

## To Students and Parents:

The Jefferson High School Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to be in harmony with the Board policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through proper communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.

Please note that references to policy codes are included to help parents confirm current policy. A copy of the District’s Policy Manual is available in the school office. In case of conflict between Board policy and any provisions of student handbooks, board policy will be followed.

The Jefferson High School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in

accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended. (Refer to Policy 3210) The Title IX Coordinator is Mr. Joe Michaud, High School Counselor.

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### JEFFERSON HIGH SCHOOL MISSION STATEMENT

*The Jefferson High School District #1’s mission is to provide the best possible education for our youth for whatever path of life they choose; to be the school of choice for students, teachers, and staff; and to be the heart of the communities we serve.*

Teacher Advisor: Each student is assigned to a home room or teacher advisor. Students will meet with their advisor regularly throughout the school year. Be sure to ask your student who their teacher advisor is as this advisor will be assigned to your child for their four years in school. The teacher-advisor can offer suggestions on post-secondary opportunities and works with your child in small group settings on school-wide issues such as: school spirit, bullying, school pride, pre-registration, career choices, and school surveys.

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### School Day

Jefferson High School operates a four-day week and an eight-period day.

Period	Monday-Thursday
0	8:00 – 8:36
1	8:39 – 9:35
2	9:38 – 10:34
Announcement	10:37 – 10:44
3	10:44 – 11:40
4	11:43 – 12:39
Lunch	12:39 – 1:09
5	1:12 – 2:08
6	2:11 – 3:07
7	3:10 – 4:06

*Dismissal time is at 4:06 p.m. Buses will pick up students at the east end of the school building. Students are welcome to be in the building 10 minutes before school begins and 10 minutes after school concludes, unless meeting with a staff member regarding student business.*



### JHS Trustees

Ms. Sabrina Steketee, Chair  
Mr. Travis Pierce, Vice-Chair  
Mr. Kevin Harris, Trustee  
Ms. Stacy Hale, Trustee  
Ms. Denise Brunett, Trustee  
Ms. Cami Robson, Trustee  
Mr. Larry Rasch, Trustee

### JHS Administration

Mr. Tim Norbeck, Superintendent/Principal  
Mr. Mike Moodry, Principal/Activities Director  
Ms. Lorie Carey, Clerk/Business Manager  
Mr. Dan Sturdevant, Co-Activities Director

### Certified Faculty

Mr. Joe Michaud, Counselor, Testing,  
Mr. Dave Heimann, Industrial Technology, Skills USA Advisor  
Mr. Fritz Bieler, Government, Driver's Education, Sponsor Model U.N and Youth  
Legislature  
Ms. Cassidy Parsons, Family and Consumer Science, FCCLA Advisor  
Ms. Nicole Strozewski, Math, Student Council Advisor  
Ms. Emma Ehret, Art and Art Club Advisor  
Ms. Mary Drynan, Special Education  
Ms. Kelsey Voeller, English, Journalism  
Mr. Mathew Bowman, Music, Pep Band  
Mr. Mike Hesford, English, Film, Theater  
Mr. Cody Ottman, History,  
Ms. Dawn Smartnick Business Education, BPA Advisor, Student Portfolios, Co-  
sponsor Yearbook  
Mr. Steve McCauley, Science, Co-Sponsor National Honor Society, Science  
Olympiad Advisor  
Ms. Mary Williams, Physics, Chemistry, Physical Science  
Ms. Cathy Carey, Math  
Mr. Dave Ternes, Anatomy, Physical Education  
Mr. Mike Robbins, Woods, Construction, Small Engines  
Ms. Brittani Bergtoll, English  
Ms. Sarah Layng, Library, Co-sponsor Yearbook  
Mr. Clint Layng, Physical Education, Driver's Education  
Ms. Nancy Bailey, Math

### Support Personnel

Ms. Linda Allen, HS Secretary  
Mr. Alan Smith, Technology  
TBD, Paraprofessional  
Ms. Lisa Fjeldseth, Paraprofessional  
Ms. Lynnsey Williams, Paraprofessional  
Mr. Michael Thilges, Paraprofessional  
Ms. Katy Watts, Paraprofessional  
Mr. Jeff Guay, Paraprofessional  
Mr. Dan Sturdevant, Building and Grounds Director  
Mr. Kyle Lyon, Custodian  
Mr. Keven Burton, Custodian  
Mr. David Miller, Custodian

Contacting Faculty and Staff can be done by calling the main high school office. You will be connected to the teacher's voice mail during the school day. You can also access the faculty list on the JHS webpage where you are able to send email directly to your teachers. The JHS website is [www.jhs.k12.mt.us](http://www.jhs.k12.mt.us)

### **ATTENDANCE**

Attendance requirements: Students will be allowed eight absences in any one class in any one semester. The parent or guardian will be notified when the student has reached the fourth absence and the sixth absence limitation per semester. A letter or phone call to the parent or guardian will notify the parent or guardian that the student is approaching the maximum limit. Following the sixth absence the student will report to the Principal and account for the history of the six absences. The eighth absence will result in a conference with the Principal, the student and the parent or guardian or an adult representative. *The 9<sup>th</sup> Absence will result in a loss of credit hearing with the student's teachers and the principal. Parents are notified of the hearing and encouraged to attend.*

Absences: Absences will be recorded as period absences from school. Missing class for more than 15 minutes constitutes an absence in that class for that period unless the student has a pass from the office or a teacher.

Being gone from a class for a school-sponsored activity is counted as a school-activity absence. Two days of college organized college visitations likewise will not count as absences. Being gone for attendance at a funeral for immediate family members or grandparents and the associated activities when properly excused will not place a

student in jeopardy of losing credit due to absences. Student's absences due to school bus problems will not count towards loss of credit absences.

The parent or guardian shall provide a home, work, cell or message phone number to the school where they can be notified of their student's absence.

If a student is absent from school for illness, bereavement, family obligations, or because of serious storm conditions, the school staff will make every effort to accommodate the student and the parents in helping minimize the negative impact of the student's absenteeism on school performance.

Adult Student Status: Adult student status may be granted to students who are not living at home. When a student is not living at home under the general supervision of his or her parent or guardian, special arrangements must be made with the Principal for the student to excuse himself/herself.

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#### Policies Relating to Excused Absences:

- A. An excused absence is any absence from class or school that is authorized by a parent or guardian or school official provided:
- 1) The student's parent or guardian notifies the school of the reason for their absence either by note or phone call prior to or at the time the student returns to school.
  - 2) Students who know they will be absent from school get advance consent forms completed and turned in to the office.
- B. For students who bring a note signed by a parent, guardian or school official to explain their absence the note should include:
- 1) The name of the student,
  - 2) The date(s) of the absence,
  - 3) The specific reason for the absence, AND
  - 4) The parent, guardian or school official's signature.
- C. Graded students' assignments that can be made-up have the following timeline for completion unless other arrangements are made with the teacher.
- 1 day absent- make up work due in 2 days.
  - 2 days absent- make up work due in 3 days.
  - 3 days absent- make up work due in 4 days.
  - 4 days absent- make up work due in 5 days.
  - 5+ days absent- arrangements will be made with the teachers.

D. Office Checkout: In the event a student leaves school during the school day, the student's absence will be regarded as Unexcused unless the student formally checks out at the office. Check out will be permitted if a phone call is received or a note is presented from a parent or guardian prior to or at the time of check out. The reason for the absence must be stated. Only in an emergency or an unusual situation will checking out be permitted without either a phone call or a note.

E. Advance Consent Forms: For students who know in advance that they will be absent, forms are available to get prior approval of the absence. Approximately three days before being gone, the student is to pick up a form from the office and have it completed by their teachers, signed by their parents, and then approved by the principal.

Excessive absences: After a student has exceeded the eight-day limit the Principal will meet with the teachers of that student then make a decision regarding a loss of credit or waiver. Students and their parents/guardians may appeal the principal's decision according to the school district policy to the superintendent and then JHS District # 1 Board of Trustees. Appeals are held for students who are passing their classes despite excessive absenteeism.

Possible Waivers: Bereavement of immediate family, medical exemptions with physician or physician asst. verifications, college, post-secondary visitation during junior or senior year, extenuating circumstances with administrative verification.

Policy Relating to Unexcused Absences (Truancy): An Unexcused absence is any absence from a class without the teacher's permission or from school without the knowledge and authorization of a parent, guardian or school official results in the following consequences:

Consequences for Unexcused Absences: Unexcused absences will be accumulated separately for each semester. For each occurrence the student must report to the office and obtain an admit slip indicating the absence is unexcused and have the slip signed by each teacher. The student's parent or guardian will be notified of the absence. Any assignment, class work or test missed as a result of an unexcused absence will be given a score of zero. In addition:

- 1) On the first unexcused absence the student will be required to make up the amount of class time missed in Friday detention with the principal or designee.

2) On the second unexcused absence the student must make up the time missed. A parent-student-teacher conference will be held before the student can return to the class

3) On the third unexcused absence the student must make up double the time missed. In addition, the parent and student together must meet with the principal or superintendent within five days after the offense occurred to determine next steps for the student.

4) On the fourth unexcused absence the Principal may recommend to the Superintendent that the student be expelled from school for the remainder of the current semester.

**Tardy Slips** If you arrive late to school or class, a tardy slip must be obtained from the office.

### **Tardiness**

1. Students are to be in each class prior to the tardy bell.
2. No student should be in hallways after the tardy bell rings.
3. Three Unexcused tardies per semester will result in two hours of after school detention. Six unexcused tardies will result in four hours of Friday detention spread over two days and a parent conference with the teacher advisor and counselor. Nine or more unexcused tardies equals will result in suspension from school and a parent conference with the principal.

Failure to attend detention on scheduled day will result in double the time assigned and an Office Referral.

### **AWARDS AND HONORS**

To be recognized during graduation ceremonies for any honors and awards, the graduating senior must have attended Jefferson High School for at least one semester and an accredited high school which issues letter grades for at least seven semesters. (See Policy 2410P)

### **Honor Roll**

A student must have a minimum grade-point average of 3.00 to be placed on the honor roll.

### **Honor Society**

National Honor Society is one scholastic organization that recognizes academic excellence. Membership in the National Honor Society is determined by a constitution and overseen by a faculty committee at the local level.

### **CAFETERIA SERVICES**

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on need. See the principal's office for more information.

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### **CHEMICAL ABUSE**

A student who uses, or possesses narcotics, hallucinogens, drugs, stimulants, or alcohol at school or school functions, showing evidence of having used narcotics, hallucinogens, drugs, stimulants or alcohol, will on the first offense be suspended for ten school days, with the opportunity to earn seven days back by successfully completing a Chemical Awareness class at the Parent's expense or participate in the chemical dependency weekly group at JHS, and complete a Chemical Dependence Survey with the County Health Nurse. Students will for the second offense or first offense of distribution will be recommended for expulsion from school or upon successful completion of Youth Challenge be allowed to return to JHS. All students who violate this policy will be referred to the proper authorities.

**Smoking and Chewing Tobacco:** JHS students may not possess nor use tobacco products within visual range of the school. This includes the time the school is open for activities. Violation of this policy will result in an automatic one-day suspension from school as well as referral to law enforcement authorities. Students who desire assistance in overcoming the habit-forming aspects of nicotine should contact the County Health nurse. (See Policy 8225)

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### **CLASS ADVISORS**

2019: Mr. Heimann, Ms. Ehret, Ms. Strozewski, Mr. Hesford, Ms. Layng  
2020: Mr. McCauley, Mr. Bieler, Mrs. Williams, Ms. C Carey, Mr. Bowman  
2021: Ms. B. Carey, Ms. Smartnick, Mr. Ottman, Mr. Layng, Ms. Bailey  
2022: Mr. Robbins, Ms. Voeller, Ms. Parsons, Mr. Ternes, Ms. Drynan

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### **CLASS RANKING**

#### **Valedictorian/Salutatorian**

The students who hold class rankings of # 1 and # 2 when final GPA's are calculated will be the valedictorian and salutatorian of their graduating class.

### Class Rank (Grade Point Average)

Class Rank is compiled from semester grades. Courses not eligible for GPA are designated with an asterisk on the report card. (See Policy 2410P)

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### **COMMUNICABLE DISEASES/CONDITIONS**

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school principal so that other students who **may** have been exposed to the disease can be alerted. These diseases include, but are not limited to:

Amebiasis	Hepatitis	Rubella (German Measles)
Campylobacteriosis	Influenza (including congenital)	
Chickenpox	Lyme disease	Salmonellosis
Chlamydia	Malaria	Syphilis
Colorado Tick Fever	Measles (Rubeola)	Scabies
Diphtheria	Meningitis	Shigellosis
Gastroenteritis	Mumps	Tuberculosis
Streptococcal, invasive	Giardiasis	Pinkeye
Hansen's disease	Ringworm of the scalp	
Whooping Cough (Pertussis)		

[Further information may be found at policy 3417 in the District's Policy Manual]

### **COMPLAINTS BY STUDENTS / PARENTS**

Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a uniform complaint procedure policy at 1700 in the District's policy manual. In general, a parent or student should first discuss the complaint with the individual involved. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Some complaints require different procedures. The District office or the Superintendent's office can provide information regarding specific processes for filing complaints. Call 225-3740. Additional information can also be found in the designated Board policy, 1700, available in the Superintendent's office.

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### **COMPUTER RESOURCES**

The District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign the acceptable use agreement regarding use of these resources; violations of the acceptable use agreement may result in withdrawal of privileges and other disciplinary action. Electronic communications — e-mail — using District computers are public and may be monitored by District staff. [For additional information, see policy 3612 and 3612F] Parents who would like their child to be able to use computer technology and have internet access need to complete the acceptable use policy found at the end of the student handbook and return it to the high school office.

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### **CORRESPONDENCE COURSES**

The District will permit a student to enroll in an approved correspondence course from a school approved by the National University Extension Association, in order that such student may include a greater variety of learning experiences within the student's educational program.

A Jefferson High School student may receive approval for correspondence course enrollment under the following conditions:

- Prior permission has been granted by the principal.
- The program fits the educational plan submitted by the regularly enrolled student.
- The District will accept (1 ½ credits) of correspondence work that enhances JHS learning or allows a student to complete a course in which a student received a failing grade.
- No correspondence courses are allowed that serve to supplant course work at Jefferson High School.
- Correspondence course work cannot be used to allow a student to graduate early from high school.
- The use of Acellus or any other credit recovery or advancement program must be pre-approved by a team consisting of general education teacher, Acellus director, and counselor. **Final discretion will be given to building principal.**

Correspondence course costs are the responsibility of the student and parent. The District does not pay for correspondence courses. (See Policy 2167)

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## COUNSELING

### Academic Counseling

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures.

Every student today should be committed to some type of post-secondary learning whether it be university, technical college, military, Peace Corp, etc., and should work closely with the counselor in high school class selection and post-high school requirements for the chosen pathway.

### Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns.

**Please note:** The school will not conduct a psychological examination, test, or treatment without the parent's written consent

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## CURRICULUM

### Jefferson High School Requirements for Graduation:

1. Four Credits of English
2. Three Credits of Science
3. Three Credits of Mathematics
4. Two Credits of Social Studies
5. One Credit of Health and Physical Education (2 years, ½ credit per year)
6. One Credit of fine arts
7. One Credit of Career & Vocational/Technical Education
8. One Half Credit of Personal Finance
9. One Half Credit of Introduction to Computers

A total of **21 credits**

Freshmen and sophomores are required by state law to take physical education. Exemptions may be made upon presentation of a doctor's certificate, explaining the

type of ailment, which necessitates being excused. If a student who is unable to take PE during their freshmen or sophomore years and later becomes able to participate they will be required to take it at that time.

### Montana University System Requirements

In addition to the requirements for graduation, students should plan on completing the requirements for entrance into one of the units of the Montana University System to ensure their eligibility for admission at any future point.

1. Four years of English
2. Three years of mathematics including Algebra I, Geometry, and Advanced Algebra.
3. Three years of Social Studies including World History, American History, and Government.
4. Two years of laboratory science

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## DISCIPLINE

### Guidelines for Student Conduct:

A student shall not:

- 1) Run, push, or "rough house" in the hallways, classrooms, lunchroom or school bus lines.
- 2) Display inappropriate table manners in the lunchroom.
- 3) Use profanity, force, noise, coercion, intimidation, or other disorderly conduct on school premises, going to and from school, while riding on any school transportation, or attending or participating in any school sponsored activity while within the jurisdiction, supervision or control of the school.
- 4) Prepare and/or present documents with forged signatures or initials of parents, teachers, other students or anyone else.
- 5) Cheat by copying assignments, using unauthorized crib sheets for tests, looking at someone else's test, plagiarizing, knowingly permitting someone else to copy, permitting another person to look at your test or any other dishonest means of avoiding or helping someone else avoid their responsibility.
  - 1<sup>st</sup> Offense: Office Referral and Zero on the Test.
  - 2<sup>nd</sup> Offense: Office Referral and Failure of the nine weeks.
  - 3<sup>rd</sup> Offense: Office Referral and Failure of the Semester.

- 6) Haze other students or assisting others in hazing.
- 7) Exhibit hostile physical or verbal action against another, including fighting, use of obscene, indecent, immoral or offensive language and/or gestures. All spectators of any physical confrontation will earn an Office Referral. Any student engaging in verbal encouragement of any physical violence will earn a suspension.
- 8) Defy the reasonable request or direction of school authority including failing to properly identify yourself.
- 9) Vandalize, damage, destroy or steal school property or the property of other individuals including school buses.
- 10) Possess or use weapons or dangerous instruments including but not limited to firearms, knives, clubs and explosives including fireworks.  
Consequence: Police Referral; Recommendation for Expulsion
- 11) Falsely activate a fire alarm.
- 12) Violate school bus rules and regulations as posted on the bus. Damage to bus seats or other parts of the bus will result in suspension from school, suspension of bus privileges for two weeks and payment of necessary costs for fixing the damage.

Consumption of food and beverages will be allowed before school, at lunch and after school in the cafeteria and non-carpeted lobby areas only.

**Note: Depending on the severity of the offense, the right to suspend a student exists at all times.**

Discipline Policy: Consequences for the above behaviors may include one or more of the following:

- 1) A warning.
- 2) Suspension from class for the remainder of the class period. Student will report to the main High School Office. The Student will be assigned to a Study Room for the remainder of the class period. Two consecutive days of assignment to the Study Room will result in an Office Referral.
- 3) Assignment to In-School-Suspension or After School Detention. All work will be counted towards grade. All assigned work must be completed before any work will be graded and must be completed during the in-school suspension time.
- 4) Expulsion from school is a consequence of severe and/or repeated violations. Expulsion requires a hearing before the Board of Trustees.

Other appropriate corrective disciplinary action such as fines for damage to books, notification of police for stealing or vandalism, payment of restitution for careless or

deliberate damage, cleaning cafeteria for inappropriate behavior during lunchtime and other similar actions may be required.

The choice of a consequence for a specific action will take into account the seriousness of the offense, the attitude and age of the student, the pattern of conduct, the degree of cooperation of the student and any other relevant information.

Classroom Behavior:

Student behavior within the classroom must not interfere with the rights of other students to learn the lessons being taught, nor the teacher's right to teach. Violations will result in the student's removal from class for one class period, first incident all work will be counted towards grade, second incident ½ the work will be counted towards grade, all subsequent incidents will not be counted towards any grade. All work assigned must be completed before a student can earn entry back into class. If a violation is severe enough in nature or is repeated, the student may be removed from the class permanently with a failing grade assigned. Such removal will be at the discretion of the Principal.

Office Referral Policy:

Teachers, coaches, advisors, bus drivers and other adults acting in the capacity of supervision of students are responsible for handling routine disciplinary violations. If student's violations are severe or are repeated after parents have been notified, students may be referred to the principal. When students are sent to the office on referral they are to talk to an administrator before returning to any class. Failure to report to the administrator will result in additional discipline. The following steps will be applied to students referred to the principal's office.

First Offense - Assignment to one full day of In-School-Suspension or the equivalence in after-school detention. Assignment is at the discretion of the administration. In School Suspension is an assignment to the In-School-Suspension Room for the entire school day. The student will not receive any unsupervised breaks, will eat lunch in the In-School-Suspension Room under supervision, and will be dismissed at 4:06 p.m. Students assigned to In-School-Suspension will have the work from all their teachers and must complete all work assigned. All work will be counted towards grade. The discipline referral will be sent home and a copy of the referral will be filed.

Second Offense - One day of Friday. A parent conference is required with the school counselor. Both conferences will take place within a week. A copy of the referral will be filed.

Third Offense - Student will be assigned to Friday or out of school suspension for one to three days. A conference with student, teacher, parent, counselor and administrator present will be required prior to re-admittance.

Fourth Offense - Student will be suspended from school for one to five days. A conference with the same people will take place to consider a behavior plan. All work missed will result in a grade of zero.

Fifth Offense - The principal will initiate expulsion proceedings. The student may be suspended until a meeting of the Board of Trustees can be called.

Offenses against the policy are cumulative for one school year. At the start of the next year the level will be reduced two levels.

Students are entitled to due process. Due process requires the following steps:

- 1) the student is informed of charges
- 2) the student has a chance to be heard.
- 3) the student is informed of the consequences
- 4) the student has the right to appeal the decision of the person deciding the consequences depending on the nature of the consequence: appeal goes from teacher to principal to superintendent.
- 5) a record will be kept of the incident

Suspension: Means the exclusion of a student from attending individual classes or school and participating in school activities for a limited period of time. Students who participate in activities are suspended from all school activity participation during an out-of-school suspension.

Expulsion: a decision by the Board of Trustees that permanently excludes a student from school. Note: State Statute requires a recommendation for expulsion for any student who brings a gun or gun-like object to school. This includes in vehicles parked on school property.

SEVERE CLAUSE - There are actions that are serious enough in nature to warrant immediate suspension/expulsion proceedings. Examples of these types of violations would include actions that may harm others, vandalism, theft, violence, possession/use of weapons, chemical abuse, defiance or disrespect toward teachers, etc. An administrator always has the right to suspend.

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## **DISTRIBUTION OF MATERIAL**

(See Policy 3222)

All school publications are under the supervision of a teacher, sponsor, and the principal.

District policy allows distribution of materials of parent and student organizations sponsored by the District or other governmental agencies.

Any student who posts material without prior approval may be subject to disciplinary action. Materials displayed without this approval will be removed.

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## **DRESS AND GROOMING**

(See Policy 3224)

The District's dress code is established to teach grooming and hygiene, to prevent disruption, and minimize safety hazards.

1. Any dress deemed to disrupt the educational process is inappropriate. This includes those having pictures or words, which contain profanity, suggestive phrases or references to alcohol, tobacco products, drugs or violence. A student with a shirt deemed inappropriate will be asked to remove that shirt and another more acceptable shirt will be provided.
2. Students will keep jackets in lockers. Backpacks and bags determined to be reasonable size by school administration may be used in class and between classes to transport materials. Bags must be able to be stored under desks and not in a place that can create a trip hazard for others. Students choosing to use backpacks must also understand policy 3231 allows school administration, teachers, and support staff the right to search bags if there is reasonable suspicion that illegal items may be hidden or contained within the backpack. If use of backpacks create a hazard or restrictions are being ignored, backpacks can be revoked from the student by school administration.
3. Special requirements for attire may be given for extracurricular activities and special areas such as the shop, science lab or home economics classroom.
4. All students are to wear proper footwear at all times.
5. All apparel must be **modest and decent**. No bare midriff is to show when standing relaxed. Tank top straps must meet or exceed 3 finger widths. No undergarments will be shown at any time.
6. Excessively sloppy dress will not be allowed. Clothes shall be clean and in good repair. Clothing with excessive holes or those above mid-thigh length will not be tolerated.
7. Suggestive patches or emblems will not be worn.
8. Any Head Gear is not to be worn in the building during the school day.
9. Shorts and skirts will be allowed under the following guidelines:
  - a. The hem shall reach no higher than mid-thigh.



- b. No spandex, unless worn under shorts.
  - c. No sweats or cutoffs, unless properly hemmed.
10. Sunglasses are for outside rather than in classrooms.

Girls

- 1. Skirts are allowed under the same length restrictions as shorts.
- 2. Pants (jeans) must fit to the degree that underwear is not exposed.

Boys

- 1. Pants (jeans) must fit to the degree that underwear is not exposed.
- 2. No athletic undershirts or underwear will be worn as outer garments. Mesh shirts are not allowed unless worn over a t-shirt.

Violation of any of the provisions of the dress code will result in the student's being required to change clothes and time lost in doing so must be made up after school. Repeat offenders will be assessed Disciplinary action.

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**DROP- ADD**

Students may add or drop courses during the first three days of the fall semester if approved by their teacher-advisor, counselor and parent. Drop/Add forms must have the signature of parents, all affected teachers, the guidance counselor and the principal. Only Staff-initiated changes will be considered after the first three days.

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**EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

STATEMENT OF PHILOSOPHY

A comprehensive and balanced activities program is an essential complement to the basic program of instruction. The activities program should provide opportunities for youth to further develop interests and talents in sports, debate/speech, drama, journalism, music, student clubs, student government, and academic-related areas. Participation in these activities provides students with a lifetime basis for character development, leisure activities, and community service.

The opportunity for participation in a wide variety of student-selected activities is a vital part of the student's educational experiences. Participation is a privilege that carries with it responsible representation of the school, your family, the community, and the activity.

The interscholastic activities program shall be conducted in accordance with district policies, rules and regulations. Jefferson High School Board of Trustees believes winning is important, however, winning with good sportsmanship, dignity, and fairly

is most important. At all times, the activity program must be conducted in such a way so as to justify it as an educational activity. Coaches should teach participants to respect other students, their teammates and their opponents, and teach them to genuinely thank their opponents for competing with class. The victory of self-discipline is seen as the greatest of all victories.

Interscholastic activities competition adds to our school success and helps all students develop pride in their school and peer achievements. The ultimate goals of the activities should be: 1) to realize the value of team work, and 2) to develop and improve positive Citizenship and character qualities among the participants.

EXTRA-CURRICULAR ACTIVITIES

Jefferson High School offers a variety of extra-curricular activities. These programs are offered for the student's development, enjoyment, and fulfillment. Involvement in extra-curricular activities and activity related organizations include the following:

JHS ACTIVITIES

- Activities Director – Mike Moodry
- Co-Activities Director – Dan Sturdevant
- Honor Society – Mr. McCauley
- Student Council – Ms. Strozewski
- Art Club – Ms. Ehret
- Rodeo Club – Mr. Sturdevant
- Concert Band/Marching Band – Mr. Bowman
- Yearbook – Mrs. Layng & Mrs. Smartnick
- BPA – Mrs. Smartnick
- Youth Legislature – Mr. Bieler
- Drama/Theatre – Mr. Hesford
- FCCLA – Ms. Parsons
- Skills USA – Mr. Robbins
- Model U.N. – Mr. Bieler
- Football – Mr. Layng
- Wrestling – Mr. Humphrey
- Tennis – Ms. Morris
- Track – Ms. Layng
- Cheerleading – Ms. Supalla
- Cross Country – Mr. K. Klass
- Volleyball – Mr. Majors
- Girls' Basketball – Mr. K. Klass
- Boys' Basketball – Mr. Layng
- Golf- Mr. Ternes

### NON-ATHLETIC Activity Descriptions

STUDENT COUNCIL: consists of four elected officers, two elected representatives from each class and an elected representative from each organization, which chooses to participate. Student Council oversees Homecoming, all fund raising activities and various other activities throughout the year.

NATIONAL HONOR SOCIETY: is an organization composed of members who excel in the qualities of scholarship, leadership, service, and character. Sophomores, juniors and seniors eligible for election to the Jefferson High School Chapter are required to have a cumulative GPA of 3.50 or above. Students who possess the qualifying GPA will be notified via a letter that they are scholastically eligible to become a member of the organization. Upon receipt of a completed Student Activities Form, selections are dependent upon the majority vote of the five-member Faculty Council. As these students have already met the scholastic criteria, these Council members will base their selection upon the remaining qualities of leadership, service, and character. Active members must maintain the standards by which they were selected and meet the obligations determined by the chapter. The chapter advisor(s) will monitor members for compliance with obligations. Those who fail to meet the obligations of membership will be warned and /or dismissed by the Faculty Council in accordance with the procedure described in the chapter constitution.

THESPIANS: Membership in Thespians is determined by participation in drama activities. The local thespian troop sponsors several activities that promote the drama program.

FCCLA: is a state and national organization open to all students who take home economics. The club motto, "Toward New Horizons," expresses the purposes of the group which are to promote a growing appreciation of the joys and satisfactions of homemaking, to emphasize the role of the family in American life, to encourage democracy in home and community living, to promote international good will, and to foster development of creativeness in the home and in the community.

BPA: The Business Professionals of America club is open to those students who have interest in improving their skills in areas such as accounting, business operation and secretarial areas. Statewide competition is held for those who are members for the organization and have qualified for advancement to further competitions

SKILLS USA: is for those who have an interest in increasing their skills in shop and industrial arts areas such as woodworking, welding, drafting, mechanics, etc. Statewide competition is held in Havre in the spring.

GIRLS STATE: is to educate the girls of Montana in the duties of privileges, rights, and responsibilities of American citizenship. It is a plan for training in the practical mechanics of government.

BOYS STATE: is sponsored by the American Legion. The purpose of Boys State is to offer a better understanding of city, county, and state governments, teach public speaking, and the fundamentals and basic principles of parliamentary and court procedures.

MODEL UNITED NATIONS: To stimulate a deeper knowledge of the United Nations Organization. To develop and establish a working understanding of the humanitarian, social, economic, cultural, legal and political problems of the world. To provide a free and open forum for the study and discussion of world-wide problems.

YOUTH LEGISLATURE: To help young people have a better understanding and working knowledge of our state legislature.

ART CLUB: For all students who have an interest in creative art and would like to help with projects such as painting murals, field trips to art exhibits and putting on the Spring Art Show and Auction.

RODEO CLUB: provides school recognition for students who have an interest in competing in High School Rodeo.

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### **STUDENT OBJECTIVES OF PARTICIPATION**

- I. To provide a positive image of school activities at Jefferson High School.
- II. To strive always for participation excellence that will produce winning teams within the bounds of good sportsmanship and mental health of the student.
- III. To provide experiences that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for:
  - A. Physical, mental and emotional growth and development.
  - B. Acquisition and development of special skills in activities of each student's choice.
  - C. Teamwork with the development of character traits such as: commitment, loyalty, cooperation, and fair play.

- D. Directed leadership and supervision that stresses self- discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning or losing graciously.
  - E. A focus of interests on activity programs for student body, faculty and community that will generate a feeling of unity.
  - F. Achievement of initial goals as set by the school in general and the student as an individual.
  - G. Provisions for worthy use of leisure time in later life, either as a participant or spectator.
  - H. Participation by the most skilled that will enable these individuals to expand possibilities for future vocational pursuits.
- IV. To have sufficient involvement so as to have activities for a wide variety of student interests and abilities.
  - V. To provide those student activities which offer the greatest benefits for the greatest number of students.
  - VI. To create a drive to succeed and excel.
  - VII. To develop high ideals of fairness in all human relationships.
  - VIII. To practice self-discipline and emotional maturity in learning to make decisions under pressure.
- IX. To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.
  - X. To develop an understanding of the value of activities in a balanced educational process.
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FUND RAISING: The Board acknowledges that the solicitations of funds from students, staff and citizens must be limited since students are a captive audience and since solicitation can disrupt the program of the schools. Solicitation and collection of money by students for any purpose, including the collection of money by students in exchange for tickets, papers, magazine subscriptions, or for any other goods or services for the benefit of an approved school organization, may be permitted by the Superintendent providing that the instructional program is not adversely affected. Before classes and organizations may have fund raising activities, they must get approval by the following people in the order given:

1. Organization sponsor
2. Student Council
3. Principal

Forms for getting this approval are available in the office.

#### CHAPERONES

1. All functions must have a teacher and/or parent sponsor present at all times.

- a. This includes preparation for any activity such as dances, pasty sales, and parades.
- b. This also applies for school-approved functions not held on school property.

2. Chaperone/Sponsor is to make arrangements for Facility Use.

#### Limitations

1. All bands/DJs/performers must be approved by faculty sponsors and principal for school dances.
2. School dress code prevails for all dances, except for special dances.
3. All float entries must be approved by office.
4. Student Council must set limits on amount of money to be spent on floats.

#### Use of School Building

1. After hours - must secure permission from principal for use.
2. Must have at the minimum of 1 chaperone per every 15 students up to 5 adult chaperones. A staff member must be a part of any chaperone team.
3. Must clean up area used. Unclean area will result in a \$30.00/hr. cleaning fee to the group.

Activities: The above applies to all school approved activities such as bake sale, pasty sales, car washes, parades, etc.

#### Dances

1. A class or organization sponsor and two additional adults (preferably parents) must be present during entire event.
2. A "closed door" policy shall prevail at all dances. This means that anyone leaving the dance cannot return.
3. Guest passes may be picked up at the office for bringing a guest to a closed dance. Guest passes must have the name of the student's guest on it and signed by the principal. Guest passes must be presented to chaperone before entering the dance. Only- High School age students are allowed to attend dances, formal or informal.
4. All dances end at midnight.
5. No liquor or drugs nor anyone who has been drinking or using drugs shall be allowed in the building.
6. No smoking by students allowed at any school function.
7. Organizations or classes must hire a policeman to be in attendance at all dances.
8. The class or organization sponsoring the dance or party is responsible for cleaning up and locking all doors.

Activity Attendance

In order for Jefferson High School students to participate in any extra-curricular activity, he or she must be in attendance at least a half of the school day to be eligible to participate in practice or competition (this constitutes at least 3 periods on the day in question.) For a Saturday contest they must be in attendance a half day during the previous school day. The sponsor and principal must approve any exception to this rule. All work that will be missed because of travel must be made up prior to leaving or arrangements must be made with each individual teacher. Activity cards are \$20.00 and all student participants must purchase one by the 2<sup>nd</sup> contest.

Academic Eligibility

The Board of Trustees of Jefferson High School has resolved that to be eligible to participate in extra-curricular activities, a student must:

- a. Maintain a minimum 2.0 GPA;
- b. Receive no more than one "F";
- c. Maintain all other MHSA standards.

Academic eligibility will be determined every four and one-half weeks. If a student has been determined to be ineligible for a 4 ½ week period, the student may earn the privilege of participating on a weekly basis by:

- 1. Obtaining an eligibility check sheet from the AD at the beginning of each week of ineligibility;
- 2. Obtaining from all teachers a weekly update on the student's grades;
- 3. Returning the updated sheet to the AD by 3:18pm, Tuesday of each week.

If the student has improved their grades to such an extent to be academically eligible by the above listed standards, the student may participate for that week only. The student must repeat the process each week for the 4 ½ week grading period.

First computation will be at the mid-point of the first 9 weeks grading period.

EXTRA- AND CO-CURRICULAR ALCOHOL, DRUG, AND TOBACCO USE

Students participating in extra- and co-curricular activities, whether or not sponsored by the MHSA, will not use, have in possession, sell, or distribute alcohol, tobacco, or illegal drugs or abuse prescription or nonprescription drugs during their extra- and co-curricular activities. These rules are in effect twenty-four (24) hours a day.

If a student is seen using tobacco, alcohol, or illicit drugs, the student will be disciplined in accordance with the activities and student handbooks. (See Policy 3340)

**FEES**

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits. (See Policy 3520)

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**GRADE CLASSIFICATION**

- To register as a sophomore, you must have minimum of six credits.
- To register as a junior, you must have a minimum of twelve credits.
- To register as a senior, you must have minimum of seventeen credits. You will not be allowed to participate in senior activities if you do not start the year with at least seventeen credits.

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**GRADING GUIDELINES**

The following averages must be achieved in order to earn the grade indicated. All classes will be graded using the scales below.

A	-.....	94-100
A-	-.....	90-93
B+	-.....	87-89
B	-.....	84-86
B-	-.....	80-83
C+	-.....	77-79
C	-.....	74-76
C-	-.....	70-73
D+	-.....	67-69
D	-.....	64-66
D-	-.....	60-63
F	-.....	Less than 60
I	-.....	Incomplete

### Mark Description

1. An "A" student is careful, thorough, and prompt in preparation of all required work. He/She is quick and resourceful in using suggestions for extra study. He/She has enough interest to undertake original projects beyond assigned work. He/She uses time well. He/She does not guess. He/She shows leadership in class activities.
2. A "B" student prepares assignments carefully. He/She is conscientious and dependable. He/she requires no urging to have work done on time. He/She shows interest. He/She responds readily when called upon. He/She has good study habits. He/She sometimes does more than routine assignments.
3. A "C" student does good work but requires some direction from the teacher. He/She is usually dependable, has good intentions, though interest does not always seem keen. He/She is satisfied to do only minimum requirements though he sometimes responds to suggestions. He/She needs prompting by frequent suggestions.
4. A "D" students does work of barely passing quality. He/She lacks effective study habits. He/She is easily diverted from any task. He/She lacks some sense of responsibility. He/She requires constant help and suggestions. He/She shows sufficient mastery to warrant the opinion that he will grow more through advancement than through repetition of the course.
5. An "F" student fails to accomplish minimum essentials of the course. He/She needs to spend more time on the subject. He/She may lack the ability to succeed in certain subjects. His/Her study habits are usually poor and ineffective. Irregular attendance and defective physical conditions may be the cause of failure. He/She is frequently not interested enough in the subject to make up work missed. He/She sometimes loafs along the first part of the courses, then decides too late to get down to business.
6. An "I" or incomplete means the student has not met all the requirements for a credit. The "I" may be removed or replaced by a regular grade, upon completion of the work, during the following quarter. Any incomplete not removed during the following quarter will automatically become an "F".

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### **Graduation**

To graduate from Jefferson High School, a student must have satisfactorily completed the last quarter prior to graduation as a Jefferson High School student. Highly unusual exceptions may be considered by the principal, such as a student exchange program in a recognized school. (See graduation requirements, page 6)

A student may be denied participation in graduation ceremonies. Such exclusion will be regarded as a school suspension. In such instances the diploma will be awarded after the official ceremony has been held. (See Policy 2410 and 2410P)

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### **Early Graduation**

Students who want to complete their high school career prior to the end of their fourth year of attendance may do so under the following conditions:

- 1) They present a written request for early graduation to the Principal prior to their last semester in attendance.
  - 2) They have completed all classes required for graduation either at JHS or in residence at an accredited high school.
  - 3) No diploma will be issued until the date of normal graduation during the school year in which they complete their requirements.
  - 4) They will be allowed to participate in graduation ceremonies during that year provided they notify the school in writing not less than two weeks prior to the date of graduation and that they attend scheduled rehearsals.
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### **Homework**

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits. Homework should be meaningful and doable without encroaching on family time.

Teachers may give homework to students to aid in the students' educational development. Homework should be an application or adaption of a classroom experience, and should not be assigned for disciplinary purposes.

Homework may be assigned for one or more of the following purposes:

1. Practice: To help students to master specific skills which have been presented in class;
2. Preparation: To help students gain the maximum benefits from future lessons;

3. Extension: To provide students with opportunities to transfer specific skills or concepts to new situations; and
  4. Creativity: to require students to integrate many skills and concepts in order to produce original responses.
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### **Immunization**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis and tetanus. Haemophilus influenza type B is required for students under age five (5).

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a Montana licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

[For further information, see policy 3413]

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### **Library**

Since most of the work done in the library requires much careful concentration, respect the rights of your fellow students. Please cooperate by following the library rules, designed to protect your rights and those of your fellow students.

- a. The Library is used for Accelerated Reading Classes. Conversations must be conducted quietly.

- b. Library computers are exclusively for school use.
- c. Check out all materials you wish to take out of the library
- d. Leave your place free of clutter, scraps of paper, and certainly of pen and pencil marks.
- e. Students coming to the library from any class must present a written pass to the library.
- f. Food and drinks are not allowed anywhere in the library.
- g. Fines may be levied for overdue books.

Any one not respecting library rules and privileges will not be permitted to use the library facilities. Students are welcome to use the library and check out books during their study hall period before school or after school.

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### **Medicine at School**

A student who must take prescription medicine during the school day must bring a written request from his or her parent, and the medicine in its original, properly labeled container, to the building office. The assigned employee will give the student permission to take the medication as directed. For self-administration of medicine, refer to Policy 3416 and 3416F. A self-administration of medication form must be filled out prior to having permission to self-administer medication. The form may be obtained from the school office.

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### **OPEN GYM**

Use of all District facilities, including the school building, gyms, weight room, and playing fields is coordinated through the office of the Activities Director. District policy requires that all use of District facilities be pre-approved by the Activities Director. Facility use for events not sponsored by the District may require rental fees, cleaning deposits, and separate insurance. Contact the Activities Director to find out when any Open Gyms are scheduled or to arrange for use of any district facility by calling the main school number 406-225-3317.

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### **OVER-FAMILIARIZATION**

The hallways of JHS are not the place for over familiarization (holding hands, hugging, kissing, etc.) other students. Over familiarization is prohibited on school grounds and at school activities. Repeat offenders will receive an Office Referral.

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## CELL PHONES

Student cell phone use is permitted in the hallways during passing times and lunch, or times when class is not in session. Cell phone use is prohibited during scheduled class time unless directed by a teacher and is not permitted in bathrooms and locker rooms. Violation of this rule will result in confiscation of the phone, which will then be held in the front office. The student may retrieve the phone at the end of the class day of the first violation. However, the phone will only be released to a parent upon subsequent violations.

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## PRAYER

Each student has the right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity. (See Policy 2332)

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## PROTECTION OF STUDENT RIGHTS

### Surveys

Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.

### Instructional Materials

Parents have the right to inspect instructional materials used as a part of their child's educational curriculum, within a reasonable time. This does not include academic tests or assessments.

### Collection of Personal Information from Students for Marketing

The district will not administer or distribute to students any survey or other instrument for the purposes of collecting or compiling personal information for marketing or selling such information, with the exception of the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products/services for, or to, students or educational institutions.

Pursuant to federal law, the district will not request, nor disclose, the identity of a student who completes any survey or evaluation (created by any person or entity, including the district) containing one or more of the following:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of students or the student's parent/guardian.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

(See Policies 2130, 2132, 3410)

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## RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the building sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The administrator or designee will decide whether or not the student should be sent home and will notify the student's parent.

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## REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Report cards will be issued every semester and mailed to parents. All grades are updated daily during the school year. Parents can receive a PIN number so they can view their child's grades on a weekly basis through the Web site at [www.jhs.k12.mt.us](http://www.jhs.k12.mt.us). **For more information, contact the high school office at 225-3317.**

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## SAFETY

### Accident Insurance

The District cannot pay for medical expenses associated with a student's injury. The District does make available, however, an optional, low-cost accident insurance program for students, to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims through the claims office.

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### Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information. (See Policy 3431)

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### Emergency Disaster Drills

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. (See Policy 8301)

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### Emergency School-Closing Information

In the case of inclement weather, emergency school closures or bus route changes, announcements will be made on the following radio stations:

KBLL	1240 406-442-4490	99.5
KZMT	406-442-4490	101.1
KMTX	950 406-442-0400	105.3
KCAP	1340 406-442-4490	104.0

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## SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may from time to time conduct searches. Such searches are conducted without warrant and as permitted by law.

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with the law and District policy. See Policy 3431.

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## Vehicles on Campus

Students are not permitted to be in, ride in, provide rides, or drive any motor driven vehicle during the school day without special permission from the building principal. Such permission will be given for students arriving late or leaving school early or when a parent, guardian or school official drives their vehicle. Other than in an emergency, permission will require a written note signed by a parent containing the destination, the nature of business and the driver. Consequences for violation of this policy will be an Office Referral and the suspension of any further driving privileges for the remainder of the semester.

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## **Drug Detection Dogs**

The Superintendent may request the assistance of law enforcement personnel or private individuals to conduct inspections and searches through the use of specially trained dogs.

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## **SEXUAL HARASSMENT / SEXUAL DISCRIMINATION**

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal, or the District Title IX coordinator for students.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual discrimination by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the Superintendent or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person of the same gender as the student. The conference will be scheduled and held as soon as possible. The principal or Title IX coordinator will conduct an appropriate investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint by the Title IX coordinator is not satisfactory to the student or parent, the student or parent may, within fifteen calendar days, request a conference with the Superintendent.

Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature and the date of the conference with the Title IX coordinator.

If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board, in writing, within 15 days of receiving the Superintendent's decision. Following the receipt of the appeal, the matter shall be placed on the agenda at the next regularly scheduled Board meeting. Information on the procedure for addressing the Board can be obtained from the Superintendent's office. (See Policy 3225) For more information about the District's complaint procedure, see Policy 1700.

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## **BULLYING/HARASSMENT/INTIMIDATION/HAZING**

(See Policy 3226)

Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. All complaints about behavior that may violate this policy shall be promptly investigated.

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry.

Consequences: Students who are found to have engaged in these activities will be subject to discipline up to and including expulsion. [From Board Policy]

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## **STUDENT RECORDS**

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent

whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights.

The Superintendent is custodian of all records. Records may be reviewed during regular school hours, upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- Working with the student;
- Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; or
- Investigating or evaluating programs.

The parent's or student's right of access to, and copies of, student records do not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

(See Policies 3600, 3600P, 3600F1, 3600F2)

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### **STUDENT LOAD**

All students must register for seven periods. (Exceptions may be granted for those with or verified need for study hall assistance provided they have permission from

the guidance counselor and principal.) Students may not be a Teacher's aide for more than one period per day.

Students may not take more than one Independent Study Half/Credit or Independent Study No Credit.

A student enrolled in a fifth year of high school may, with the approval of the Board of Trustees, receive exemption from this requirement.

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### **TRANSPORTATION**

Bus students are expected to abide by the school bus rules, which are established by the state and local board. An office referral, suspension of bus privileges or suspension from school may be assigned for failure to follow appropriate bus rules.

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#### **School Sponsored**

A. Jefferson High School provides transportation for school activities and generally students are expected to ride to and from all extracurricular activities in the bus provided for participants. If students need to deviate from the scheduled transportation their parents are required to sign a Travel Release Form the day before the event. Participating students will not be allowed to drive to or from an activity or to ride with other students. Parents may pick up their own child at an activity if they provide the coach with a signed note. Students requesting a travel release form will be given permission to ride home with someone other than their parents only by permission of the sponsor and the Principal or AD. When a student has a Travel Release Form completed the parents must check with the sponsor prior to taking over responsibility for the student. Students must ride to the activity site with the team unless a Travel Release Form has been approved by the sponsor as well as the Principal or AD.

B. Students will be expected to dress appropriately. Standards for dress other than normal school dress code requirements will be given by the sponsor. Consideration is to be given to the fact that students will be representing Jefferson High School and should reflect appropriate pride in self and school. Proper clothing is required for current and predicted weather conditions.

C. Behavior standards on buses will be consistent with those required in regular school transportation. If a student does not behave in an appropriate manner student's parents may be notified and students may be left with the police department on an out of town trip.

D. Selected students may be required to clean out the mess from a bus when it returns from a trip. Selection will be done by the sponsor.

A late route bus will be provided following practices for participants who are eligible for normal student bus transportation. Students riding the activity bus are to report either to the cafeteria or the bus following completion of their practice and remain there until time for the bus to leave.

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## VIDEOTAPING OF STUDENTS

The District uses video cameras, with audio, on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. (See Policy 3235)

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## VISITORS

Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted only with advanced approval of the Superintendent/Principal and teacher and are limited as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

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## WITHDRAWAL FROM SCHOOL

Students must pick up a withdrawal slip from the office and have it signed by each teacher at the time of withdrawal. Absence for 10 consecutive days without adequate justification and notification of the school of the reason will result in students being dropped from school and subject to the conditions below.

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### Leaving School before End of Term

Students wishing to leave school before the end of the regular school term (except those transferring to another school) are governed by the following:

- a. The length of the regular school term is not less than 1080 hours and 1050 hours for graduating seniors.
- b. Students who leave before the end of the regular term will receive a grade of "incomplete" for the nine-week period they miss.

- c. All grades of "incomplete" must be made up at the discretion of the instructor or the grade will revert to a "failure" and will be so entered on the records.
- d. Teachers are not required to make any special lesson plans or provision for students not planning to attend school for the regular school term.

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## JEFFERSON HIGH SCHOOL ACCEPTABLE USE POLICY FOR COMPUTER AND INTERNET USE

Jefferson High School District #1 offers students and staff access to the Internet. This Internet access is in accordance with the Jefferson High School Mission Statement. Those parts pertaining to acceptable Internet usage include: "It is the mission and purpose of all persons associated with Jefferson High School to promote the highest quality educational experience for the students of the district, . . . promote respect for authority, peers, other persons, and property, . . . promote high moral standards, good decision making, a strong work ethic, and promote communication. . ."

The Internet provides a wealth of information for the research and inquiry. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the fact that users may come across material, which is inappropriate in the educational setting. Jefferson High School has limited control over the information accessed through the Internet. Therefore, Jefferson High School cannot be held solely responsible for the Internet's content.

Internet access presents an excellent opportunity for parents to have a discussion with their child about family values and what their expectations are for their child's activities while on the Internet. Parents have the opportunity and bear the responsibility of conveying their values to their children.

No user shall have access to the network without having a signed individual user release form on file with the District. Students under 18 years of age must also have the signed approval of a parent/guardian.

Network storage areas, computer hard drives, and data disks may be treated like school lockers. Network managers may review files and communications to maintain system integrity and insure that users are using the system properly. Users should not expect that files stored on District servers will ever be private.

Terms and Conditions of Internet Access and Use

## 1. PRIVILEGES

Since Internet access is a privilege, not a right, users have the responsibility to utilize the Internet in an appropriate manner.

Students are responsible for the good behavior on school computer networks just as they are in a classroom or during school activities.

Communications on the network are often public in nature. General school rules for behavior and communications apply.

## 2. APPROPRIATE USE

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of Jefferson High School District #1. To ensure that Internet use is appropriate to the educational setting, guidelines have been established for network users.

Individuals using the Internet have the responsibility to make themselves aware of these guidelines and to follow them at all times.

- Internet use at Jefferson High School is in support of legitimate educational and curricular pursuits
- Disks used outside of school must be checked for viruses by teacher/librarian before being allowed to use the disk on school computers.
- Users are prohibited from accessing, transmitting, or downloading pornographic, obscene, or threatening materials; materials, the primary purpose of which, is to incite violence or advocate harm to people; as well as inflammatory or "hate mail."
- Users are not allowed to violate copyright, transmit material protected by trade secrets, or engage in any commercial, for profit activities.
- Illegal activities of any kind are strictly forbidden.
- When material inappropriate to the school environment is accessed in the context of legitimate academic research, students and adult users have the responsibility to inform a librarian and/or the supervising teacher.

## 3. NETWORK ETIQUETTE

Each Internet researcher is expected to abide by the generally accepted rules of user etiquette, commonly termed "netiquette." These rules include but are not limited to the following:

- Users are not allowed to send, or encourage others to send, abusive, vulgar or harassing messages.
- Individuals using the school sponsored Internet access are representatives of Jefferson High School District #1. As members of the school community, users are expected to be polite and to adhere to all school policies and procedures.

- Individuals will not give out personal names, addresses, and phone numbers or credit card information pertaining to themselves or any other person.

If a site is particularly valuable and a patron would like it bookmarked for future reference, a teacher/librarian should be consulted.

## 4. COMMUNICATIONS ISSUES

- E-mail will be taught and used in the context of collaborative class projects only. Students with personal accounts are to access those accounts from other sites. Students involved with independent research who need e-mail access may contact the network manager for special arrangements. District employees with e-mail accounts may use the school facilities to access those accounts provided that such use does not interfere with research priorities.
- Under the present Internet services, students will not be allowed to subscribe to listservs and news groups. Students with personal accounts are not to access listservs and news groups or post messages to those groups while on the school's computers. Students involved with independent research needs may contact the network manager for special arrangements. District employees who wish to subscribe to listservs or news groups should discuss it with the network manager, in order that such use does not conflict with the needs of other patrons.

## 5. MISUSE OF INTERNET RESOURCES

Any use of the Districts Acceptable Use Policy constitutes misuse and will be subject to penalization. Examples of misuse include but are not limited to:

- Disrupting the operation of the system for other patrons.
- Destroying, modifying, or abusing in any way the system components, including hardware, software, and property of the facility.
- The tampering with or altering of security codes or passwords.
- Hacking, altering, dismantling, or disfiguring any field data; includes without limitation, students' data, district, school, or staff files.
- Downloading information or messages without authority.
- Introducing viruses to the network.
- Introducing foreign software to the network.
- Support or oppose political candidates, groups, or ballot measures.
- Use of the system for charitable purposes, which have not been, approved in advance by the superintendent or designee.
- Use of the system for non-district commercial purposes or solicitations.
- The unauthorized installation, use, storage, or distribution of copyrighted software and/or materials on District computers.

### **Penalties for Misuse**

1. Misuse may result in a loss of access.
2. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
3. Any misuse of the system, which results in employing technical support and/or replacing software or hardware, may require compensation for damages.
4. When applicable, law enforcement agencies may be involved.
5. Misuse or abuse may result in suspension and/or expulsion from school.
6. If a parent or student feels they have been discriminated against or mistreated in educational opportunities or in any other types of situations they are encouraged to appeal the decision by filing a grievance. This is to be done first by discussing the situation with the person who made the decision then if not resolved to proceed to higher levels in the following order:
  - A. Teacher/Staff member
  - B. Building Principal
  - C. Superintendent
  - D. Board of Trustees
  - E. Superintendent of Jefferson County Schools

At level D the issue should be brought to the attention of the Chairman for the Board of Trustees. The Board Chairman will put the issue on the agenda for the next regularly scheduled meeting.

### **Reliability**

Jefferson High School makes no warranties of any kind, whether expressed or implied, for the services it is providing. Jefferson High School specifically denies any responsibility for the accuracy or the quality of information obtained through its on-line services.

This policy and its provisions are subject to revision as deemed necessary by the Jefferson High School staff, administration, and board of trustees.

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• Receipt of Handbook

"I have received a copy of the Jefferson High School Student Handbook for 2016-2017. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook."

Release of Directory Information

• Release of "Directory Information" "Regarding student records, federal law requires that 'directory information' on my child be released by the District to anyone who requests it unless I object in writing to the release of this information." This includes release of directory information to military recruiters and post-secondary institutions. This objection must be filed within ten school days of the time this handbook was given to my child. Directory information ordinarily includes the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended.

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

Printed Name Of Parent \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Printed Name Of Student \_\_\_\_\_

