

JEFFERSON HIGH SCHOOL



STUDENT HANDBOOK

2024 / 2025



WELCOME STUDENTS

On behalf of the faculty, we would like to welcome you to Jefferson High School for the upcoming academic school year. As a school, we strive for continuous improvement. Through the cooperative efforts of students, parents, staff and community members, we can maintain the highest standards for our young people to learn at the highest level.

Jefferson High School has a history of fine academic and extracurricular accomplishments. We will do whatever is essential for you to be successful and to make our school a better place. You can benefit from everything Jefferson High has to offer by being actively involved in your classes and co-curricular activities that are offered. We are here to make your year as successful, yet educationally challenging, as possible. Jefferson High School continues to be rich in spirit, tradition, and excellence. We believe every student deserves the opportunity to look back on their high school experience and feel a sense of pride, loyalty and accomplishment. Go Eagles!

Sincerely,
Mr. Skretta
Principal

MISSION:

Empowering futures together

VISION:

All students positively impact society

EAGLE EXPECTATIONS

1. Treat others the way you want to be treated.
2. Accept individual differences of others.
3. Respect yourself, school & others.
4. Embrace and engage in your own learning plan.
5. Act with the courage to make positive choices for your future.
6. Walk the halls with “Eagle” Pride.

FOLLOW US



facebook.com/JHSEagles



gojhseagles



@gojhseagles



@jeffersonhighschoolyoutube2311



ADMINISTRATIVE RIGHT TO ADJUST

The administration has the right to change/adjust any and all guidelines/procedures in this handbook if the administration feels it is necessary. Written addendums may be issued as determined by the administration.

CASES NOT COVERED BY SPECIFIC RULES

It is understood that the rules contained in this handbook are not all-inclusive. The administration and teachers may take such action as is necessary and not forbidden by law to ensure the orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which affects the safety and welfare of students either individually or collectively, regardless of the existence or non-existence of a rule covering the offense. School rules apply to all students enrolled regardless of age. Students are allowed to have only one passbook in their possession for the school year.

ACADEMIC ATTITUDE

Student Achievement

The following are three essential character traits identified as critical to achieving success at Jefferson High School. In preparing students to be college and career-ready upon graduation we feel the development of these three traits can help in the achievement of any goal a student may aspire to.

Respect

- We value others' feelings and property
- We fulfill classroom/study hall expectations
- We follow staff instruction
- We are aware of and kind to all students, staff, and guests

Responsibility

- We arrive to school, class, and co-curricular activities on time
- We use the entire period for educational purposes
- We complete assignments on time
- We move directly to class and have a pass when necessary
- We report accidents, damages, and vandalism
- We represent ourselves and our school with pride

Resourcefulness

- We submit our original work
- We are positively involved in class
- We develop self-motivation to complete all task
- We will develop a positive "I can" attitude
- We recognize that learning requires effort
- We learn to problem-solve



HIGH SCHOOL FACULTY

Agriculture

Gary Olson, B.S. in Ag
Lauren Freel, B.S. in Ag

Art

McKenzie Zocher, B.S.

Business Education

Cory Brummeyer, B.S., M.Ed.
Diane Webber, B.S., M.S.

Counseling Office

Shannon Mooney, B.S., M.Ed.
Amanda Wallace, B.A., M.S.
Katie Riederer, Psychologist
Lindsay Fanelli Huettl, Social Work B.S., MSW, APSW

ELL

Amy Lewison .

English

William Beil, B.A., M.Ed.
Ryan Clarksen, B.S.E., M.Ed.
Kathryn Larson, B.A.
Kim Leal-Tortomasi .
Kyle Lange .

F.A.C.S.E.

Kim Hart, B.A., B.S., M.Ed.

Library

Miles Allie
Georganne Schacht

Math

Kyle Fast, B.A.
EJ Saldana, B.S.E.
Mary Wiesen, B.S.B.A., B.A., M.Ed.
Brett Yoder, B.S.

Music

Bryce Muenchow, B.A.
Denise Reichhoff, B.M., M.M.E.D.
Jannah Smet, B.M.

PE/Health

Greg Fetherston, B.S. M.Ed.
Jane Vogel, B.S.E., M.Ed.

Science

John Gotto, B.S.E.
Lauren Freel, B.S.
Cory Militzer, B.S., M.S.E.
Alesa Wontor, B.S.

Social Studies

Dean Buchholz, B.S., M.A.
Wayne Ellinghausen, B. A.
Cory Klecker, B.A., M.A.
Russell Wellenstein, B.A.

Spanish

Bridget Foerster, B.A., M.Ed.
Ellen Spitalli .

Tech Ed

E.J. Pilarski, B.S.
Toby Krause .
Eric Rucks, B.S.Tech. Ed

Special Ed

Cori Bollinger, B.S.
Lindsay Maslowski, M.S.Ed
Cassandra Taylor, B.S.
Devin Weber, B.S
Maddie Volk, B.S. M.S.Ed

Cross-Categorical

Alyssa Hotter .



2024-2025 SCHOOL CALENDAR IMPORTANT DATES

September 2:	No School-Labor Day
September 3:	Orientation-First Day (Freshmen, New Students, & AFS)
September 4:	First Day-All Students
September 11:	JHS Eagle Fest (3:45 – 7:45 PM)
September 27:	Homecoming Football Game
September 28:	Homecoming Dance
September 30:	No School-Staff Development Day
October 3:	1st Quarter Progress Reports Due
October 24:	No School-Staff Development Day
October 25:	No School
November 5:	End of First Quarter
November 6:	JHS College and Career Family Night
November 27-29:	No School-Thanksgiving Break
December 9:	2nd Quarter Progress Reports Due
December 3-31:	No School-Winter Break
January 1:	No School-Winter Break
January 17:	End of Second Quarter
January 20:	No School Staff Development Day
February 6:	High School Course Selection Conferences, (3:45 – 7:45 PM)
February 7:	No school Staff Development Day
February 12:	High School Course Selection Conferences, (3:45 – 7:45 PM)
February 20:	3rd Quarter Progress Reports Due
March 12:	ACT
March 24-28:	No School-Spring Break
April 1:	End of Third Quarter
April 18:	No School Friday Before Easter
April 21:	No School-Staff Development Day
April 17:	Pre ACT Secure/College and Career Day
May 1:	4th Quarter Progress Reports Due
May 3:	JHS Prom
May 5-16:	AP Testing
May 23:	No School-Staff Development Day
May 26:	Memorial Day-No School
June 6:	Last Day of School, End of Fourth Quarter
June 8:	High School Graduation, 2 PM Auditorium

IMPORTANT CONTACT INFORMATION

920-675-1100	High School Main Office
920-675-1115	Attendance Office
920-675-1105	Principal Mr. Nicholas Skretta
920-675-1106	Associate Principal Mr. Rick Lehman
920-675-1112	Athletic Director Mr. Mark Peterson
920-675-1126	Counseling Office
920-675-1094	School Nurse



TABLE OF CONTENTS:

WELCOME STUDENTS.....	1	BUS RIDERSHIP.....	0
MISSION:.....	1	CAFETERIA GUIDELINE.....	0
VISION:.....	1	CODE OF CONDUCT.....	0
EAGLE EXPECTATIONS.....	1	CONTROLLED SUBSTANCES.....	0
FOLLOW US.....	1	DANCES.....	0
ADMINISTRATIVE RIGHT TO ADJUST.....	2	DETENTIONS.....	0
CASES NOT COVERED BY SPECIFIC RULES.....	2	DRESS CODE.....	0
ACADEMIC ATTITUDE.....	2	EAGLE HONORS (EH).....	0
HIGH SCHOOL FACULTY.....	3	FIELD TRIPS.....	0
2024-2025 SCHOOL CALENDAR IMPORTANT DATES.....	4	FIFTH YEAR STUDENTS.....	0
IMPORTANT CONTACT INFORMATION.....	4	FIGHTING AND ASSAULT.....	0
ACADEMICS.....	6	FINES AND FEES.....	0
GRADUATION REQUIREMENTS.....	6	ID CARDS.....	0
GRADING SYSTEM.....	6	ILLNESS DURING THE SCHOOL DAY.....	0
QUARTER, EXAM, AND SEMESTER GRADES.....	6	INITIATIONS/HAZING.....	0
MONITORING ACADEMIC PROGRESS.....	7	INTERVENTION/ENRICHMENT PERIOD.....	0
ACADEMIC RECOGNITION.....	7	LOCKERS.....	0
ATTENDANCE.....	9	LOST AND FOUND.....	0
ATTENDANCE PROTOCOLS.....	9	MEDICATIONS.....	0
THE 10 DAY RULE.....	9	OPEN CAMPUSES PRIVILEGE.....	0
SENIOR ATTENDANCE.....	9	PARKING LOT REGULATIONS AND FEE.....	0
ATTENDANCE DURING SCHOOL EVENTS.....	10	PASSES.....	0
ABSENCE RESPONSIBILITIES.....	10	PHYSICAL DISPLAY OF AFFECTION.....	0
MAKE-UP WORK.....	11	POSTERS AND SIGNS.....	0
PRE-ARRANGED ABSENCES.....	11	PROFANITY.....	0
PROCEDURE FOR LEAVING SCHOOL.....	11	SATURDAY SCHOOL.....	0
TARDINESS.....	11	SCHEDULE.....	0
TRUANCY, HABITUAL TRUANCY, AND CONSEQUENCES.....	12	STUDENT SAFETY & CONDUCT.....	0
DAILY BELL SCHEDULE.....	12	STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY POLICY (AUP).....	0
DRILLS, AND EMERGENCY WEATHER RELATED ISSUES.....	14	SUSPENSION.....	0
FIRE DRILLS.....	14	TELEPHONE, CELL PHONE, AND TWO-WAY COMMUNICATION DEVICES.....	0
SEVERE WEATHER EMERGENCIES AND SCHOOL CLOSINGS.....	14	VANDALISM.....	0
FEE SCHEDULE.....	14	VENDING MACHINE REGULATIONS.....	0
IMMUNIZATIONS.....	14	VIDEO PRODUCTIONS.....	0
LIBRARY MEDIA AND INFORMATION TECHNOLOGY CENTER.....	15	VISITORS/ATTENDANCE OFFICE.....	0
SCHOOL COUNSELING SERVICES.....	15	WEAPONS.....	0
PERSONAL/SOCIAL GROWTH.....	15	EQUAL EDUCATIONAL OPPORTUNITIES/ANTI-HARASSMENT.....	0
ACADEMIC ACHIEVEMENT.....	16	NONDISCRIMINATION.....	0
CAREER EXPLORATION/DEVELOPMENT.....	16	ANTI-BULLYING AND HARASSMENT.....	0
STUDENT NUTRITION SERVICES.....	16	SPEAK UP – SPEAK OUT (SUSO).....	0
COMPUTERIZED LUNCH ACCOUNT SYSTEM.....	16	JEFFERSON HIGH SCHOOL CO-CURRICULAR CODE HANDBOOK.....	0
STUDENT BEHAVIOR & CONDUCT.....	17	JEFFERSON HIGH SCHOOL CHROMEBOOK HANDBOOK.....	0
ACADEMIC MISCONDUCT.....	17	JEFFERSON HIGH SCHOOL TECHNOLOGY MATRIX.....	0
AFTER SCHOOL.....	18	THE JEFFERSON EAGLE WAY.....	0
ANNOUNCEMENTS.....	18		
ANTISOCIAL/CRIMINAL STUDENT ACTIVITIES.....	18		
ASSEMBLY ETIQUETTE.....	0		
BICYCLES, SKATEBOARDS, ROLLER BLADES.....	0		
BACKPACKS.....	0		



ACADEMICS

GRADUATION REQUIREMENTS

The following credits are required for graduation from JHS. The minimum distribution of credits per grade level is 7 each year. Complete information on all subjects can be found in the Course Selection Handbook.

- 4 credits of English
- 3 credits of Social Studies
- 3 credits of Science
- 3 credits of Mathematics
- 1 ½ credits of Physical Education
- ½ credit of Health
- ½ credit of Employability Skills
- Additional credits are taken in elective areas to reach a grand total of 26 credits.



GRADING SYSTEM

Each letter grade is given the following numerical value please see the following tables:

Table 1 – Grade Point Equivalents and Ranges

A	=	4.00
A-	=	3.60
B+	=	3.40
B	=	3.00
B-	=	2.60
C+	=	2.40
C	=	2.00
C-	=	1.60
D+	=	1.40
D	=	1.00
D-	=	0.60
F	=	0.00

Table 2 – Grade and Percentile Equivalents

A	=	92 – 100%
A-	=	90 – 91%
B+	=	88 – 89%
B	=	82 – 87%
B-	=	80 – 81%
C+	=	78 – 79%
C	=	72 – 77%
C-	=	70 – 71%
D+	=	68 – 69%
D	=	62 - 67%
D-	=	60 - 61%
F	=	0 - 59%

Table 3 – Advanced Placement (AP) Courses Only

A	=	5.00
A-	=	4.60
B+	=	4.40
B	=	4.0
B-	=	3.60
C+	=	3.40
C	=	3.00
C-	=	2.60
D+	=	1.40
D	=	1.00
D-	=	0.60
F	=	0.00

To compute your grade point average, take the sum of the numerical values of the letter grades and divide this total by the number of courses taken.

QUARTER, EXAM, AND SEMESTER GRADES

QUARTER GRADES

Come out once every 9-week grading period. They do not show up individually on permanent transcripts, but rather are used to compute the semester grade and determine honor roll. Each quarter percentage is worth 40% of the semester grade.

EXAM GRADES

Exams or final projects are given in all classes at the end of each semester. Exams are comprehensive, covering the learning expected over the entire 18-week grading period. Exam grades do not show up individually on permanent transcripts, but rather are used to compute the semester grade. An exam percentage is 20% of the semester grade.



SEMESTER GRADES

These are the grades that are used to determine cumulative grade point average, rank in class, post-high school education acceptance, etc. It is the semester grade that determines whether you pass a course; earn credit, graduate, or whether or not a student must repeat a course. The semester grade is the grade that is on the student's permanent transcripts.

- The Semester I final grade is made up of combining the quarter I grade, quarter II grade, and the final exam grade.
- Student must pass 2 out of the 3 of the following in order to pass and receive credit for the course, per school board policy AG5421A: Example Q1, Q2, and /or Sem./Final EXAM.
- Quarter 1 is worth 40% of the percentage earned for the Quarter.
- Quarter 2 is worth 40% of the percentage earned for the Quarter.
- Final Exam is worth 20% of the Semester I grade.
- Here is a sample calculation. Student George earned 73% for quarter 1. He earned an 87% for quarter 2. He earned a 65% on his final exam.

$$1- \quad .73 \times 0.40 = 0.292$$

$$2- \quad .87 \times 0.40 = 0.348$$

$$\text{Final- } \underline{.65 \times 0.20 = 0.130}$$

$$0.77 = 77\% = C \text{ for the semester grade}$$

MONITORING ACADEMIC PROGRESS

STUDENT PROGRESS

Can be checked online by parents and students using PowerSchool. Parents and students will be mailed an online user access username and password.

REPORT CARDS

Electronic Report cards will be sent via E-mail at the end of each quarter.

INCOMPLETE GRADES

Incomplete grades may be changed and updated at the end of the second week of the next grading period if work is not made up.

GPA AND CLASS RANK

- **GPA** - To compute your cumulative grade point average, take the sum of the numerical values of the letter grades and divide by the number of courses taken. Honor graduates will be determined by GPA.
- **Class Rank** - In the interest of encouraging and recognizing outstanding academic achievement, a number of honor students will be selected from each high school graduating class. Honor graduate status will be determined by accumulated grade points. Class rank shall be determined by cumulative Grade Point Average (GPA).

ACADEMIC RECOGNITION

HONOR ROLL

Student must earn a 3.0 or greater for their quarter GPA.

HIGH HONORS

Student must earn a 3.50 or greater for their quarter GPA.

ACADEMIC AWARDS OR HONORS

Academic awards are based on semester grades. A semester GPA of 3.00 to 3.49 equals "1" point. A semester GPA of 3.50 and up equals "2" points.



- A total of 6 points earns a **letter**
- A total of 9 points earns a **medal**
- A total of 12 points earns a **plaque** with the student's name and graduation year

NATIONAL HONOR SOCIETY

The National Honor Society chapter of Jefferson High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: **scholarship, leadership, service, and character**. Standards for selection are established by the national office of NHS and have been adopted to meet our local chapter's needs. Students are selected to be members by a 5-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each fall. Students in the 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative GPA of 3.25 or better on a 4.0 scale.

Those students who meet this criterion are invited to complete a Student Activity Information Form on the Jefferson High School application site. This information provides the Faculty Council with the necessary information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is also required.

In order to evaluate a candidate's character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, all members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected and returning members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings and participation in the chapter service projects(s).

SCHOLARSHIPS

JHS is fortunate to have many organizations sponsor numerous scholarship opportunities. All academic scholarships, including the Academic Excellence Scholarship, are based on the cumulative GPA of the first seven semesters. Cumulative GPA is based on semester grades earned.

OTHER

1. TRANSFER STUDENTS

Transferring students must be enrolled for a minimum of 2 semesters before eligibility for an academic letter is calculated. At that point, the student's complete high school transcript will be reviewed.

2. EARLY GRADUATION POLICY

Students who have met graduation requirements per board policy 5464 and guidelines may apply for early graduation. Students who wish to graduate early must contact their school counselor by the specified dates per board policy to submit their application for early graduation.

3. STUDENT RECORDS

Four types of cumulative records exist on Jefferson High School students:

- a. Progress records
- b. Behavioral records
- c. General Health records.
- d. Patient health care records

The school houses behavioral records for 1 year following the graduation of each student. Progress records are kept indefinitely.



ATTENDANCE

EVERY DAY AND ON TIME! (Board Policy 5200)

Good student attendance and punctuality is an expectation and reflects a high degree of self-discipline and responsibility. Cooperation is encouraged on the part of the students and their parents. Attendance is one of the key factors in maintaining and improving achievement levels in all subjects and maintaining quality student/teacher contact. Every absence tends to decrease the efficiency of this total school process. The State of Wisconsin Compulsory School Attendance Law requires students to be in attendance until age 18 unless they have graduated. For the above reasons, Jefferson High School encourages all concerned groups in the district to share the responsibility of promoting good attendance. Each student and his/her parent/guardian and school personnel share the responsibility for student attendance to:

- Ensure that an effective educational program can be carried out.
- Encourage good attendance.
- Keep the lines of communication between parents and school open.
- Involve all of those who have responsibility for student attendance – students, parents, and staff.
- Inform students and parents that classroom activities cannot be duplicated and students (may not receive) (cannot expect) equal instruction for make-up work.

ATTENDANCE PROTOCOLS

Parents must call the attendance office at **(920) 675-1115** to excuse their student from school.

- Please call prior to 9:00 a.m. on the day of the absence/appointment.
- Please report all absences and/or requests to leave the building during the school day to the attendance office only.
- Examples of absences are: illness, appointments, college visits, etc.
- A voice mail service is available for calls prior to 7:30 a.m. and after 4 p.m. and is checked continuously throughout the school day.
- Please include the following:
 1. Your Name - Student's Name
 2. The date(s) absent
 3. The reason for the absence
 4. Please provide the time your student needs to be excused if leaving early.

THE 10 DAY RULE

(Wis. Stat. sec. 118.15 (3) (c). A child may not be excused for more than 10 days in a school year under this provision.)

Any student accumulating 10 or more absences per year or its equivalent of 80 class periods will have their attendance pattern examined by administration and counseling. Once a student reaches 10 or more days of missed school, a letter may be sent home giving notice as to the number of school days missed. The student may be required to have a written note from a licensed medical professional or clergy person in order to be excused. We do not count college visits (3 per school year), religious holidays, and/or legal appointments in the 10-day count. All other absences will be counted against the student's attendance record. Please contact the attendance office with any questions about the 10-day rule.

SENIOR ATTENDANCE

Regular attendance is an important factor in school success. The activities and learning that occur during a class period are not easily made up since the experiences cannot be duplicated. Therefore, it is important that absences be kept to a minimum. State law dictates that a student must attend school until the end of the semester in which s/he reaches 18 years of age. **Seniors must be in attendance 90% of the time Semesters I & II to participate in commencement.** The following absences will not be counted towards the requirement for participation in the commencement ceremony. School activities, family emergencies communicated to the attendance officer, medically excused illnesses or conditions,



pre-approved and documented post-secondary school visits, pre-approved family trips that cannot be scheduled at any other time, and funerals.

ATTENDANCE DURING SCHOOL EVENTS

For student Co-Curricular Participation and eligibility please refer to the Student Co-Curricular Handbook included after the Student Handbook.

Attending school-sponsored activities: If a student is truant from school during any part of a school day, he/she may not participate in or attend any after-school programs. If a student misses any part of the school day for the reasons listed below, he/she may NOT PARTICIPATE OR ATTEND any after-school programs unless otherwise approved by administration. Those reasons are: illness, in-school/out-of-school suspensions, truancy, parent-excused (no reason for absence given), injury, or any student past 10 days of missed school without a medical excuse provided. Administration will make an exception for students who are attending state high school tournaments **in support of their sport**. We ask that you not excuse your student more than twice a year for tournament spectator participation. We will not include these two days in your student's ten-day totals.

ABSENCE RESPONSIBILITIES

1. The school provides the opportunity for the student to make up academic work missed during an excused absence but not an unexcused absence.
2. The attendance of all students is monitored on a period-by-period basis. Parent/Guardian shall be notified when a student is absent for an unknown or unexcused reason. Notification will be made by phone, email, or in person.
3. The associate principal & athletic director may request a personal parent/guardian conference regarding a student's truancy.
4. During periods of out-of-school suspension, the following procedures for the make-up of coursework shall apply:
 - a. The student is responsible to collect coursework missed from the teacher. The work should be completed the day the student returns to school.
 - b. Exams and major projects missed during the suspension shall be allowed to be made up.

THE SCHOOL STAFF

1. Teachers will provide the opportunity for make-up of academic assignments and evaluation for excused, but may not for truant, absences. Make-up assignments, quizzes, and tests need not be done during regularly scheduled classroom time if the teacher believes providing make-up assignments then would adversely affect the academic progress of other students.
2. Teachers will inform the office of any student that reaches 7, 8, 9, and 10 absences (excused or unexcused) from their class.
3. Parents will be notified in writing, by phone, or in-person of poor attendance via the office and/or administration.
4. The administration will contact the students to discuss their poor attendance and consequences if they approach 10 absences.
5. If the student reaches 10 absences in a semester from any one class, the teacher will contact the parents through the administration, and school counselors may put into effect a schedule change upon request by administration.

THE STUDENT

1. Students are required to attend all their scheduled classes, homerooms, assemblies, enrichment time, and study halls unless excused by administration.
2. Students should notify classroom teachers in advance of planned excused absences to arrange make-up of academic assignments.
3. Students should contact teachers for make-up work.



THE PARENT/GUARDIAN

1. The parent will contact the school before 9:00 a.m. on the day of the absence.
2. In medical or religious situations, written documentation from the medical or religious agency must be provided on the day the student returns from the absence. Absences not supported by such written documentation within two (2) school days of the student's return shall not be counted as medical or religious.
3. Parent will contact the associate principal or principal to discuss any unusual and/or extenuating circumstances which might exist.
4. Absences not reported within 24 hours of the student's return will be counted as unexcused/truant.

MAKE-UP WORK

Students who are absent from school for any reason will be required to make up all work missed in each class. This work should take approximately the same time as the time missed from each class. For excused absences, students will be given the number of days absent plus one to turn their work in. Students truant from school may not be given the opportunity (teacher discretion) to earn credit for work missed. Truant students will be allowed to make up tests, exams, or projects. Only in unique cases of extended absences will more time be granted for completion of work missed. It is the student's responsibility to obtain all make-up work from every teacher immediately upon return to school. Failure to obtain make-up work is no excuse for not doing work missed.

PRE-ARRANGED ABSENCES

(Wis. Stat. sec. 118.15 (3) (c). A child may not be excused for more than 10 days in a school year under this provision.) Parents/Guardians are expected to call the attendance office at least one day prior to prearranged absences. Parents/Guardians may excuse their student for up to 10 dates per school year. These may include family vacations, medical appointments, or any absence known ahead of time.

PROCEDURE FOR LEAVING SCHOOL

Students must have permission from a parent before they leave school. Students are never to leave school without first obtaining permission from the attendance office and signing out, no matter what the reason. If the attendance office is closed, students must go to the main office for permission to leave. **Students who fail to follow this policy will be considered truant.**

Students contacting parents to leave the building during class, without first coming to the attendance office, will not be retrieved from class. This is a disruption to the learning environment. Students must come to the attendance office if they wish to leave the building.

TARDINESS

On time every day and every class.

It is very important to be on time for all classes including study hall. Tardiness to class or I/E is a distraction to the learning environment of every student. Students not in their homeroom/IE or in class when the late bell rings are considered tardy. Students who arrive at school greater than 10 minutes late will be considered truant and will need to be excused by a parent. All students who are tardy or late to school must report to the attendance. **Students shall be notified that the fourth tardy to school shall result in a Saturday (JHS Only) School detention assignment.**

TARDINESS PROCEDURE:

When a student is late to the start of the school day, or to his or her assigned class, the student will first report to the attendance office. The student will need to present their ID which will be scanned into our Raptor system for tardy tracking and be assigned the following consequence:

Consequences for each quarter:

- #1 Warning



- #2 Lunch Detention (assigned by office)
- #3 Two Lunch Detentions (assigned by office)
- #4 Referral to administration (Consequences may include: ISS, Community service, and/or Saturday school detention).

**Tardy counts start over at the start of each quarter.*

The following may be considered unexcused tardies:

Dropping off younger siblings, oversleeping, car problems, weather, and/or bad roads. (We expect the student to adjust their home departure time to account for weather-related road conditions and/or construction). We understand an occasional morning emergency that may cause a slight delay in arriving at school on time; however, we will only excuse one time (without consequence) per quarter for the reasons listed above.

TRUANCY, HABITUAL TRUANCY, AND CONSEQUENCES

TRUANCY is defined as any student absence from all or part of any school day in which the student’s absence is not covered under the State of Wisconsin’s legal definition.

Truancy may result in:

- Detention (s)
- Community Service
- Saturday School
- Municipal citation

HABITUAL TRUANCY per Wisconsin Statutes, and school board policy, a habitual truant is any student who earns five (5) trancies in any one semester of the school year. At the point of habitual truant status, a meeting will be set up with the Social Worker to discuss student attendance, graduation status, etc. He/she will be referred to the municipal or county court for further action.

DAILY BELL SCHEDULE

Monday, Tuesday, Thursday, Friday

- 35 minutes of I/E time

Wednesday Homeroom

- 10 minutes to sign up for IE schedule
- 25 minutes of Homeroom

“A” “B” “C” Lunch Groups

Lunch Groups:

- “A” classes have 2nd Lunch
- “B” classes have 1st Lunch
- “C” band have 3rd Lunch

*There may be adjustments to bell schedules on an as needed basis.



JHS Daily Bell Schedules

Regular Odd/Even Block Schedule with IE Time	
<i>(The first 2-3 minutes of block periods 1/2, 3/4, & 7/8 may be used for announcements/pledge)</i>	
P1 / P2 7:45 to 9:15 (90 Minutes)	
P3 / P4 9:20 to 10:50 (90 Minutes)	
P5 / P6	1st (B) Lunch (30) 10:50 to 11:20 Class (90) 11:20 to 12:50
	2nd (A) Class(40) 10:55 to 11:35 Lunch 11:35 to 12:05 Class (45) 12:05 to 12:50
	3rd (C) Class(90) 10:55 to 12:25 Lunch 12:25 to 12:55
P7 / P8 12:55 to 2:25 (90 Minutes)	
I/E Time (M,T,Th,F) 2:30 to 3:05 (35 Minutes)	

“All” Day Schedule with IE Time (Friday)	
P1 7:45 to 8:28 (43 minutes)	
P2 8:32 to 9:15 (43 minutes)	
P3 9:19 to 10:05 (46 minutes) Includes announcements	
P4 10:09 to 10:52 (43 minutes)	
P5A/C	Class (43) 10:56 to 11:39
	Lunch (30) 11:39 to 12:09
P5B	Lunch (30) 10:52 to 11:22
	Class (43) 11:22 to 12:05
P6 12:09 to 12:52 (43 minutes)	
P7 12:56 to 1:39 (43 minutes)	
P8 1:43 to 2:26 (43 minutes)	
I/E Time 2:30 to 3:05 (35 minutes)	

Regular Odd/Even Block Schedule with Homeroom	
<i>(The first 2-3 minutes of block periods 1/2, 3/4, & 7/8 may be used for announcements/pledge)</i>	
P1 / P2 7:45 to 9:15 (90 Minutes)	
P3 / P4 9:20 to 10:50 (90 Minutes)	
P5 / P6	1st (B) Lunch (30) 10:50 to 11:20 Class (90) 11:20 to 12:50
	2nd (A) Class(40) 10:55 to 11:35 Lunch 11:35 to 12:05 Class (45) 12:05 to 12:50
	3rd (C) Class(90) 10:55 to 12:25 Lunch 12:25 to 12:55
Homeroom (W) 12:55 to 1:30 (35 Minutes)	
P7 / P8 1:35 to 3:05 (90 Minutes)	

“All” Day Schedule with Homeroom	
P1 7:45 to 8:28 (43 minutes)	
P2 8:32 to 9:15 (43 minutes)	
P3 9:19 to 10:05 (46 minutes) Includes announcements	
P4 10:09 to 10:52 (43 minutes)	
P5A/C	Class (43) 10:56 to 11:39
	Lunch (30) 11:39 to 12:09
P5B	Lunch (30) 10:52 to 11:22
	Class (43) 11:22 to 12:05
P6 12:09 to 12:52 (43 minutes)	
Homeroom 12:56 to 1:31 (35 minutes)	
P7 1:35 to 2:18 (43 minutes)	
P8 2:22 to 3:05 (43 minutes)	



DRILLS, AND EMERGENCY WEATHER RELATED ISSUES

FIRE DRILLS

Fire drills are required routinely throughout the school year. When the fire alarm sounds, walk quietly and briskly, in single file, out the designated exit and away from the building. Do not reenter the building until directed to do so by a staff member. Regard a fire drill seriously; any fire alarm signal could be a warning of an actual fire.

SEVERE WEATHER EMERGENCIES AND SCHOOL CLOSINGS

When school is closed or delayed due to inclement weather or an emergency, the following notifications will be provided:

- Rapid notification service to include an email and voicemail to parents, students and staff.
- Posting of information on the district's website.
- Posting of information on Facebook.
- Broadcasting of information on the following stations: WFAW-Fort Atkinson (940 AM and 107.3 FM), WTMJ 620 AM/Channel 4 Milwaukee WISC-TV (Channel 3) and WMTV Channel 15 Madison.

Severe weather emergency procedures are published yearly. In the event of severe weather, students will be directed to take cover in the nearest weather emergency shelter. Students are to cooperate with teacher directives in order to ensure safety of all persons.

FEE SCHEDULE

Various fees are set annually by the board of education. Presently the schedule is as follows:

\$45.00	Registration
\$ 7.50	School PE Lock
\$ 5.00	Replacement Student Identification Card
\$15.00	Foods Classes (per class)
\$15.00	Art Classes (per class)
\$25.00	Technology and Engineering Classes (Metals, Woods, STEM, Electronics and Graphics) (per class)
\$25.00	Auto Classes (per class)
\$15.00	Ag. Products and Processing – Meat Science
\$15.00	Science Classes (AP Biology, AP Chemistry, AP Physics 1 and 2, Anatomy, Biotechnology) (per class)
\$50.00	Athletics (maximum \$100/student/year)
\$50.00	Parking for school year, \$25.00 if only second semester.
\$50.00	Annual Instrument Usage Fee Band Students
\$25.00	Annual Percussions Usage Fee Band Students
\$10.00	Band Uniform Cleaning Fee For Band Students

IMMUNIZATIONS

According to State Law, all students entering a school in Wisconsin must be immunized against the following communicable diseases: diphtheria, Hepatitis B, tetanus, pertussis, polio, measles, rubella, mumps, and varicella. The following are minimum immunization guidelines for each age/grade level. Additional boosters for some of the vaccines may be medically recommended.



STUDENT IMMUNIZATION LAW GRADE REQUIREMENTS

Age/Grade	Number of Doses
Grades 9 through 12	4 DTP/DTaP/DT/Td 1 Tdap 4 Polio 3 Hep B 2 MMR 2 Var 1 For entry to 12th grade: 1 MenACWY-containing booster (2nd dose in series)

- D=diphtheria, T=tetanus, P=pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose four days or less before the 4th birthday is also acceptable.
- Tdap is an adolescent tetanus, diphtheria, and acellular pertussis vaccine. If your child received a dose of tetanus or diphtheria containing vaccine such as Td within the past 5 years, Tdap is not required.
- Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose four days or less before the 4th birthday is also acceptable.
- Laboratory evidence of immunity to hepatitis B is acceptable.
- MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the first birthday. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable. Note: a dose four days or less before the 1st birthday is also acceptable.
- Var means Varicella (chickenpox) vaccine. A history of chicken-pox disease or laboratory evidence is also acceptable.

Waivers to these immunizations can be granted for health, personal or religious conviction reasons.

LIBRARY MEDIA AND INFORMATION TECHNOLOGY CENTER

Students may visit the Library from study hall, from a class with a pass, or as part of a class group. All students who come to the Library Media Center (LMC) must sign in at the circulation desk. The LMC is for studying, research, and quiet reading. Appropriate behavior is expected. Students who misuse or disrupt the functions of the LMC will lose their privileges to come to the facility.

- The facility has computers, online resources, books, DVDs, printer, and copy machines that may be used by students for academic assignments.
- Students will come to the library for Chromebook issues and repairs, including limited loaner Chromebooks. Please remember that it is your responsibility to return library materials on time so other students may use them. Removal of the LMC's materials or equipment without proper checkout will be considered theft. Vandalism of furniture, materials or equipment will also be dealt with accordingly.
- The LMC hours are as follows: Monday - Friday 7:30 a.m. - 3:20 p.m.

SCHOOL COUNSELING SERVICES

School Counseling Services at Jefferson High School center on a developmental perspective of student growth and achievement. The goal of the developmental guidance curriculum is to enhance student learning through the 3 broad and interrelated domains of personal/social growth, academic achievement, and career exploration and development. Developmental guidance is designed for all students, involves trained counselors providing specialized services, involves all school staff, and is integrated into the total education process. The methods to which the services are provided include, but are not limited to, individual counseling, group counseling, and classroom guidance activities.

PERSONAL/SOCIAL GROWTH

It is the fundamental belief of the counseling department that academic achievement is directly affected by the self-esteem, social relationships, and behavioral choices of our students. Therefore, the counseling department functions from a proactive, preventative, and holistic perspective when dealing with students. In



addition to individual counseling with students and families, programs such as Student Assistance Groups/Workshops aid in developing mature social skills and enhancing self-awareness.

ACADEMIC ACHIEVEMENT

Our counseling department works with students in the process of course selection and post-secondary planning. Grade reports, progress reports, standardized testing, and teacher feedback provide data to help the counselors in working with the individual needs of the student. Throughout the year, the counselors meet with students and tailor activities that promote and develop effective study skills, conflict resolution strategies, and personal responsibility.

CAREER EXPLORATION/DEVELOPMENT

Through the acquisition of developmental skills and information, students will gain self-awareness. It is a primary function of the counseling department to work with students in developing these skills to aid in the process of career selection and life options. Information regarding colleges, technical schools, military opportunities, youth apprenticeships, etc. is disseminated to students via announcements, school activities, and individual counseling appointments.

STUDENT NUTRITION SERVICES

Jefferson High School offers several nutritional breakfast and lunch choices on all school days as well as a la carte items. High school students may purchase food using the computerized lunch account system or cash. Prices are set annually by the board of education.

COMPUTERIZED LUNCH ACCOUNT SYSTEM

Jefferson School District uses a computerized lunch account system for both breakfast and lunch. Food payments are entered into an individual student account and food items are subtracted when the student(s) goes through the meal line. Food payments may be made online at www.myschoolbucks.com and are accepted at the high school, preferably before 8 a.m. on any school day. In person payments must be in an envelope with the following information visible: student's name(s), and amount to be deposited. **Please note:** You may write one check for all students attending the SDOJ, but you must designate on the envelope how much money is to be applied to each student account. If this information is missing, the deposit will be equally divided between students listed on the envelope.

High school students are responsible to check their food account balance as they go through the food line. If money is not deposited prior to the balance going below \$0.00, the student will not be able to purchase a la carte food items using the student lunch account. Cash purchases are accepted.

As always, any parent/guardian who feels the financial condition of their family is such that they are unable to pay for the cost of the meals is recommended to make an application for free or reduced priced meals in accordance with federal regulations.

Parents/guardians may request a family meal account statement listing payments and purchases by calling the Director of Student Nutrition at (920) 675-1035 or view them through their myschoobucks account online. Printout requests must be received before the year-end rollover on June 15th. Parents/guardians are responsible for negative meal account balances resulting from computer "down time" when cashiers do not have access to student account information.

Weekly, negative balance notices will be called to parents/guardians. Meal account policy states an account negative more than -\$25.00 will receive a regular reimbursable meal, the cost of which shall continue to accrue to a negative lunch account balance, and will not be allowed to purchase ala carte items

Seniors will be issued a refund check at the end of the school year. Senior students with negative meal account balances will be responsible to pay the balance before participating in the graduation ceremony.

Questions, comments, and concerns about the district meal program should be directed to: TheStudent Nutrition Director, Jefferson High School, 700 W. Milwaukee St.; Jefferson, WI 53549 (920) 675-1035.



STUDENT BEHAVIOR & CONDUCT

ACADEMIC MISCONDUCT

CHEATING

Cheating is the deliberate successful or attempted use of unauthorized materials, information, technology, study aides, or group work on assignments, projects, tests, or other academic exercises. A violation occurs when one represents or attempts to represent oneself as another in the taking of a test, quiz, and/or preparation of an assignment, or when anything that has been or will be graded, either given verbally or written, is passed along from student(s) to other students. ALL students involved are in violation.

Examples include, but are not limited to, the following:

- Creating and distributing copies of one's work so that credit may be dishonestly claimed by others.
- Giving or receiving unauthorized assistance on something that is for a grade.
- Using technology inappropriately (i.e. pre-programmed calculators, smartphones, mp3 players, cameras).

PLAGIARISM

Plagiarism is a form of academic dishonesty that can be done intentionally or unintentionally. Intentional plagiarism is the deliberate presentation of another's work or ideas as one's own. *Unintentional plagiarism* is the inadvertent presentation of another's work or ideas without proper acknowledgment because of inadequate practices or lack of preparation. Plagiarism includes an exact copying of another's work, or a rewording, paraphrasing, partial quotation, or summarization of another's work without properly giving credit to the creator of the original work.

Examples include, but are not limited to, the following:

- Finding an article or an essay in a book, a magazine, a website, or any similar source and handing it in as one's own work.
- Getting ideas from an outside source and rephrasing them for use in one's own work without citing the source.
- Copying phrases, sections, paragraphs, or graphics without citing the source.
- Turning in a paper from a previous class or a concurrent class without permission from both teachers.
- Having one person write an assignment and another put his/her name on it.
- Having someone rewrite portions of an assignment and handing it in as one's own.
- Revamping someone else's work and handing it in as one's original work.
- Paying an individual or a service for work.
- Not contributing to a group project, and not informing the teacher, in an attempt to receive credit for work not completed by the individual.

Examples that are **not** plagiarism include, but are not limited to, the following:

- Having someone look over one's work for grammatical or mathematical errors.
- Having someone suggest improvements without composing the improvements himself or herself.
- Asking a teacher or other staff member for help.
- Quoting or borrowing ideas and giving credit to the originators.
- Using information that is common enough to appear in dictionaries or textbooks without being cited.
- Getting together with class members to discuss an assignment.
- Using images that are not copyrighted. (Check with your teacher regarding image use.)

CITING SOURCES

The ways to give credit for other people's research, words, or ideas are footnotes, endnotes, or parenthetical citations (APA, MLA, etc.). Most teachers at Jefferson have a specific system of citation which they require. Examples of how to cite are available in the library or from your teacher. Students who need to cite a source, or who suspect that they might need to cite, should consult the teacher who assigned the work or a librarian. When an incident occurs, the teacher will notify the student in person and the student will be given the opportunity to respond to the allegation. The teacher's professional judgment will be used to determine whether an infraction has occurred.



DISCIPLINARY ACTION

First Offense– The classroom teacher will contact the student’s parent/guardian, administrator, and school counselor. At the teacher’s discretion, the teacher may issue a zero. They may also allow the student to redo the work. At the teacher’s discretion, the student may receive a reduced grade worth up to 50% off the original value for the work redone. For instance, if the original value of the work is 100 points, the student may receive 50 points if done well. If the work is not completed or redone unsatisfactory, a zero may be given.

Second Offense (in the same class)– The cumulative grade for the nine-week period for the respective course will be lowered one full letter grade. The parent, school counselor, and administrator will be informed by the teacher and the student will also be referred to the athletic office for conduct unbecoming of an athlete and will face equitable co-curricular consequences.

1. If a student has multiple offenses in different classes, see point 4.

Third Offense (in the same class)– The student will be dropped from the respective course and fail the semester. The parent, school counselor, and administrator will be informed by the teacher and the student will also be referred to the athletic office for conduct unbecoming of an athlete and will face equitable co-curricular consequences.

A student who has two or more violations in separate courses will be referred to Administration for disciplinary action. The parent and school counselor will be informed and the student will also be referred to the athletic office for conduct unbecoming of an athlete.

2. If a violation occurs, the student’s eligibility for honor societies, athletics, activities, and academic awards will be reviewed.

ARTIFICIAL INTELLIGENCE (AI)

When students are allowed to use generative AI tools to complete an assignment, students should acknowledge and describe how it was used. Use of generative AI tools by students on graded assignments is prohibited, except with the express permission of the teacher, in which case the use of AI must be cited by the student. Unauthorized use of AI on graded assignments by the student will be treated as an academic honesty violation. (Board Policy and guideline 7540.08)

- The acceptable use of AI in a specific course should be directed by the teacher.
- Where use of AI is allowed for specific assignments it is important to clearly state where it is acceptable and where it is not, so that there is clarity for everyone: teachers, families, and students.
- Use must conform to the terms of use for the AI tool.
- For more information on formal citations, please research the following:
 - Citing in APA Format
 - Citing in MLA format

AFTER SCHOOL

Unless under the direct supervision of an advisor, coach, or teacher, students are expected to leave the building and grounds within 15 minutes of dismissal time at the end of the day. Continued refusal to do so may result in a loitering citation.

ANNOUNCEMENTS

Announcements should be delivered to the office by 7:35 a.m. of the day you want the announcement to be read. (Your teacher or advisor can also e-mail announcements). Be sure announcements are written clearly and in a way that will be easily understood. When announcements are read, students should remain silent and listen carefully. Announcements will also be broadcast via monitors in the commons and upper deck each day.

ANTISOCIAL/CRIMINAL STUDENT ACTIVITIES



The district recognizes that antisocial or criminal acts by individual students or groups of students interfere with the mission of the school district. The district further recognizes that gangs, gang activities, and gang affiliations cause a disruption, or interfere, with school and school activities. Student antisocial behavior or criminal activities will not be tolerated and will be reported to, and monitored by, the school administration.

ASSEMBLY ETIQUETTE

JHS has a beautiful auditorium, and all of us must be willing to do our part to take care of it and treat it with respect.

- Proceed to the assembly promptly and find your assigned seating area immediately.
- Refrain from jumping over seats/aisles.
- Refrain from food/drink.
- Refrain from putting your feet on the seats/wall in front of you
- Refrain from wearing a hat.
- Refrain from talking, texting, or using all technology during performances.
- Please silence or turn off all electronic devices.
- Refrain from slouching or sleeping during presentations or performances.

BICYCLES, SKATEBOARDS, ROLLER BLADES

Students may bring bicycles to school. However, it is the student's responsibility to lock and secure their bike. If it cannot be locked, it should not be brought to school. Skateboards and roller blades must be brought to the main office. These items should not be kept in lockers.

BACKPACKS

In order to assure the safety and security of students, employees and facilities backpacks are not allowed during school hours. Any bag bigger than 9"x 6" will not be allowed. (i.e. tote bags, draw string bags or purses)

BUS RIDERSHIP

Riding the bus to and from school or to/from any school activity/event is a privilege, not a right. Poor behavior can result in temporary or permanent revocation of riding privileges. Other consequences may be applied also. (Board Policy- 8600)

CAFETERIA GUIDELINE

All students are to proceed to the cafeteria without running and to line up in an orderly manner. Students are not allowed to skip in line. It is expected that you will clean your eating area before leaving. Mature behavior is expected at all times while in the cafeteria. Students are not allowed to leave the commons back to the academic wing unless a pass is provided.

CODE OF CONDUCT

Per Wisconsin Act 335 pursuant to Section 118.164, Wis. Statutes, the Jefferson School Board has met state compliance by adopting a student code of conduct. This code gives teachers an increase in authority to remove disorderly students from class. This code includes reasons for removal, procedures for appropriate alternative educational placement, and procedures for notifying parent/guardian. For specific questions please refer to the appropriate School Board Policy.

CONTROLLED SUBSTANCES

The possession, distribution, use or selling of alcohol, controlled substances or other drugs or controlled substance look-alikes, being under the influence of alcohol, controlled substances or other drugs, the possession of drug related paraphernalia, or the distribution or sale of prescription drugs on school premises, on school-sponsored transportation or at school-sponsored activities is prohibited.



The police department will always be contacted if the alleged conduct is reasonably understood as likely to constitute a violation of the law.

A student may be asked to submit to a breath test or other test to determine the presence of alcohol or other chemicals in a student's system. If a school official or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol, THC, or other substances, they will be considered in violation of this policy. Such test shall be administered by a law enforcement officer, or trained administrator, and shall meet state law requirements. A student may be disciplined for refusing to submit to such a test.

While students violating this policy may be subject to school disciplinary action, including suspension and possible expulsion from school, the district shall also provide support in the form of information dissemination, guidance, and referral for treatment for students who show indications of a behavioral/medical problem associated with alcohol and other drug abuse.

TOBACCO USE AND VAPING

Smoking, chewing, vape/e-cigarette, and/or the possession of tobacco products or paraphernalia (e.g. lighters, vape devices, anything that contains tobacco, nicotine, oil, or "look-a-like" items) in the school building, on school grounds are not permitted at any time. The rules related to smoking, chewing, or possessing tobacco products apply to any school-sponsored activity, whether on or off campus. Consequences can range from detentions, suspension, and/or referral to police for citation.

DANCES

We want you to enjoy school dances. We also want parents of our students to know that dances are a wholesome source of recreation. All school dances are sponsored by a club or activity, approved by the building principal, and chaperoned by school personnel. If you're bringing a guest to the dance, a dance permission form needs to be filled out and returned to the main office two days before the dance. Police officers will be available if needed. You may be asked to submit to a breathalyzer test at the dance. All school rules apply to dances as well. Inappropriate music and dancing will not be permitted. Students are responsible for any personal items that are brought to the dance. Admission to dances will be allowed for the first hour of each dance. If you leave a dance early you will not be allowed readmission.

DETENTIONS

Before school, after school, and noon hour detentions may be assigned by either a classroom teacher or the school administrators. Additionally, Administration may assign after-school community service and/or a Saturday school detention. Saturday school is either a 2 hr or 4 hr detention served at the high school. The start time is 8 A.M. and is held twice a month.

DRESS CODE

(Per Board Policy 5511) Jefferson High School prides itself as being a place where students can enjoy their freedom to get involved in many activities, choose their classes of interest, and express their individuality. Although we respect a student's right to make these choices, we also need to set appropriate standards. In light of recent trends in dress, we, as an educational institution, feel the need to establish a more specific dress code to limit the definition of clothing that is appropriate for our educational setting.

As always, garments bearing offensive words or offensive slogans including references to alcohol, tobacco, drugs, gangs or sexual activity are not allowed. Hats and other headgear (other than for religious and/or medical purposes), such as visors, hoods, glasses (that are not prescription) or bandannas/headbands on the forehead, are not to be worn in the school building. These items should be kept in your locker during the school day. This excludes; pony tail holders, hair clips, and hair accessories with the purpose of keeping hair out of students' eyes. **Student attire must not create a disruption to the learning environment.** When disagreements about appropriateness arise, JHS will defer to the judgment of the adult teacher. Building Administrators will have the final decision-making authority in all matters related to the dress code.



The following additional guidelines have been established.

1. Visible undergarments are not appropriate in a school setting.
2. No bare midriffs, open-back shirts, halter tops, strapless shirts, spaghetti straps, or single strap shirts may be worn. All shirts must have straps that are at least 2 inches thick. All shirts must cover the back, stomach, and cleavage.
3. Very short mini-skirts, dresses, or shorts are not appropriate for school. Length of garment must be at or below longest finger with relaxed arms at your side.
4. Neither wallet nor hip chains should be worn at school.
5. No coats or blankets may be worn during the school day. In case of colder than usual classrooms, students should be prepared with appropriate clothing.
6. Gang-affiliated jewelry or dress of any kind will not be allowed.
7. No Articles of clothing or other apparel will be worn that would be deemed messages of hate, harassment of any manner that addresses another individual's race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, or socioeconomic environment.

In the event a student wears clothing that is inappropriate, the student will be asked to change the clothing. Refusal to change into clothing that aligns with the handbook could result in additional consequences.

We appreciate your support in helping to maintain a safe and effective educational environment at Jefferson High School. If you have any questions, please call the high school office at (920) 675-1100.

EAGLE HONORS (EH)

The purpose of the "Eagle Honors" program is to recognize and reward those JHS students who demonstrate academic achievement and good citizenship behavior. Eagle Honors is not a right, it is a privilege. Students will be selected each grading period (progress reports included) using the same criteria as used for the upper deck privilege. Please review the criteria listed below:

CRITERIA FOR A STUDENT TO EARN "EAGLE HONORS" PRIVILEGE

1. Student must be a sophomore, junior or senior.
2. Students must meet all attendance expectations.
3. Qualifications will be reviewed every every quarter/semester grading period of the school year with a new list of qualifying students generated. We will use these marking periods in this order:
 - a. 1. Quarter 1 & 2 - quarter 1 grades, quarter 2 grades, semester 1 grades.
 - b. 2. Quarter 3 & 4 - quarter 3 grades, quarter 4 grades, semester 2 grades.
4. Students must earn a "B" or better in each course OR have a minimum of a 3.50 GPA in that marking period.
5. Any Student receiving a D or F on a mid-quarter progress report will be removed from EAGLE HONORS.
6. The principal or associate principal may revoke Eagle Honors privileges due to poor behavior, truancy, tardies, attendance, or other concerns as deemed necessary by high school administration.
7. EH privileges will be immediately revoked, for any student who leaves school premises during study hall time without permission from the office.
8. Administration has the right to adjust EH criteria as necessary.
 - a. EH ATTENDANCE PROCEDURES – MAY CHANGE FROM YEAR TO YEAR BASED ON NEED OF PROCEDURES.

FIELD TRIPS

All field trips in which classes or groups participate are to be under the supervision of the school. Only authorized field trips in relation to an academic class are acceptable for excused absences from school. The cost of such field trips is to be paid by the members of the class or organization. Students must ride in the school-sanctioned means of transportation only. Every student going on a school-sanctioned field trip must hand in a signed parent permission form to the teacher. Field trip application forms must be completed and approved by the school administration well in advance of the trip. Field trips are an extension of the classroom and all school rules are in effect. Your attendance



record, current grades, and behavior referrals could be used to determine your eligibility to participate in a field trip. **Any students with one (1) or more F's will not be allowed to participate in a field trip unless it is a graded requirement for a class.**

FIFTH YEAR STUDENTS

In order to qualify as a fifth-year student, a student must have attended school for a minimum of two semesters without successfully completing the graduation requirements. The administration will determine if the student may return for a fifth year.

FIGHTING AND ASSAULT

Physical assault or verbal intimidation will not be tolerated at any time. Students may be suspended and/or referred to the police department for disorderly conduct. If the conduct is significant enough, students may be referred to the superintendent for expulsion.

FINES AND FEES

All fines/obligations/fees/fund-raising must be paid prior to the student taking semester exams. If fines and obligations are not paid, a student can have their test assigned during an alternate period. Students are responsible for all materials, equipment, and facilities assigned to them or provided for their use.

ID CARDS

Each student will be provided with a picture I.D. Please make every effort to carry your I.D. at all times. A fee of \$5.00 will be charged for the replacement of ID's. Your ID card must be presented to attend all co-curricular events and, for Juniors and Seniors, to leave campus during lunch.

ILLNESS DURING THE SCHOOL DAY

- All ill students must report to the attendance office, or send someone to inform the attendance office of the ill student.
- Parent/Guardian will be contacted by the attendance office.
- Students will be allowed to leave school and go home only if a parent gives verbal agreement to send the student home unattended.
- Students that leave the building and have a parent call them in ill afterward will be marked truant.

INITIATIONS/HAZING

Activities involving initiations, hazing, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm or personal degradation are prohibited. Students engaged in these types of activities may be suspended from school and/or referred to the superintendent for expulsion if the problem persists.

INTERVENTION/ENRICHMENT PERIOD

Jefferson High School offers an intervention/enrichment period for 35 minutes at the end of each school day, with the exception of Wednesday when students report to homeroom. The purpose of the intervention/enrichment period is to offer additional help to students who need it and flexibility to those students who don't. Through our flexible schedule system, staff members are able to request students who they want to see for the week. Students meet with their homeroom teacher during their homeroom period to fill in the rest of their schedule. Students also have the ability to fill in their schedule beginning Tuesday at noon ending Wednesdays end of day. Seniors who qualify for senior privilege are allowed to leave during I/E period, which helps to keep our student-to-staff ratio manageable. Students then follow their schedule to receive the additional help and support they need from staff at JHS or participate in our many clubs or other activities offered.



STUDENT EXPECTATIONS

1. Students are expected to be on time and attend intervention period daily, with the exception of seniors in good standing.
2. Seniors in good standing are defined as those who are earning “C’s” or better in all classes. Seniors who are not scheduled to be in the building during intervention/enrichment period need to sign up for senior privilege for attendance purposes. (Must have signed permission sheet on file.)
3. Students will meet in homeroom on the first day of each week to develop an intervention/enrichment schedule for the remainder of the week.
4. Staff members will request students by 12:50 pm on each I/E day.
5. Any time a student is requested by multiple teachers it is the teacher’s responsibility to communicate with each other and determine proper placement for the student. Homeroom teachers will help facilitate this discussion.
6. Once a student signs up for an intervention period they are required to report to that classroom on the assigned day.
7. A schedule will be electronically generated and sent to the student’s school Gmail account. Students are responsible for checking their email to confirm their intervention/enrichment schedule for the week.
8. Students who are absent on the first day of the week can still create their intervention/enrichment schedule by simply logging in and entering their selections.
9. Students selecting the weight room/gymnasium activities as an option during intervention period are expected to change and participate in the planned activity.
10. The intervention period is considered instructional time for students to complete work and receive teacher help as needed.

SENIOR RELEASE EXPECTATIONS IN REGARDS TO INTERVENTION PERIOD

1. Seniors may leave campus at 2:30 on. on IE days only, and must select Senior Release privileges on MBA Adaptive Scheduler in PowerSchool.
2. If signed up to leave campus, the student **MUST** leave campus.
3. Seniors under age 18 need a parent permission form signed and returned to the attendance office.
4. Seniors must meet all attendance requirements.
5. Earning all C’s or better OR a current GPA of 3.5 or better.
6. Teachers can still request students on senior release for intervention period. However, the teacher must give the students some notice that he/she is being requested.
7. Students on senior release, who want to attend an intervention/enrichment period, must schedule this period through the system. Students are not allowed to show up for intervention/enrichment period without having been scheduled.
8. Students must not be in the building during senior release time unless a pass has been written for them by a teacher, which then needs to be presented. The student is then the responsibility of that teacher and must remain under that staff member’s direct supervision.
9. Students who fail to follow their schedule may have their senior release rescinded.
10. Failing to show up for a scheduled intervention/enrichment period will be treated as an unexcused absence.

LOCKERS

Student lockers are property of the school, and therefore the school district has the right to search lockers at any time for any reason. Each student is responsible for all items in their locker.

1. Keep lockers locked at all times.
2. Do not share your locker combination with other students.
3. Do not share your locker with other students.



4. Students are to purchase a lock for their Phys ed locker or may use their lock from middle school. Hall lockers will have permanent locks on them.
5. Please keep the inside of your locker clean.
6. Do not store soda/food containers for long periods of time in your locker.
7. Use only your assigned locker.
8. Locker changes need administrative approval.
9. Do not use your locker to store anything illegal.
10. Do not post anything on the outside of your locker without school approval. Only school principals will approve school-related locker decorations. These decorations are to remain posted only until the date of the event/activity.
11. Do not use adhesives that will destroy the paint.
12. Students can be held responsible for any damage to their assigned locker.
13. The school is not responsible for anything damaged or stolen from your locker.

LOST AND FOUND

Students should report the loss of any articles or money to the office as soon as possible. Anyone finding items of value should turn them into the office so that the rightful owners can claim them. All articles will be kept a reasonable length of time and then if unclaimed; they will be donated to a needy family or charity. Lost textbooks should be turned in to the main office and may be claimed there by students upon proper identification.

1. Students are reminded the security of their personal items and valuables are their responsibility.

MEDICATIONS

Students are encouraged to take medication at home rather than at school whenever possible.

Medication may be dispensed, when necessary, by designated school personnel if the following conditions are met:

1. The parent submits a signed and dated School District Medication Form for the school to administer medication. The request must include the name of the drug, the exact dose to be given, and the time the medication is to be given. Forms can be obtained from the school office or district website.
2. For prescription medication, the School District Medication Form must also be signed by a health care provider licensed to prescribe. Forms can be obtained from the school office or district website.
 - a. Prescription medication to be administered at the school must have a pharmaceutical label giving:
 - i. Child's name
 - ii. Name of drug, dosage, effective date and instructions.
 - iii. Name of pharmacy and telephone number
 - iv. Name of licensed prescriber. It may be necessary to ask the pharmacy for an extra-labeled container to send to school.
 - b. Non-prescription medication to be given at school must be labeled with:
 - i. Child's name
 - ii. Name of drug and dosage. The medication must be sent to school in its original container. Medications in baggies or envelopes will not be administered.
 - iii. Refer to board policy 5330 for specifics regarding self-medicating forms, 18-year old, and parent responsibilities.

MEDICATION STANDING ORDERS

The Medical Advisor for School District of Jefferson has approved a medication standing order for the use of Epinephrine (EpiPen), Diphenhydramine (Benadryl), and Naloxone (Narcan) at school.

- Epinephrine injections are used to treat potentially life-threatening allergic reactions, also known as anaphylaxis. If a student or other person has an allergic reaction that may be life threatening while at school he/she may be administered an injection of epinephrine. If epinephrine is administered 911 will be called.



- **NOTE:** While the school will have stock epinephrine on hand, this does not mean students with known allergies do not need to provide their own supply of epinephrine. Students are still required to provide their own medications for known medical conditions.
- Diphenhydramine will be used for significant but non-life-threatening allergic reactions.
- Naloxone is a medication found to reverse the effects of an opiate-related drug overdose. If a student or other person appears to be undergoing an opioid-related drug overdose. He/she will be administered a dose of nasal naloxone and 911 will be called.

If you have questions regarding this standing order, please contact the school nurse, at 675-1094.

OPEN CAMPUSES PRIVILEGE

All students are required to remain on campus for the entire school day. However, Juniors and Seniors may apply for open campus privilege, which would allow them to leave campus during the lunch period. Freshmen and Sophomores cannot leave campus during lunch. Juniors and Seniors can apply for open campus privilege if they have two of the following:

- Earned a "B" or better in each class OR have a minimum of a 3.50 GPA
- No behavioral referrals during the current/previous quarter.
- Meets all attendance expectations.

Open Campus can be revoked if:

- Students do not meet the criteria for open campus.
- Students give their pass to someone else to use.
- Experience any behavioral issue within our school or at a school event.
- A direct violation of school rules during lunch.

Students that qualify will be given a pass that must be displayed on their student ID card. Without the ID card, the student cannot leave the campus. If off-campus without permission, students may be subject to Saturday School, suspensions, and possible referral to the Jefferson Police Department for a truancy citation.



PARKING LOT REGULATIONS AND FEE

The use of the parking lot is a Privilege-not a right. The student parking fee is \$50.00 per year or a parking fee of \$25.00 for students driving or attending 2nd semester. A parking tag must hang on your mirror at all times. Any vehicle without a parking tag is subject to a consequence, including a fine. Students will be assessed the following consequences for not possessing a valid parking permit: 1-Warning. 2-\$10 fee. 3-\$15 fee. 4+-\$25 fee.

Students are to park their cars in the student lot only during school hours. Students are responsible for keeping the parking lot clean; please use trash barrels for garbage. Students are responsible for keeping the parking lot safe; please drive safely and intelligently.

Students are not to park in the faculty parking lot or the visitor area. Violators will be ticketed or towed at owner's expense. Students are not to park in the grass, or in any other area not specifically designated for parking. Students' parking lot privileges can be revoked. Loitering is not allowed in the parking lot. Inappropriate parking, such as horizontal in vertical stalls is prohibited.

PASSES

JHS Students will use an administrative approved pass system that is established with an annual software contract. Students will be informed of the pass system currently being used, how to use it, and acceptable use protocols for individual, restroom, study hall, and hall passes.



PHYSICAL DISPLAY OF AFFECTION

Wholesome relationships are acceptable for the development of social skills. However, overt signs of affection are not considered desirable for the reputation of the individual or the school, and therefore, they will not be permitted at any time. Consequences for violations could result in detentions or suspensions.

POSTERS AND SIGNS

All signs, posters, or announcements to be displayed anywhere in the school must be approved by administration. Items should be attached only with blue paint tape, located in the main office. The person or organization putting up signs is also responsible for removing them after the event has taken place.

PROFANITY

Profanity, vulgarity, and defiance of duly constituted authority are examples of unacceptable behavior. The use of profanity will result in disciplinary action and may be referred to the police department for disorderly conduct.

SATURDAY SCHOOL

When it is determined appropriate by the administration, a student may be assigned to serve either a 2 hour or 4 hour Saturday School. Saturday School runs twice a month from 8:00 a.m. until 12:00 p.m. Failure to serve an assigned Saturday School may result in a suspension or truancy citation.

SCHEDULE

CORRECTING & CHANGING OF STUDENT SCHEDULES

Once the courses for the next school year have been selected, there will be limited opportunities to make schedule corrections. Changes to student schedules may be possible during posted times prior to the start of the next semester.

The following are reasons that will be taken under consideration for requesting a schedule change:

1. A graduation requirement needs to be added due to a previous failed attempt.
2. A career plan/post-secondary requirement.
3. A class needs to be added/subtracted due to the ability level of the student. All legitimate changes need to be 1 week prior to the start of a semester. Schedule changes made after the first 10 days of school may result in an F.

REQUESTING TEACHERS

Due to the scheduling and staffing requirements involved in developing student schedules, requests to change teachers will not be honored unless extenuating circumstances are present. Administrative approval is required.

STUDENT SAFETY & CONDUCT

The School District of Jefferson is committed to providing a high quality academic atmosphere. In order to assure the safety and security of students, employees, equipment, and facilities, JHS will employ the use of “search and seizure” by following state statute and school board policy.

HALO SENSORS

Halo Sensors are installed and utilized in all student bathrooms as well as the health office bathroom in the office. HALO sensors are specifically designed to detect vaping, smoking, and noise level fluctuations (indicative of bullying and fighting) in private use areas. HALO Sensors provide added safety and security to Jefferson High School by helping to keep dangerous substances out of school, and to alert staff of concerning behavior occurring in the bathrooms.

LOCKER SEARCHES



School lockers are the property of the School District of Jefferson. At no time does the District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities for any reason, at any time, without student consent, and without a search warrant.

The School District of Jefferson does not assume responsibility for the loss, damage, or destruction of any property stored in the student lockers.

SEARCH OF STUDENTS

JHS recognizes that a safe, drug-free environment for students and staff provides the best learning environment. Whenever school authorities suspect a person may be in possession of something that may be a danger to themselves or others, a search of the person or the person’s property will be conducted. This includes the person, lockers, bags/backpacks, purses, and vehicles on school property. **Please note: Searches under this policy may include the use of handheld metal-detecting devices commonly known as “wands.”** At times, the school administration may also initiate searches by law enforcement dogs trained to detect the presence of illegal substances. These searches may occur at any time and without prior notice.

PARENTS & SCHOOL SAFETY

The safety and security of School District of Jefferson students and staff is of utmost importance. The district has a comprehensive crisis plan developed in cooperation with Jefferson County Sheriff’s Department, City of Jefferson Police Department, and the City of Jefferson Fire and Rescue. The plan is reviewed and updated on an annual basis.

Our schools also have well-established security measures for the safety of students and staff including: visitor check-in procedures, locked doors after the start of the school day, surveillance cameras, police liaison officer, bully reporting programs, see something-hear something-say something, and other preventative measures.

HOW CAN PARENTS HELP WITH SCHOOL SAFETY?

- Parents should keep their contact information up-to-date in PowerSchool, our student information system. If your phone number, email, or address changes, let us know.
- Encourage and support school safety, violence prevention and emergency preparedness programs within the schools.
- If requested, provide volunteer services for school emergency preparedness.
- Provide the school with requested information concerning emergency situations.
- Practice emergency preparedness in the home to reinforce school training and ensure family safety.

IN AN EMERGENCY

HOW CAN PARENTS AND GUARDIANS BE ASSURED THEY RECEIVE INFORMATION IN AN EMERGENCY?

Parents should keep their contact information up-to-date in PowerSchool, our student information system. In the case of an emergency, a phone message, email and text message will be sent to parents and guardians. If the school has a non-emergency situation that we believe parents should be informed about, the school will either send parents an email or phone notification.

HOW AND WHEN WILL I BE NOTIFIED IF THERE IS AN EMERGENCY AT MY CHILD'S SCHOOL?

IMPACT LEVEL	NOTIFICATION RESPONSE
A Low Impact Incident poses no or minimal risk to the safety of the school. There are no disruptions to regular school activities, and the incident is an isolated one. <i>Example: Temporary power/services disruption</i>	Email
A Moderate Impact Incident poses a moderate risk to the school. Results in some disruption to school. <i>Example: Gas leak, threat to the school, or potential threat to school</i>	Email Phone Message



A **High Impact Incident**: The incident poses a significant risk to the safety of the students, which results in a significant disruption to school activities, change of schedule, evacuation, cancellation of activities and impacts many students.

Example: An intruder in school or the use of a weapon in school resulting in injuries to students or staff

- Phone message
- Text message
- Email posted
- Message on school & district website
- Press release

The means and immediacy of communication will depend on the type of the event and on the potential or actual impact to the safety of the students. While it's difficult to describe all possible scenarios, the following can be used as a guide to gauge the district's level of notification and systems used to communicate with families:

SHOULD I REPORT TO THE SCENE OF THE INCIDENT/EMERGENCY?

In the case of a high-impact emergency situation in a school or at a school-sponsored activity DO NOT respond to the school. Keep roads/lots clear for EMS responders.

Parents are encouraged to remain close to their sources of communication, phone or email, to ensure they are receiving accurate and timely updates on the emergency from district staff.

ONCE THE EMERGENCY IS DECLARED "OVER," WILL PARENTS BE ABLE TO REPORT TO THEIR CHILD'S SCHOOL?

When SDOJ communicates to parents that the school emergency has ended, direction will be provided on how and where parents will reunite with their child. Parents will be directed to a specific location that could be located off campus. It is important that parents follow these directions for the safety of all students, staff and parents.

Remember, a student can only be released to an adult that is documented as an emergency contact. If you are a non-custodial parent, you must be listed in the student information system with a relationship to the student that has mailing rights and show proper identification.

IF THE SCHOOL BUILDING IS EVACUATED, HOW WILL I BE ABLE TO LOCATE MY CHILD?

If an evacuation occurs during the school day, there is a possibility that the students will return to school and normal bus service will resume. The district will notify parents if an alternate reunification site will be used.

Please monitor your phone or email closely to ensure you receive updates on the emergency from district staff. Your child may text or email you about the evacuation before the district is able to notify you. Be aware that student texts and social media can cause confusion and further disrupt safety protocols. Remember, a student can only be released to an adult who is documented as an emergency contact. If you are a non-custodial parent, you must be listed with your child's emergency contact information as a guardian and show proper identification.

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY POLICY (AUP)

The AUP document describes the general procedure covering the use of computing facilities that are under the direction of the School District of Jefferson (SDOJ). Computing facilities means any district-owned computing machinery, software related to teaching, learning, and research activities, and related facilities. While SDOJ may grant users the privilege of using its computing facilities, SDOJ continues to retain ownership and control of all computing facilities. Every user of computing resources is expected to understand and follow this procedure. Annually, the administration, faculty, and staff will share the computer acceptable use policy via google drive with all students. All users of our computers are expected to follow this policy. The School District of Jefferson has an instructional computer Acceptable Use Policy (AUP). All users of our computers are expected to follow this policy. Internet use is for academic purposes only.

Any student found in violation of any of these rules will be dealt with by loss of computer privileges, administrative action, and/or possible legal action. Please help make computer use a safe, fun, and instructional activity at JHS by following these rules, encouraging others to do so, and reporting any violations to a school employee.

1. 1:1 Educational Technology – Each student will receive a Chromebook, and a specific Acceptable Use Policy Agreement to be read and signed.
2. Personal devices will not be allowed to be brought or used during the school day in an academic setting, classroom, or study hall. (Laptops, MacBooks, iPads, Tablets, etc.)



SUSPENSION

IN-SCHOOL

When it is determined appropriate by the administration, the student will complete work in the in-school suspension area. Before being readmitted to classes and other school activities, the student must serve the assigned time in a manner acceptable to the administration. The student will be responsible for any and all actions while assigned to this facility. The following procedures must be followed.

The student will not be allowed to:

- Eat, drink, sleep or talk without permission.
- Walk around.
- Read any non-school materials until all school work is completed.
- Disobey a direction given by a teacher, administrator, or supervisor.
- Sit and do nothing.
- Leave the In-School suspension area without permission.
- Have any electronic devices in their possession without permission.
- No technology, unless for educational purposes
- Cellphones will be turned over to the Main Office.

When a student is suspended more than a class period in school he/she may not participate in or be a spectator at after school practices, activities, or games the evening of the suspension.

OUT-OF-SCHOOL

When it is determined appropriate by the administration, a student may be suspended from school for up to 5 consecutive school days. Parents will be notified prior to the student being removed from school for the set period of time. While students are suspended from school, they are not allowed on any school grounds at any time until the suspension is completed. They are also not to participate or be a spectator at practices, activities, or games during the time of the suspension. The student or their family is responsible for requesting work appropriate for completion during absence.

TELEPHONE, CELL PHONE, AND TWO-WAY COMMUNICATION DEVICES

JHS is now a 1:1 school providing all students with Chromebooks for educational purposes. Since cellphones are no longer needed as a technology tool for classroom use, and cell phones have become a present and constant distraction to students, **CELL PHONES** or other personal electronic devices **ARE NO LONGER ALLOWED IN THE CLASSROOM**. High school students may use personal communication devices (PCDs) before and after school, during their lunch break, between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., co-curricular activities), and at school-related functions. **Use of PCDs, except those approved by administration, at any other time is prohibited, and they must be silenced and stored out of sight.** (Per School board policy 5136. The use of two-way communication devices by students on school premises during school hours is prohibited, except as specifically authorized by the building principal.)

JHS GUIDELINES:

1. What is an electronic two-way communication device?
 - a. Any electronic device capable of sending and/or receiving communication.
 - b. For the purposes of these guidelines, electronic two-way communication devices and two-way communication devices are synonymous.
 - c. For the purposes of these guidelines, two-way communication devices refer to student owned devices, not district owned devices.
 - d. Examples are, but not limited to:
 - i. Cell phones, Walkie Talkies
 - ii. Laptops, Tablets, Kindles, iPads, iPods, Chromebooks



- iii. Cameras
2. Can two-way communication devices be brought to school?
 - a. Yes
3. Where and when can two-way communication devices never be used?
 - a. Never use an electronic two-way communication device in a bathroom and locker rooms.
 - b. Never use an electronic two-way communication device during a school emergency such as a fire, tornado, lockdown, or bomb threat.
 - c. Two-way communication devices are allowed in JHS hallways as a privilege. Students abusing this privilege may have the privilege revoked on an individual and case-by-case basis. On a larger scale, if the cell phone and/or other two-way communication device usage during hall passing time becomes a disruption to the learning and/or safety environment of JHS, the privilege may be revoked building wide.
4. **Telecommunication Harassment:**
 - a. **WI ST. STATUTE 947.012, .125& 947.013**
 - b. The **FCA** defines telephone harassment as the act of when a person by means of a telecommunications device knowingly makes, creates, or solicits a communication with intent to harass, abuse, or threaten another.
5. What are the consequences for violation of the two-way communication device policy and guidelines?
 - First Violation:** Warning from teacher and/or student asked to place phone on teacher desk during class.
 - Second Violation:** Cell phone confiscated by teacher and held in the main office until end of school day. The student will receive a 30 minute detention.
The event is logged, and the student can pick the device up at the end of the school day.
 - Third Violation:** Cell phone confiscated by teacher, held in the main office, and parent/guardian must pick up phone at their earliest convenience. The student receives a 30-minute detention.
 - Fourth Violation:** Student must drop device off in the main office to start the day and pick the device at the days' conclusion, for a time period determined by administration. Students who do not abide by this may earn additional consequences.
 - Other** = Students who use a device to access information or sites that are not appropriate for school may earn greater consequence.
Students who use a device to harass or bully someone may earn greater consequences.

Parents using cellphones as a way to contact their child may be limited now. **Please contact the office if you need to get in contact with your child immediately. Please do not call, text, or message your child during class time.**

VANDALISM

Vandalism, such as intentionally defacing school or personal property, as well as theft of school or personal property will not be tolerated. Anyone willfully or accidentally damaging or destroying school property through arson, vandalism, or larceny, or creating a hazard to the safety of others, may be suspended from school, face restorative justice consequences, face possible expulsion, and may be referred to the proper law enforcement agency.

- Students should not mark school furniture, equipment, walls, ceilings, or floors with pens, pencils, paints, or other marking devices.
- Tampering with fire alarms and extinguishers is a violation of state law and will prompt a referral to the police for citation and significant school discipline consequences.
- All textbooks, library books, and equipment remain the property of the school district. Students must pay for lost books or equipment and/or pay for damages to these materials. Students are also responsible for “stolen” books and equipment.

VENDING MACHINE REGULATIONS

- There will be no beverages or beverage containers in the hallways, or other areas of the building, other than the cafeteria. Only water is allowed in the classrooms, study halls, etc.



- No food will be allowed in classrooms for student's consumption unless approved by teacher and/or administration.
- If students abuse these policies or if the school becomes littered due to lack of student responsibility in picking up trash and cleaning up spills, the vending machines may be turned off.
- Vending machines are on electronic timers during the school day.

VIDEO PRODUCTIONS

Students may appear in video productions produced by the school unless the school district is notified otherwise through a mailing each year.

VISITORS/ATTENDANCE OFFICE

In light of school safety and parent concerns, it is mandatory for all visitors to check-in at the attendance office and wear an identification badge.

- Visitors will be asked to provide a valid State ID which will scan name, date of birth and photo into the visitor Management System.
- Students from other schools are permitted to visit only with administration approval.
- JHS graduates may visit school, but need to check into the main office before entering the rest of the building.

Students visiting are rarely allowed, but if allowed it will be solely for educational purposes or possible transfer to JHS.

WEAPONS

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below), razors with unguarded blades, clubs, electric weapons (as defined in 941.295(1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

The District Administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

1. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
2. items pre-approved by a principal, as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved);
3. theatrical props used in appropriate settings; and
4. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person. *(Board Policy 5772)*



EQUAL EDUCATIONAL OPPORTUNITIES/ANTI-HARASSMENT

NONDISCRIMINATION

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (Protected Classes) in any of its student program and activities (as defined in [Wis. Stat. § 118.13](#)). Reference: [po 2260 Nondiscrimination and Access to Equal Educational Opportunity](#)

Reporting Procedures

Students and District employees are required, and all other members of the District community and Third Parties are encouraged to promptly report suspected violations of this policy to an administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Compliance Officer within two (2) days. [Complaint Form](#)

The Board designates the following individuals to serve as the District's CO's:

Ryan Bandt
Director of Business Services
920-675-1044
206 South Taft Avenue
Jefferson, WI 53549
bandtr@sdoj.org

Jennifer Shohoney
Director of Pupil Services
920-675-1062
206 South Taft Avenue
Jefferson, WI 53549
shohoneyj@sdoj.org

ANTI-BULLYING AND HARASSMENT

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment. (see also Policy 3362.01 and Policy 4362.01 - Threatening Behavior Toward Staff Members)

DEFINITIONS

"Bullying" is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.



SOME EXAMPLES OF BULLYING ARE:

1. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
2. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
3. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
4. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."
 - a. Cyberbullying includes, but is not limited to the following:
 - i. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
 - ii. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
 - iii. using a camera phone to take and send embarrassing photographs of students
 - iv. posting misleading or fake photographs of students on websites.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, or physical nature on the basis of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy 5517 – Student Anti-Harassment.

COMPLAINT PROCEDURES

Any student who believes they have been or are the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

SPEAK UP – SPEAK OUT (SUSO)

The SPEAK UP, SPEAK OUT (SUSO) Resource Center is a comprehensive, one-stop place to turn with important school safety concerns. It offers a 24/7 threat reporting system, threat assessment consultation, critical incident response, and general school safety guidance. The program is supported by more than \$2 million in federal grant funding from the U.S. Department of Justice Bureau of Justice Assistance. SUSO uses "See Something, Say Something, Do Something" language and encourages students to look out for each other and for the community. SUSO strives to build safe communities by igniting empowerment, support, and protection and stresses that speaking up works and saves lives. Students, parents, school staff, or any community members can submit a school safety concern or threat via the [SUSO website](#), mobile phone application, or toll-free number. Resource Center staff work around-the-clock to respond to tips and to deploy a response locally by communicating directly with school administrators, law enforcement, and counselors.



JEFFERSON HIGH SCHOOL CO-CURRICULAR CODE HANDBOOK

I. PHILOSOPHY

Co-curricular activities are an integral and valuable part of a student's educational experience, and the School District of Jefferson is committed to sponsoring a wide variety of such activities. While difficult to measure, the educational value of co-curricular participation is extensive. Students not only develop physical, mental and social skills but also develop positive values and attitudes that they will take with them into their adult life. Such activities teach students the importance of hard work and the personal pride in accomplishments. Co-curricular activities at Jefferson are defined as those activities in which students appear, perform, and/or compete as representatives of Jefferson High School. Participation in these activities is a privilege, and therefore there is a higher standard for behavior for those students who choose to participate. This code applies to all school sponsored activities that are not part of a curriculum. All students who participate in school-sponsored activities are required to abide by this code. All organized activities in life, be they work, play or school-related, place expectations upon participants. This code details these expectations and rules as they pertain to all co-curricular participation in the School District of Jefferson.

II. WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION (WIAA)

The rules and regulations of the WIAA pertaining to student eligibility apply to all athletes participating in the Jefferson High School athletic program. Students must abide by current WIAA rules.

III. JEFFERSON HIGH SCHOOL ELIGIBILITY

In order to represent Jefferson High School in any co-curricular activity, students must meet guidelines set forth by the School District of Jefferson. Each participating student is responsible for following the rules of the Jefferson High School co-curricular code. An co-curricular code contract, Co-Curricular registration form must be turned in prior to the first day of practice in each sport/club. This contract is in effect for 12 months. The signed contract will also indicate acceptance by the student and parent/guardian of all guidelines and provisions contained in the co-curricular code.

IV. ATTENDANCE REQUIREMENTS

Students are allowed to participate in activities, practices and contests on a specific school day only if they attend the entire scheduled school day. Exceptions to the attendance requirement will be granted for pre-arranged medical appointments during the school day and funerals held during the school day. Other exceptions to the attendance requirement must be approved by the administration.

V. ACADEMIC REQUIREMENTS FOR GRADES 9-12

1. For the purposes of academic eligibility determination, a grading period is any 9-week (quarter) or 18-week (semester) term.
Please note that semester grades take precedence over 2nd and 4th quarter grades.
2. All incoming students who transfer to Jefferson High School at the beginning of the school year or at any point during the school year are held to all JHS eligibility requirements. All incoming students must also meet all WIAA eligibility requirements.
3. If a student drops a class with an "F" during the previous grading period he/she will need administrative approval to participate in the upcoming sport.
4. Any student who earned two or more "F" grades for the previous grading period will be ineligible for the next 9-week grading period.
5. Any student who earned one "F" and/or who earned below a 1.75 GPA for the previous grading period may continue to practice but is ineligible for competition for a minimum of 10 calendar days. After 10 calendar days have passed since the grades were posted, the athletic director will evaluate current grades to determine if the student is earning a minimum of a 1.75 GPA and has no failing grades. If that status is achieved, the student will

be eligible for the remainder of the grading period. If that status is not achieved, the student is ineligible for the remainder of the grading period and may not practice or compete during that time.

6. In all academic ineligibility consequences, students will miss a minimum of two contests even if those two contests fall outside of the 10-calendar day period

VI. CODE OF CONDUCT/TRAINING RULES

It is without question that top performance comes from individuals who prepare themselves mentally and physically to the best of their abilities. It is reasonable to assume that individual students should take care of their bodies in such a manner that should allow them to perform at peak efficiency at all times. It has been substantially documented that certain substances, namely alcohol, tobacco, and controlled substances, can be detrimental to performance, general health and emotional well-being. Abstinence from these substances, along with good moral decisions regarding behavior, conduct, and attitude, can enhance the mental and the physical performance of all individuals. Adherence to these expectations is a matter of individual self-discipline. The following types of conduct are determined to be violations of the Jefferson High School Co-Curricular Code. Violations of the Co-curricular Code are monitored 12 months out of the year, and they are cumulative throughout the student's 9-12 educational experience. Students who violate this Code of Conduct may be suspended from games, practices and/or performances/activities. By choosing to participate in athletics, the student-athlete is choosing to follow this code of conduct. That choice should especially reflect the character traits of honesty, responsibility, and courage in the choices that they make during their athletic career.

1. CLASS I VIOLATIONS AND CONSEQUENCES

If a student is arrested and charged for a violation(s) of criminal state statutes, the athletic director and high school administration will determine if the illegal act was/is serious enough to warrant Class I violation consequences. Examples of such violations would include felonies, such as sexual assault, drug trafficking and/or selling, child enticement, burglary, theft, armed robbery, assault with a weapon, etc. Any student charged and/or convicted of a felony shall, upon the filing of felony charges, become ineligible for all further participation until the student has paid his/her debt to society and the courts consider the sentence served (including probation, community service, etc.).

2. CLASS I CONSEQUENCES

The student may be denied the privilege of participating in athletic activities for the remainder of his/her high school career (up to the age of 21) at a maximum. At a minimum, the violator shall be denied participation for 12 months.

3. CLASS II VIOLATIONS

- a. Selling, distributing, possessing, consuming, or using: alcohol, illicit drugs, controlled substances, drug paraphernalia, illegal controlled substance look-alikes, tobacco and/or nicotine, in any form, vaporizing products, e-cigarette devices, misuse of prescription drugs, anabolic steroids or other illegal performance-enhancing drugs.
- b. Illegal actions as defined by law enforcement authorities that result in a municipal citation.
- c. Any student athlete who is involved in illegal activities and may not be cited at the time will still be held accountable under the Conduct Unbecoming an Athlete in section VII.

4. Class II CONSEQUENCES

Upon the determination of a Class II violation of the athletic code the student-athlete will be subject to the following consequences.

- a. Violation #1 during high school athletic career:
The student-athlete will be suspended from $\frac{1}{3}$ of the regularly scheduled contests for the sport they are currently participating in or the next season they choose to participate in. The number of contests, when determined, will be served in consecutive order, including WIAA playoff games or the beginning of the next season if the suspension is not completed during the current season. The student-athlete will be allowed to practice during this suspension.
- b. Violation #2 during high school athletic career:

The student-athlete will be suspended from $\frac{2}{3}$ -of the regularly scheduled contests for the sport they are currently participating in or the next season they choose to participate in. The number of contests, when determined, will be served in consecutive order, including WIAA playoff games or the beginning of the next season if the suspension is not completed during the current season. The student-athlete will be allowed to practice during this suspension

c. Violation #3 during high school athletic career:

The student-athlete will be suspended from all athletic participation for one calendar year commencing with the date contained in the letter of suspension. The student- athlete will not be allowed to be a member of any athletic team during this time.

d. Violation #4 during high school athletic career:

The student-athlete will forfeit all remaining athletic participation opportunities at Jefferson High School.

5. **GUILT BY ASSOCIATION VIOLATION AND CONSEQUENCE**

In cases where the student-athlete has been deemed by high school administration to have exceeded a reasonable time frame for removing themselves from the presence of activities prohibited in Class II, the consequence will be suspension from athletic contests at a level of up to $\frac{1}{3}$ of regularly scheduled contests. The determination of the length of the suspension will be made by high school administration on a case by case basis.

VII. CONDUCT UNBECOMING

In cases where the student has participated in activities which are deemed to be severe enough to be judged as detrimental to the individual reputation and collective reputations of all JHS students, the program, and community, the following consequence is applied:

High School administration retains the authority to determine the severity of the unbecoming behavior. Upon determining the severity, consequences may include one of the following:

1. Zero athletic suspension
2. A specific number of contests
3. Class II consequences equivalent to Violation 1
 - a. (Suspended for $\frac{1}{3}$ of current or next season)
4. Class II consequences equivalent to Violation 2
 - a. (Suspended for $\frac{2}{3}$ of current or next season)
5. Class II consequences equivalent to Violation 3
 - a. (Suspended for one calendar year)

Each case will be judged independently by high school administration and any decision will reflect the severity, repetitiveness, and intention of the unbecoming conduct. These cases will not necessarily always be increasing in consequences—each case will be evaluated on current facts and previous actions taken. Some examples of unbecoming conduct are: Bullying / harassment, hazing, Inappropriate/offensive use of social media, insubordination/disrespect of faculty/staff, repeated school rule violations (i.e. cheating, profanity, vandalism), lying to school administration, offenses resulting in out-of-school suspensions. These are only examples of behavior that demonstrate conduct unbecoming of an athlete. This is not an exclusive or exhaustive list of these types of offenses.

VIII. PROCESS FOR DETERMINING VIOLATIONS OF THE CO-CURRICULAR CODE

Mandatory Reporters Professionally, it is all SDOJ employee's responsibility to report to the administration any co-curricular participant who is violating the code.

A student reported for a violation of the Code of Conduct Rules shall have a fair hearing and the following process shall be used:

1. Violations of the co-curricular code are to be reported to the athletic director and/or administration within 60 days of the alleged incident. The administration and/or athletic director will conduct an investigation and meet with the student in person within 15 school days to determine the validity of the violation and the consequence, if necessary. Incidents outside of this timeline will be dealt with at the discretion of the administration for Class I and Class II violations. The more severe the violation, the more likely investigation and consequences shall result.

2. The student shall be informed he/she is in violation and the consequences, if necessary.
3. The parent/guardian shall be contacted by phone and/or in person.
4. A written record of the incident shall be made and kept on file at school.
5. A letter explaining the violation and the consequences shall be sent home and kept on file at school.

IX. APPEALS PROCESS

A student or the student's parent/guardian may appeal the determination of the administration that a violation of the co-curricular code has occurred or the proper suspension process was not followed. (sec. VIII) **The appeal will not deal with the amount or length of penalties applied.** An appeal request form must be submitted to the administration/athletic director by 3:00 p.m. on the third school day subsequent to receipt by the student/parent/guardian of written notice of the violation. An appeals board made up of the following 3 members will hear the appeal:

1. One coach who coaches outside of the season for which the penalty is in question.
2. One counselor or teacher who has not been involved in the investigative process of the alleged violation selected by the high school principal.
3. One School District of Jefferson administrator, or school board member.

The high school principal shall chair the appeals board as a non-voting member. The ruling of the appeals board will prevail. The ruling of the appeals board will be read orally at the conclusion of the appeals hearing and shall be confirmed by letter addressed to the student and the student's parent or legal guardian and to the building principal. At the appeals hearing, the athletic director or designee shall be provided with an opportunity to describe the evidence that forms the basis for the determination that a code violation was committed. The student and the student's parent/guardian will be provided an opportunity to explain the basis for the appeal. Each side will then be provided with an opportunity to rebut the position of the other. If, at any time during the appeal hearing, new information is provided that was not available to the administration before the violation was determined, the building administrator will be given an opportunity to state whether or not he/she wishes to change the determination. The decision of the hearing board to the appeal shall be final.

X. ADDITIONAL RULES BY CO-CURRICULAR

Students are expected to follow all rules established by their coach/advisor and approved by the athletic director/associate principal accordingly. Coaches/advisors reserve the right to write their own team rules and policies relevant to their co-curricular. The team must, however, follow the school policies in this document regarding eligibility and code violations.

XI. AWARDS

Each varsity team will establish the criteria for their sport with regard to earning a varsity letter. The head coach will be responsible for communicating and calculating the criteria necessary to earn a varsity letter. In order to be eligible for any awards, an athlete must complete the season in good standing. No awards are to be given to an athlete unless he/she has turned in all equipment prior to the awards presentation.

Earning a varsity letter in a sport at Jefferson High School is an honor for anyone who participates in our athletic program.

Jefferson High School presents the following awards to athletes:

- Certificate of participation - given at JV levels upon successful completion of the season.
- Varsity letter - given as certificate for each varsity letter-chenille J and pin for each sport given once. For any measurable criteria (i.e. attendance at practice, number of games played, etc.) the coach will keep accurate records to use at the end of the season. *Letter jacket numerals will be given upon request.*
- Chevron - given for repeat varsity letters in each sport.
- MVP Pin - valuable player selection process is determined by the head coach.
- Senior athletic award - plaque given to seniors who have achieved any of the following three levels of varsity letter accumulation:
 - 1 sport – four varsity letters in one sport.

- 2 sports – 3 varsity letters in one, 2 in another.
- 3 sports – at least 2 varsity letters in 3 different sports.
- Senior athlete of the year - given to 1 male and 1 female through sponsorship by Jefferson Lions Club.
- Rock Valley All-Conference Awards - 1st team, 2nd team, honorable mention.

Varsity teams have the option of creating and presenting awards at their discretion. Junior varsity teams do not select or create additional awards.

XII. TEAM CAPTAIN

The head coach determines how captains will be selected. It is expected that the process used will be communicated to the athletic director before the beginning of each season.

Minimum qualifications to be a candidate for caption:

- No athletic code violations for a minimum of one year prior to being selected as captain.
- No failing grades during the current academic year and the previous academic year.

Ideal Characteristics of an effective team captain:

- Inspires teammates to work hard, overcome obstacles, and stay focused.
- Becomes an effective leader that coaches respect and teammates trust.
- Has a strong work ethic.
- Stays composed under pressure.
- Shows good sportsmanship. Win with class, lose with dignity.
- Willing to confront a difficult situation with teammates in a tactful fashion.
- Puts the team’s goals ahead of personal goals.
- Respects coaching staff.
- Goes out of their way to connect with all teammates regardless of age or ability.
- Make wise decisions in all circumstances. Will set the example of how to best represent the community and School District of Jefferson.

XIII. TRANSPORTATION

Students must travel with the team/club on a school-authorized vehicle to and from contests, practices, etc. that require transportation. The Athletic Travel Release form should be signed by parent and returned to school the day before an event if the student is to ride home with the parent. If a parent/guardian is present at the contest, the student may ride home with his/her parent/guardian provided the parent/guardian gives a written statement directly to the coach in charge before departure from the contest. Students are not allowed to ride with someone other than their own parent/guardian unless previous approval has been received and granted from the principal or designee.

ADMINISTRATIVE RIGHT TO ADJUST

The administration has the right to change/adjust any and all policies in this co-curricular code handbook if the administration feels it is necessary.

CASES NOT COVERED BY SPECIFIC RULES

It is understood that the rules contained in this handbook are not all inclusive. The administration and teachers may take such action as is necessary and not forbidden by law to ensure the orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which affects the safety and welfare of students either individually or collectively, regardless of the existence or non-existence of a rule covering the offense. School rules apply to all students enrolled regardless of age.

Co-Curricular Clubs & Athletics

Research continues to support that students who are actively engaged in co-curricular activities in high school tend to perform better academically. Additionally, co-curricular participation helps to provide a more positive experience. Jefferson High School provides a rich tradition of co-curricular clubs for students to be engaged in. The following is a list of co-curricular clubs that students can join.

JEFFERSON HIGH SCHOOL CO-CURRICULARS

AAHC (African American History Club)

AFS

BASIC/FCA

Best Buddies

C.A.T.S.

Chess Team

Coding Club

Debate

Dollars 4 Collars Club

Drama Club

Eagle Crew

eSports

Europe Trip

FBLA & DECA

FCA

FFA

Field & Stream

Forensics Team

History Bowl

Hope

HOSA

J-Club

Latino Club

Model UN

NAHS (National Arts Honor Society)

NHS (National Honors Society)

Philosophy Club

Prom

Psychology Club

~~Raise Your Voice~~

Rotary Interact

Skills USA

SSH

Student Council

Tomorrow's Hope

Tri-M

Ukulele

Unity for Equality

Baseball

Basketball (Girls & Boys)

Cross-County (Girls & Boys)

Cheer

Football

Gymnastics

Golf (Girls & Boys)

Swimming (Girls & Boys)

Soccer (Girls & Boys)

Tennis (Girls & Boys)

Volleyball

Wrestling (Girls & Boys)



JEFFERSON HIGH SCHOOL CHROMEBOOK HANDBOOK



The School District of Jefferson will supply students with a Chromebook device. This device is property of the School District of Jefferson. The function of the supplied instructional device is to provide each student access to required educational materials needed to be successful. The supplied device is an educational tool not intended for personal use such as gaming, social networking or high end computing.

The Chromebook initiative is more than simply putting devices into the hands of students. Common sense, experience, and research all point to the same conclusion -- simply placing technology in the hands of students or teachers will have no positive impact on student achievement. Technology does not teach kids -- highly skilled teachers do. By providing a Chromebook device to students, the School District of Jefferson's goals include the following:

Improve Student Achievement: By using high-leverage instructional strategies that are research-based and that incorporate technology tools to enhance the curriculum, student learning outcomes will improve.

Personalize Learning: Providing opportunities for students to meaningfully engage with content and topics of interest, individualizing the ways in which students demonstrate learning, customizing the delivery times and methods to meet the needs and strengths of each learner, and offering learning opportunities that students identify as meaningful and authentic, we will capture students' interest and engage them in the process of learning.

Develop 21st Century Skills: We will work to grow critical 21st Century Skills including digital literacy, problem solving, collaboration, communication, creativity, and global connectedness in order to prepare them for a successful future.

Provide Equity of Access: We will provide all students access to technology tools and educational resources.

1. RECEIVING YOUR COMPUTER

Chromebooks will be distributed at the start of a student's freshman school year or at the time of enrollment. Parents/Guardians MUST acknowledge the SDoJ Chromebook Agreement document via school registration before the Chromebook can go home with their enrolled student. Students will sign a Chromebook Agreement acknowledging their receipt of their Chromebook and indicating the Asset Tag number on the device. The Chromebook Handbook outlines the procedures and policies for families to protect the Chromebook investment for the School District of Jefferson. Students will retain their original Chromebook each year while enrolled at Jefferson High School. Students will maintain possession and care for their Chromebook during the summer months.

1a: STUDENT CHROMEBOOKS

- SDoJ Chromebooks, even though they are assigned to specific students, do not rescind the SDoJ's right to inspect the Chromebook at any time.
- If a parent/guardian chooses not to sign and return the agreement, the student will not be able to remove the Chromebook from school. The Chromebook will be assigned to the student; however, the student will only be allowed to check it out at school to use for school purposes.
- All students will be expected to follow the terms of the Chromebook handbook while using any school issued device.

2. RETURNING YOUR CHROMEBOOK

All district owned Chromebooks must be returned following the guidelines posted in respective buildings.

- Students withdrawing from the School District of Jefferson must return district owned Chromebooks and chargers to the High School main office.
- Any Chromebook not returned will be considered stolen property and local law enforcement will be notified.
- Graduating seniors will have the option to purchase or return their district owned Chromebook.

3. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of their school issued Chromebook. Chromebooks that are broken, or fail to work must be taken to the JHS Library as soon as possible so that they can be taken care of properly. Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.

3a: General Precautions

- Food and drink are not allowed near the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in.
- Never store your Chromebook in a carry case or backpack while plugged in.
- Students should never carry their Chromebooks while the screen is open.
- Students name will be affixed to the Chromebook by the District.
- Student name shall remain on the device at all times.
- Never place a magnet near the Chromebooks
- Vents CANNOT be covered. Chromebooks must have a SDOJ Barcode on them at all times and this barcode must not be removed or altered in any way.
- Chromebooks should never be left in any unsupervised area.
- In case of loss, damage or theft, immediately complete a Chromebook repair form in the library.

3b: Carrying Chromebooks

- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.

3c: Screen Care

The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that would mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (eg. pens, pencils, or disks).
- Clean the screen only with a soft, dry microfiber cloth or anti-static cloth.

4. USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for use at school each day.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.
- Students are responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Students can only use their unique SDOJ account while on their Chromebooks.

4a: Chromebooks forgotten at home

- When a Chromebook is left at home, the student will have the opportunity to use a replacement Chromebook from the library if one is available.
- Repeat violations of forgotten Chromebooks at home will be dealt with on a case-by-case basis with administration and/or teachers.

4b: Chromebooks under repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair.
- Students using loaner Chromebooks will be responsible for any damages incurred while the chromebook is in possession of the student. The student will pay full replacement cost if the Chromebook is lost or stolen.

4c: Charging your Chromebook (at home)

- Chromebooks must be brought to school each day fully charged.
- Students are responsible for charging their Chromebooks each evening.
- Must use OEM power supply

- Never store your Chromebook in your carry case or backpack while plugged in.
- Repeatedly having an uncharged Chromebook is similar to being unprepared for class and may carry consequences as appropriate.

4d: Backgrounds and Passwords

- Inappropriate media may not be used as a screensaver or background.
- Any references to guns, weapons, pornographic materials, inappropriate language, alcohol, drug, or gang related symbols or pictures may result in disciplinary action.
- Take care to protect your password. **Do not share your password.**

4e: Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

4f: Printing

- Chromebooks and the Google Apps which complement them are designed to decrease or eliminate the need to print.
- Printing from Chromebooks will be limited to black and white.

5. MANAGING and SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Google Apps is a suite of products (Docs, Presentations, Drawings, Spreadsheets, and Forms) that lets you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files.
- All items will be stored online via Google Drive.
- All documents created with SDOJ accounts or 3rd party vendors may be subject to inspection by the school at any time.

6. OPERATING SYSTEM ON YOUR CHROMEBOOK

6a: Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the latest version of the Chrome operating system.
- Chromebooks will automatically reboot if left on for more than 7 days to receive updates.

6b: Procedures for Restoring your Chromebook

- If your Chromebook needs technical support for the operating system, all support will be handled by the district's IT Department. Students are not to secure technology support from an outside vendor.

6c: Software Installation

- Chromebooks can seamlessly access the Google Apps for Education suite of productivity and collaboration tools, apps available in the Chrome Web Store and content across the entire web.

7. ACCEPTABLE USE GUIDELINES

7a: General Guidelines

- Access to the SDOJ technology resources is a privilege and not a right. Each student and/or parent/guardian will be required to follow the Acceptable Use Policy.
- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the School District of Jefferson.
- Students are responsible for their moral, ethical, and educational use of the technology resources of the School District of Jefferson.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- For the purposes of school and online safety, students are prohibited from bringing personal devices.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of

vandalism and may be subject to disciplinary action in accordance with the student handbook and other applicable school policies.

7b: Privacy and Safety

- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, passwords of other people, or other private and confidential information.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the School District of Jefferson.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and report the activity to the supervising teacher or paraprofessional, assistant principal, or building principal

7c: Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher, administrator or parent/guardian.
- Plagiarism is a violation of the Student Information Technology Systems Acceptable Use Policy (7540.03). Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators may be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, may result in criminal prosecution or disciplinary action by the District.

7d: Electronic Communication (Email, Instant Messaging)

- Always use appropriate and proper language in your communication.
- Do not send mass email, chain letters or spam.
- Communications sent/received are to be related to educational purposes.
- Communications are subject to inspection by the school at any time.
- The District expects students to practice self-discipline and responsibility and expects that all students will treat others with respect, fairness, honesty, and courtesy.
- No forms of harassment, bullying, or hazing will be tolerated at school, at school functions, on school transportation or in connection to any activity sponsored by the District. Any violation of the Student Anti Harassment or Bulling policies (5517 and 5517.01) or guidelines may result in discipline.

7e: Consequences

- Students are responsible for the appropriate use of accounts and equipment issued to them.
- Non-compliance with the policies of this document or the Student Safe and Responsible Use of the Internet and Other Technology Resources (7540.03), may result in disciplinary action.
- Electronic Communications, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the Wisconsin Open Records Act; proper authorities will be given access to their content.

7f: Off Campus use

- Chromebook care off campus is as important as in school. Please refer to the care section.
- Transport your chromebook in the assigned case or protected backpack.
- SDoJ accounts are web filtered regardless of device and of time of year.

8. PROTECTING AND STORING YOUR CHROMEBOOK

8a: Chromebook Identification

Student Chromebooks will be labeled in a manner specified by the school. Chromebooks can be identified in several ways:

- Record of district barcode and serial number
- Individual user account name and password

Chromebooks are the responsibility of the student. This device will be provided for student use for the duration of your time in the School District of Jefferson other than summers. Take good care of it!

8b: Account Security

- Students are required to use their sdoj.org domain user ID and password to protect their accounts and are required to keep that password confidential.
- Students are to only use the Chromebook with their own account.

8c: Storing Your Chromebook

- When students are not using their Chromebook, they are to store them in their locked locker.
- Nothing is to be placed on top of the Chromebook when stored in the locker.
- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.
- Chromebooks should not be stored in a student's vehicle due to temperature control measures.

8d: Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include, but are not limited to, the school grounds and campus, the cafeteria, computer labs, gym, locker rooms, library, unlocked classrooms, study halls and hallways.
- Any Chromebook left in these areas increases the chances of computer theft, hacking, or damage.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- **Unsupervised Chromebooks may be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.**

9. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available through the Library Media Center. Services provided include the following:

- Hardware maintenance and repairs
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks

9a: Vendor Warranty

- Chromebooks include a one year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

9b: Repairs and Replacements

- All repairs must be completed by District IT department.
- Repairs will be made for general malfunctions not caused by misuse, abuse or neglect.
- If the property is damaged, lost or stolen, you are responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss or theft of the property must be reported to the District as soon as possible.
- When a Chromebook is damaged beyond repair, every effort will be made to salvage and provide credit for usable parts. Families will be billed for the cost of a new Chromebook less any available credit gained from salvaged parts.

10. CHROMEBOOK FREQUENTLY ASKED QUESTIONS

Q. What is a Chromebook'?

A. "Chromebooks are mobile devices designed specifically for people to access the internet. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life and built-in ability to connect to Wifi, the Chromebook is ideal for anytime, anywhere access to the web." (Google)

Q. What kind of software does a Chromebook run?

A. "Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." (Google)

Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. Members of the SDoJ's Information Technology (IT) Department will maintain devices through the district's Google Apps for Education account. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management console.

Q. What devices can I connect to a Chromebook?

A. Chromebooks can connect to:

- USB storage, mice and keyboards (See supported file systems)
- Secure Digital (SD) cards
- External monitors and projectors
- Headsets, earsets, microphones

Q. Does the Chromebook have a camera?

A. The device has a camera. The camera may be used with permission for instructional purposes in the classroom.

Q. Does the SDoJ track webcam photos?

A. No. As part of our ongoing commitment to student privacy SDoJ does not have access to the webcam.

Q. Can the Chromebook be used anywhere at any time?

A. Yes, as long as you have a WiFi signal to access the web.

Q. Will our Chromebook have 3G?

A. No. The district Chromebooks will not have 3G broadband.

Q. Do Chromebooks come with Internet filtering software?

A. No. Chromebooks do not come with Internet filtering software. However, while in the district, Chromebooks will use the school's WiFi to access the internet which is filtered. While at home, the Chromebooks will be filtered based on the protection provided by your home WiFi system.

Q. Is there antivirus built into it?

A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

Q. What if something breaks on my child's Chromebook?

A: The IT department will fix all typical defects resulting from normal wear and tear without incurring costs to the student. Defects caused by accidental or intentional actions or neglect will be the responsibility of the student, similar to the expectations involving other school equipment and textbooks.

Q. What are the replacement costs of the Chromebook?

A. Replacement Costs:

- Chromebook Replacement: \$200
- Screen: \$40
- Motherboard: \$145
- Keyboard/touchpad: \$50
- AC Power Charger: \$30
- Protected Case: \$22

Q. Battery life?

A. Chromebooks have a rated battery life of 8.5 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

Q. Does the School District Filter inappropriate sites such as pornography, weapons, etc?

A. Yes

Q. Does the District's filter work while the Chromebook is at my home?

A. NO, your WiFi will provide the needed filters and restrictions. Please contact your provider to assist you in placing your preferences on filters for your child's use of a device.

Q. Can the district visually observe my child working on his/her Chromebook while at home?

A. No. The Chromebook will need to be connected to the SDoJ WiFi network.

Q. Although the school filters inappropriate materials at school, if my child accesses these sites anyway, can they get into trouble?


























































A. Yes, if you access sites that are not SDoJ approved, disciplinary actions may follow.




Q. If my child accessed inappropriate web material while on the Chromebook but while at home, can my child get into trouble?

A. Only if they save and download images on a school device and share those images through the Google drive or other web-based platforms of communication. (apps, blogs, chat rooms, etc.)

Q. What if I do not want my child to have a Chromebook?

A. JHS will be able to provide a check-in / check-out system to use on only at school for educational purposes only.

 Jefferson High School Technology Matrix							
	 Music (In Headphones)	 Internet/Web Browsing	 Pictures/ Recording	 Text/Chat	 Gaming	 Talking	 Streaming Video/Audio
Before & After School							
Commons							 Educational
Study Hall		 Educational	 Educational	 Educational			 Educational
Library		 Educational	 Educational			 In Workrooms	 Educational
Classrooms							
Bathrooms or Locker Rooms			 <small>WI State Statute 175.22</small>				
Passing Time (Hallway)							

KEY:  = Yes  = No  = Only with Teacher Permission



THE JEFFERSON EAGLE WAY

Behavior Expectation Matrix

	BE APPROPRIATE	BE RESPECTFUL	BE RESPONSIBLE
In the CLASSROOM	<ul style="list-style-type: none"> Be open-minded about diversity and differences Maintain a good work ethic 	<ul style="list-style-type: none"> Listen to others Be punctual Communicate with respect 	<ul style="list-style-type: none"> Prepare yourself Participate in learning Allow others to participate Exhibit honesty
In the HALLWAYS	<ul style="list-style-type: none"> Use a good voice volume Check your language Be aware of other people 	<ul style="list-style-type: none"> Listen to others Remember other's feelings Speak positively 	<ul style="list-style-type: none"> Clean up after yourself Respect and lock lockers
In the OFFICES	<ul style="list-style-type: none"> Check your language Listen to instructions Sit in designated areas 	<ul style="list-style-type: none"> Be respectful of office staff Wait your turn Say please and thank-you 	<ul style="list-style-type: none"> Be prepared Be ready for your turn Inform yourself Keep track of your materials
In the CAFETERIA	<ul style="list-style-type: none"> Eat your food Maintain personal space Check your language 	<ul style="list-style-type: none"> Respect food service staff Keep food on the plate Wait your turn Say please and thank-you 	<ul style="list-style-type: none"> Clean up after yourself Pay for your food
In the GYM	<ul style="list-style-type: none"> Maintain personal hygiene Maintain personal space 	<ul style="list-style-type: none"> Appreciate all skill levels Be polite Use equipment correctly 	<ul style="list-style-type: none"> Try everything Work your hardest Share your talents with others
In the PARKING LOTS	<ul style="list-style-type: none"> Drive safely and slowly Keep the music down 	<ul style="list-style-type: none"> Wait your turn Be aware of pedestrians 	<ul style="list-style-type: none"> Obey the speed limits Lock your car
In the LIBRARY	<ul style="list-style-type: none"> Use an inside voice Use equipment appropriately Respect your surroundings 	<ul style="list-style-type: none"> Be aware that others are working 	<ul style="list-style-type: none"> Work on school work Put materials away
In the RESTROOMS	<ul style="list-style-type: none"> Pen is for paper, not walls Maintain personal space 	<ul style="list-style-type: none"> Keep eyes and hands to yourself Don't bring your phone in 	<ul style="list-style-type: none"> Wash your hands Flush toilets
At SCHOOL ACTIVITIES	<ul style="list-style-type: none"> Check your language Maintain personal space Use positive cheers Dress yourself for success 	<ul style="list-style-type: none"> Be respectful to opponents Treat officials with respect 	<ul style="list-style-type: none"> Clean up after yourself Be drug- and alcohol-free
ONLINE	<ul style="list-style-type: none"> Keep it PG Visit only approved sites 	<ul style="list-style-type: none"> Use positive language Log-off when finished using the equipment 	<ul style="list-style-type: none"> Use technology for school Only use your personal log-in Demonstrate honesty
On the BUS	<ul style="list-style-type: none"> Check your language Maintain personal space 	<ul style="list-style-type: none"> Take care of personal and school property Respect Bus Staff 	<ul style="list-style-type: none"> Follow directions Be punctual Clean up after yourself Stay seated

Rules and guidelines indicated in the Student handbook are still in effect.

PASSION • PURPOSE • PRIDE