automatically be given.

VISUAL ARTS POLICIES & GUIDELINES

CALENDAR

Students are provided with a calendar online as well as posted in the classroom at the start of each grading period. Students are responsible for all information on the course calendar, including project due dates and tests.

MAJOR GRADES/PROJECTS

Two dates are provided for most Major Grades/Projects:

1. a *final date of working* on the project in class
2. a *due date* that is five school days after the final working day in class.

Major Grades/Projects are due at the beginning of class on the given due date. Late Work will follow the school wide policy for Major Grades and Daily Grades.

EVALUATION

Daily Grades: 25%

Major Projects & Tests: 75%

SUPPLIES

All art students will receive a supply list on the first day of school.

Art 1, PreAP Art 1, Art 2 and PreAP Art 2 will have pre-packaged supply kits available at Asef Art Store after the first day of school. It is strongly recommended to not purchase kits until after students have met with their teachers on the first day of class.

Beginning Sculpture students will not have a prepackaged kit to purchase; however, specific supplies will be requested for this course. Advanced Sculpture students will also have a supply list provided.



What Parents Should Know About the *MAP* test Fall, Winter, and Spring 2010-11

Assessment in Plano ISD

The Plano ISD Mission Statement states that the goal of Plano ISD is to provide an excellent education for all students. Testing plays a key role in meeting that goal. Plano ISD uses multiple tests to measure students' continuous mastery of skills and measurement of student growth over time. Teachers use this information to differentiate instruction based on the level of mastery of essential knowledge and skills. Students' instructional needs are monitored through the use of classroom observation and assessments. This continued monitoring allows each child to receive an appropriate, challenging education targeted to his or her individual needs.

The *Measures of Academic Progress* test has been chosen as one of the assessment tools in Plano ISD. The *MAP* tests are achievement measures in mathematics, reading, language usage, and science that are delivered to students on the computer. Students view each question on the computer screen, then select an answer using the mouse or the keyboard. Unlike fixed-form paper and pencil tests with a set group of items, the *MAP* test adjusts to each student's performance, allowing an appropriate test to be developed for that student. Because of this technology, the *MAP* testing system is able to accommodate and accurately assess students at a variety of achievement levels.

Interpreting *MAP* Scores

When students take a *MAP* test in reading, language usage, mathematics, or science their test performance is described by a number called a RIT score. RIT scores range from 110 – 300. Students typically begin in kindergarten at the lower end of this range, and scores increase as students progress through the grades. Since the scores are continuous across grade levels, it is possible to use RIT scores to follow a student's educational growth from year to year.

The proficiency range continuums shown below may be used to determine a student's achievement performance relative to grade level proficiency standards. If the student's score falls **below** the proficiency range, the student may require intervention in order to reach proficiency by the end of the year. If the RIT score is greater than the proficiency range, the student is prepared for enrichment in the classroom. The RIT score in reading is also translated into a **Lexile** score, which can be used by parents and teachers to select reading texts of appropriate difficulty.

Grade Level Proficiency Ranges for 2010-11 MAP Tests

Reading	5	6	7	8	9	10
Fall	199-206	204-211	206-214	212-219		
Winter	201-208	204-211	207-215	212-219		
Spring	204-211	204-212	208-216	212-220		
Math	5	6	7	8	9	10
Fall	207-214	212-220	217-226	223-232	227-236	
Winter	212-220	215-223	220-229	225-235	227-237	
Spring	212-220	217-226	223-232	227-236	228-238	
Science	5	6	7	8	9	10
Fall	196-201	200-205	202-208	203-210	207-214	210-217
Winter	200-205	201-207	203-209	206-213	208-215	210-218
Spring	200-205	202-208	203-210	206-213	209-216	211-219
Language Usage	5	6	7	8	9	10
Fall	199-206	204-211	208-215	211-218		
Winter	200-207	205-212	208-216	211-219		
Spring	202-209	206-213	208-216	211-219		

STUDENT MAP SCORE RESULTS LOG

Students: Each time you take your MAP test, the scores are displayed as soon as you finish. Use this score log to record not only your overall score, but any individual concepts scores that you and/or your teacher want to focus on for the next testing window.

Math

Performance	Fall Actual	Winter Goal	Winter Actual	Spring Goal	Spring Actual
OVERALL SCORE					
Number/Operation Reasoning					
Patterns & Relationships					
Geometry & Spatial Reasoning					
Measurement					
Probability & Statistics					
Underlying Process/Tools					

Reading

Performance	Fall Actual	Winter Goal	Winter Actual	Spring Goal	Spring Actual
OVERALL SCORE					
Phonics / Vocabulary					
Literary Concepts					
Informational Concepts					

Language Usage

Performance	Fall Actual	Winter Goal	Winter Actual	Spring Goal	Spring Actual
OVERALL SCORE					
Writing Process					
Narrative & Literary Texts					
Conduct Research					

Conventions of Acad. Lang.					
Capitalization & Punctuation					
Spelling					

Science

Performance	Fall Actual	Winter Goal	Winter Actual	Spring Goal	Spring Actual
Concepts & Processes Score:					
Inquiry					
Think, Solve					
General Science Score:					
Physical Science					
Living Organisms					

What Parents Should Know about *CogAT* 2010-2011

Why the *CogAT*?

The goal of Plano Independent School District is to provide an excellent education for all students. Testing plays a key role in providing necessary data for advancing that goal. The *Cognitive Abilities Test (CogAT)* measures general and specific reasoning abilities which the test assesses through three categories: Verbal, Quantitative and Nonverbal batteries. The composite score reflects a total score for all three categories. This test provides a measurement of a student's cognition or reasoning skills that is not captured in school grades or other measures of school achievement.

Plano ISD administers the test to students in the 3rd, 5th, 7th and 9th grades in the fall. The three main uses of *CogAT* scores are (1) to guide efforts to adapt instruction to the needs and abilities of students, (2) to provide an alternative measure of cognitive development, and (3) to identify students whose predicted levels of achievement are markedly discrepant from their observed levels of achievement.

Interpreting the *CogAT* Standard Age Score

Each student's cognition develops gradually throughout his or her lifetime. The rate and level of cognitive development for an individual is reported as a Standard Age Score (SAS), which is based on the child's age in months (not grade level). Teachers are able to use *CogAT*'s SAS to compare the rate and level of cognitive development of an individual to other students in the same age group. Educators use the student's most recent *CogAT* SAS to determine whether the student reasons below average, around the average or significantly above for his age group. For example, a student with a score of 100 on the Quantitative battery demonstrates the same rate and level of development of quantitative skills typical to his or her age group. Whereas, a student possessing a score of 125 on the Quantitative battery indicates a higher level of development of quantitative skills than the typical student.

Standard Age Scores (reflect cognitive ability)

Below level	On Level		Above Level
	Dependent	Independent	
< 84	84 – 100	101 – 115	> 116

A student's score from 84 to 116 is considered to be functioning at an average cognitive level for students in his age group. A student possessing a score of 84 to 100 is considered to be on level, but dependent upon targeted instruction; whereas a score of 101 to 115 indicates the student is also on level, but able to function independently.

Your child's SAS scores:

Verbal _____ Nonverbal _____ Quantitative _____ Composite _____

If you wish to gain further knowledge of your child's score and about the *CogAT*, please visit this interactive website by Riverside Publishing at

www.riversidepublishing.com/products/group/cogat6/input.jsp

JASPER HIGH SCHOOL PTSA
JOIN YOUR PARENT, TEACHER, & STUDENT ASSOCIATION!
WWW.JASPERPTSA.ORG

We encourage all parents and students to join the Jasper PTSA. Your membership dues help pay for classroom supplies, teacher appreciation, programs for students, and wish list items for the staff. The PTA is the largest child advocacy association in the US. A small portion of your dues helps support legislative action teams at the state and national level.