



**THOMAS JEFFERSON HIGH SCHOOL
JAGUARS**

2015-2016

Student Handbook/Assignment Book

2015-2016 STUDENT HANDBOOK
STUDENT/PARENT SIGNATURE PAGE

Student Name _____ Grade _____ HR _____

Please note there are 3 sections to this signature page: 1. Student Handbook; 2. The Telecommunication Acceptable Use Policy/Bring Your Own Device Policy; and 3. The Web Publishing Policy. **Please sign each section and return this page to your homeroom teacher by Friday, September 4, 2015.**

STUDENT HANDBOOK:

The signatures below indicate that the student and parent/guardian have received, read and understand the contents of the Student Handbook according to the West Jefferson Hills School District rules and guidelines. The contents of the Handbook will also be discussed in selected classes.

_____	_____
Student Signature	Date
_____	_____
Parent/Guardian Signature	Date

TELECOMMUNICATION ACCEPTABLE USE POLICY AND BRING YOUR OWN DEVICE POLICY:

I have read the Telecommunication Acceptable Use and the Bring Your Own Device Policy of the West Jefferson Hills School District and understand their contents. My signature, and that of my parent/guardian indicates that I agree to follow the guidelines and prohibitions of the aforementioned policies. PLEASE SEE DISTRICT WEBSITE FOR FULL POLICIES.

_____	_____
Student's Name (please print)	Student Signature
_____	_____
Parent/Guardian Name (please print)	Parent/Guardian Signature

WEB PUBLISHING POLICY:

As stated in the policy, the security and protection of students is of primary importance in all District activities including hard copy and electronic publications. Please indicate whether **you ALLOW or DO NOT ALLOW** the use of your student's image as described. PLEASE SEE DISTRICT WEBSITE FOR FULL POLICY.

ALLOW USE

I _____(parent/guardian name) authorize the use of images and identification in print and on the District web site of _____ (student name) following the guidelines indicated above.

Parent/Guardian Signature

OR

DO NOT ALLOW USE

I _____(parent/guardian name) do not authorize the use of images and identification in print and on the District web site of _____ (student name) following the guidelines indicated above.

Parent/Guardian Signature

****The preceding rules and guidelines contained in this handbook are a partial representation. The complete policy guides are on file in the high school office and on the website, www.wjhsd.net.**

THOMAS JEFFERSON HIGH SCHOOL

310 Old Clairton Road
Jefferson Hills, PA 15025
412-655-8610
Fax: 412-655-8618

www.wjhsd.net

PLEASE VISIT OUR WEBSITE FOR
DAILY STUDENT ANNOUNCEMENTS
AND DISTRICT POLICIES

Christopher Sefcheck, Principal
Paul Ware, Associate Principal
Keith Hartbauer, Vice Principal

2015-2016 STUDENT HANDBOOK

Name _____
Address _____

Phone _____ Homeroom _____

ALMA MATER

Now our high school we are praising,
With our hearts so true
Black and gold our banners waving
Loyal e'er to you!
Moulder of our lives to come
Mentor of our youth,
Alma Mater, Alma Mater
Thomas Jefferson.

The West Jefferson Hills School District is an equal opportunity educational institution and will not discriminate on the basis of race, sex, religion, color, national origin, age, handicap, or limited English proficiency in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments, Title VI and VII of the Civil Rights Act of 1964, and Section 504 requirements of the Rehabilitation Act of 1973.

TABLE OF CONTENTS NEEDS

Activity Programs	25
After School Detention	25
Assembly Conduct	25
Bring Your Own Device Policy 237.1	9
Bulletins and Announcements	25
Cafeteria	25
Cheating and Plagiarism	25
Dress Code Policy 221.2	26
Early Dismissal	26
Employment Certificates	27
Fire Drills	27
General Conditions	6
Guidance	27
Hall Passes	27
Health Services	27
Homework Hotline	28
Interscholastic Sports	28
Library	28
Lockers	28
Mission Statement/Vision Statement	5
PA Safe Schools Act 26 of 1995	12
School Field Trips	28
Student Assistance Program (SAP)	28
Student Code of Conduct for the WJHSD	6
Student Debts/Student Disciplinary Obligations	29
Student Discipline – Level 1	14
Student Discipline – Level 2	15
Student Discipline – Level 3	16
Student Discipline – Level 4	17
Student Driving Regulations	29
Student Drop-Off	30
Student Grading Reports	30
Student/Parent Signature Page	1
Student Responsibilities	6
Study Halls	30
Surveillance Cameras	30
Telecommunication Acceptable Use	7
Thomas Jefferson is Your School	30
Visitors	30
Web Publishing	11
Welcome to Thomas Jefferson High School	5
West Jefferson Hills School District Policies	
Attendance 204	21
Bullying 249	20
Hazing 247	20
Drug & Alcohol Administrative Guidelines	19
No Smoking 222	19
Suspension 233	19
Weapons & Dangerous Instruments 218.1	21

WELCOME TO THOMAS JEFFERSON HIGH SCHOOL

The Student Handbook has been prepared as a ready reference guide to school policies and regulations. All students and parents should take the time to read this information and become familiar with the materials so that your high school years will be productive and enjoyable. The staff and administration urge you to participate in our co-curricular activities of the school, and to strive for excellence in your academic courses. It is through your personal involvement and commitment that you will develop a sense of pride about yourself and your school. Thomas Jefferson High School is your school. Be proud of it, and always conduct yourself in a manner that will reflect pride in yourself, your school, and your community.

MISSION STATEMENT:

Students are the primary focus of the West Jefferson Hills School District where, in partnership with families and community, the mission is to educate and prepare all students to become active, contributing members of society by providing a challenging, innovative, educational program guided by an exceptional staff in a safe, positive, caring environment, all of which promote excellence.

VISION STATEMENT:

- The learning and the educational development of individuals are collaborative efforts involving student, family, school & community.
- High expectations promote high achievement.
- Individuals are responsible for their actions.
- The family is a primary influence and motivator for the student.
- Students are the primary focus of the school system.
- Everyone learns at different rates and in different ways.
- All students have an equal opportunity for an education in which they are encouraged to develop their potential.
- Effective learning takes place in a safe, positive, and caring environment where respect for others is demonstrated.
- Education involves an interdisciplinary process.
- Learning involves acquiring basic academic knowledge, skills, and the ability to analyze, interpret, apply, synthesize, and evaluate.
- Education provides skills to enable all students to participate in a lifelong process of learning in a changing world.
- Quality education includes activities inside and outside of the classroom.
- An effective educational program requires giving an exceptional staff a voice in the educational process and providing them with consistent and planned professional development opportunities.
- Advancements in technologies impact knowledge and education.
- Quality public education is essential for a thriving community and requires shared fiscal responsibility, as well as academic accountability.
- Effective communication among school, family, students, and community is vital throughout the educational process.

STUDENT CODE OF CONDUCT FOR THE WEST JEFFERSON HILLS SCHOOL DISTRICT

It is the responsibility of the total school community to create and maintain an atmosphere that is conducive to learning, living, and teaching. Everyone in the educational process has the right to expect that the environment shall be safe, pleasant, and well organized. The climate should produce security and consistency through the establishment of reasonable rules and guidelines that require an interaction based upon mutual respect and cooperation. The emphasis should be on courtesy, consideration and the fulfillment of all necessary obligations at all times.

STUDENT RESPONSIBILITIES

Student responsibilities include regular school attendance, conscientious effort in classroom work, and compliance with school rules and regulations. Students share with the entire staff a responsibility to develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

The students' responsibilities are to:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
2. Be willing to volunteer information in disciplinary cases and cooperate with school staff should they have knowledge of importance in relation to such cases.
3. Dress and groom themselves so as to meet fair standards of safety, health and common standards of decency.
4. Assume that until a rule is waived, altered or repealed, it is in full effect.
5. Assist the school staff in running a safe school for all students enrolled therein.
6. Be aware of and comply with state and local laws.
7. Protect and take care of the school's property.
8. Attend school daily, except when excused, and be on time to all classes and other school functions.
9. Make all necessary arrangements for making up work when absent from school.
10. Pursue and attempt to complete the courses of study prescribed by the state and local school authorities.
11. Avoid inaccuracies in student newspapers or publications and avoid indecent or obscene language and topics that incite student unrest.
12. Refrain from using disrespectful, indecent or obscene gestures or language in direct or indirect contact with other persons.

GENERAL CONDITIONS

1. The examples, procedures, and disciplinary options/responses in each level are not limited to those specified.
2. The provisions of the student code of conduct apply to students who are under the supervision of school authorities while scheduled for part of their educational program at a facility other than the home school. (e.g. Steel Center AVTS, Mon-Valley School, Co-op Education Programs, extra-curricular activities, field trips, etc.).

West Jefferson Hills School District
TELECOMMUNICATION ACCEPTABLE USE POLICY IN PROCESS OF REVISIONS

Objective

The Board supports the use of the Internet and other telecommuting / computer resources in the district's education delivery environment, the student record keeping environment and the administrative environment of the District.

The District uses or may use the public Internet for: (List of uses that may include but are not limited to)

- Maintaining a web site that is currently used as an information-sharing device for the general public. Information sharing includes posting of schedules, event descriptions, posting of homework assignments, description of classroom activities and accomplishments.
- Email communication with parents, board members, PTA, vendors, other external business partners
- Distance Learning for staff and students
- Research by staff and students
- Communication with vendors and downloading of services and technology
- Partnering with vendors to enhance the use of technology in the District to reduce costs, improve service and provide expanded training and opportunity for students

The District also maintains Local Area Networks in each facility and a Wide Area Network which, in addition to providing Internet Access, is used for file sharing, operating and accessing both education and business applications and managing public, business only and confidential information. The District will store information both at District facilities and off-site locations.

Every staff member and student is responsible for safeguarding District information and physical assets. Every staff member and student is also responsible for using resources in an effective, ethical, and lawful manner.

Scope

This policy applies to the use of all District telecommunications/computing environment. This policy applies to all District staff (as defined in the Information Security Policy) and students using these resources.

Policy

Authorized personnel may only use District telecommunications/computing resources for approved purposes in proscribed manners consistent with all district policies. Occasional, limited, appropriate personal use of such systems is permitted, provided that such use does not preempt, disrupt, interfere, create liability or harm the District or the delivery of education services.

Standards

1. Only authorized users may use, or otherwise be granted access by IT Management, to the District's telecommunications/computing environment.
2. All access must be in compliance with the implemented standards, processes and procedures for telecommunications/computer usage including but not limited to Password Management Policies, Virus Protection, Internet Monitoring, Screen Saver Standards, Internet Safety and Cyberbullying and Backup Standards.
 - This includes but is not limited to:
 - Maintaining strong passwords that are changed frequently
 - Never reveal a password to another
 - For users that have multiple userIDs intended for specific purposes, never using an id for an inappropriate purpose.
 - Never accessing a computer that is logged in under another userID

- o Never leaving a computer without logging off
 - o Always using a locking screen saver that is activated within in minutes of inactivity
 - o Never saving District information on non-District computer
 - o Never placing portable storage devices (diskettes, CDs, zip disks, etc (in unsecured locations)
3. Any attempt to disable or circumvent security software or processes including but not limited to passwords, Internet monitoring software, virus protection software, network monitoring software, and firewalls, is prohibited.
 4. Auditing, testing, hacking, or bypassing security controls (whether within or outside the District network) is prohibited without written authorization from the Superintendent.
 5. The falsification of identity or information is prohibited
 6. Sharing of accounts and/or user passwords is prohibited.
 7. Access by authorized users is limited to those rights specifically granted by IT Management.
 8. District's computer and electronic communication systems may not be used for outside business activities or the dissemination or storage of commercial or personal advertisements, solicitations, promotions, or political materials or any other non-district related business or education purpose.
 9. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, offensive, or otherwise unlawful or inappropriate may not be accessed, displayed, stored, created, or disseminated on or using District's telecommunications/computing environment.
 10. Any use of the District's telecommunications/computing environments that is in conflict with any of the District's explicit or implied policies is prohibited.
 11. Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials is prohibited.
 12. Accessing public bulletin boards or chat rooms not specifically related to District business is prohibited.
 13. Expressing controversial or inflammatory opinions or making statements in public forums or email from the district's network such that those statements could be interpreted as representing district opinion is strictly prohibited.
 14. All illegal activities including but not limited to malicious attempts to inappropriately access, harm or destroy data, hardware or software including parts of the district's telecommunications/computing environment or launching such an attack against another from the district's network is prohibited. This includes but is not limited to creating, uploading or accessing viruses, installing worms or Trojan horses, launching attacks or inappropriately monitoring or capturing another user or systems activity or data.
 15. Abuse or waste of resources is prohibited.
 16. All access to District information and information resources is restricted to a need-to-know basis. Ability to access information or information resources does not imply permission to do so.
 17. Users may not access, alter or copy information belonging to another user without first obtaining permission from the owner or IT Management.
 18. The ability to access, alter, or copy a file belonging to another user does not imply permission to do so.
 19. Inappropriate and unsecure online behavior and activities via communications with individuals or organizations on social-networking website, instant messaging clients, mobile feed, and in chat rooms is prohibited.
 20. Using District resources to execute actions which result in defamation of character of an individual or group and cyber-bullying is prohibited.

Exceptions to Policy

The Board acknowledges that under rare circumstances, certain staff may need to employ systems or processes that are not compliant with this policy. The Superintendent/Designee must approve in writing all such instances in advance.

Reporting

All violations or non-compliances with the Policies must be reported to IT Management and/or the Superintendent's office immediately. Failure to do so implies cooperation with the noncompliance and will be subject to the same consequences as the violator.

Consequences of Inappropriate Use

The violator of these or related Policies will be responsible for damages to equipment, systems and software resulting from deliberate or willful acts. General rules of behavior and communications apply when using the telecommunications/computing environments including all policies related to privacy, harassment, vandalism and theft. Vandalism is defined as malicious attempt to inappropriately access, harm or destroy data, hardware or software including parts of the district's telecommunications/computing environment or launching such an attack against another from the district's network. This includes but is not limited to creating, uploading or accessing viruses, installing worms or Trojan horses, launching attacks or inappropriately monitoring or capturing another user or systems activity or data.

In the event that a staff member or student violates any of the District's security measures, the Incident Handling Policy covers investigation of any such incident. A substantiated charge of non-compliance against a staff member or student shall subject such staff member or student to restriction of use or access to computer/telecommunications resources and/or other disciplinary action up to and including discharge or expulsion. Illegal use of the telecommunications/computing environment, deletion or damaging of files or data, copyright violations, theft of services, hacking, or bypassing security controls, violations of the privacy standards of another user, student, staff or the district misrepresentation of another's identity, will be reported to the appropriate legal authorities for possible prosecution.

West Jefferson Hills School District **Bring Your Own Device Policy 237.1 (BYOD)**

West Jefferson Hills School District supports and encourages the use of student-owned or district-provided mobile and Wi-Fi enabled devices for educational purposes. However, such devices are only to be used for said purposes within the Terms and Conditions listed in this policy and with the permission of the building faculty or administrator. Moreover, such devices must not interfere with the operation of the school or proper performance and security of the District network.

This agreement applies to all District students who access District information resources directly or remotely via personal or district-provided mobile and Wi-Fi enabled devices. These devices include, but are not limited to: Cellular Devices, Digital Cameras, Music/Voice players or recorders, Personal Digital Assistants (PDAs), Laptop computers, and Digital Tablets.

1. Personal devices are permitted for use during the school day for educational purposes and/or in approved locations only.
2. The district or its employees shall not be liable for the loss, damage, misuse, theft of any personally owned device brought to school. This includes any financial charges that may result from overages to the student's/family's wireless data plan.
3. Before a student may use a personal device in school, students must review this policy and have written consent from their parent(s)/guardian(s).
4. Student use of the school district's network (wired or wireless) indicates formal acceptance of the district's Acceptable Use Policy.
5. Students will only use appropriate technology at teachers' discretion.
6. Students will only use appropriate educational applications of their devices.
7. Use of personal devices is only permitted in areas approved by faculty or administrators.
8. District teachers and administrators retain full oversight in their buildings and classrooms regarding appropriate, necessary, and/or permissible use of the personal device.
9. Use of personal devices shall always be in support of educational goals as identified by each teacher for their specific learning environment and classroom management style.

10. Mobile devices may not be used to take pictures and video or record audio without the explicit permission of the faculty or administrators.
11. When connecting to the Internet or accessing online resources, personal devices must use appropriate district provided and content-filtered Internet using the district's wireless or wired networks. Personal devices used in school are not permitted to connect to personal 3G, 4G or other content service providers. Any attempt to bypass the district's content-filtered network shall be considered a violation of this policy.
12. Students will refrain from calling, text messaging, emailing or electronically communicating with others from their personal devices, including other students, parents/guardians, friends and family except during allowable times or with the permission of faculty or administrators.
13. Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in the community. This is unacceptable student behavior known as cyberbullying and will not be tolerated.
14. The district reserves the right to control, monitor, log, and restrict in size or content all network use, e-mail, chat conversations and space available on district and cloud based servers. Students have no expectation of privacy in anything they create, store, send, receive or display on or over the district's Wi-Fi network.
15. Network bandwidth and access, both wired and wireless, is finite and where a decision must be made between student use of personal or mobile devices and reliable use of district computers or technology, district computing equipment and technology will be given first priority.
16. Students and parents/guardians consent to the possible automatic or self-installation of monitoring application or other district provided management/security tool as a prerequisite to use of the devices on district property. Before such installation, the parents/guardians and affected student will be informed of the action and installation will only be performed upon receipt of parent/guardian's permission.
17. Students and parents/guardians consent to providing identifying information on the device(s) which will be used in the district.
18. Student technology support provided for personal devices will be limited to self-help documents provided by the District.
19. Permission to use a personal device and to access the district's filtered wireless network with said device requires reading and compliance with this policy's mandates and completed permission form on file.
20. Students not following expectations for use of personal devices will face disciplinary measures and lose the privilege to utilize personal devices in school for a period of time commensurate with the infraction.
21. Building principals, teachers and security personnel are authorized to confiscate a student's personal device when used in violation of this policy. All confiscated personal devices shall be delivered to the building principal's office as soon as practical for return to student at the end of school day or the student's parent/guardian for a second or subsequent offense. School administrators may impose additional disciplinary sanctions against students for policy violations, including suspensions from school or recommendations for expulsion from school or alerting the local law enforcement authorities as warranted by the facts and circumstances in a particular case.

West Jefferson Hills School District
Web Publishing Policy

West Jefferson Hills School District uses printed newsletters and publications as well as its internet web site www.wjhsd.net to provide information to interested individuals about school curriculum, instruction, homework assignments, school-authorized activities, and other general information relating to our schools and our District's mission.

The web pages also serve as a link to educational resources on the internet for students and staff to access. The content of those publications and pages is enhanced by the use of examples of student projects and activities. The satisfaction of students in seeing their work published is important as well.

The security and protection of student is of primary importance in all District activities including publications both print and electronic. To that end the following safeguards are adhered to in all published material.

9th through 12th Grade

- Full first and last names may be published with parent's approval
- Single student images may be published with parent's approval
- No phone numbers, addresses or names of family or friends will be published

Pennsylvania Safe Schools

Act 26 of 1995

Act 26 of 1995 implements the federal Gun Free Schools legislation. This amendment to the Pennsylvania Public School code contains specific provisions, which require the expulsion of any student who brings a deadly weapon to school. The main parts of this important legislation are as follows:

1. Except as otherwise provided in this section, a school or area vocational-technical school shall expel, for a period of not less than one (1) year, any student who is determined to have brought a weapon onto school property, any school-sponsored activity, or any public conveyance providing transportation to a school or school-sponsored activity.
2. Every school district and area vocational-technical school shall develop a written policy regarding expulsions for possession of a weapon, as required under this section. Expulsions shall be conducted pursuant to all applicable regulations.
3. The superintendent of a school district or an administrative director of an area vocational-technical school may recommend discipline short of expulsion on a case-by-case basis. The superintendent or other chief administrative officer of a school entity shall, in the case of an exceptional student take all steps necessary to comply with the Individuals with Disabilities Education Act (Public law 91-230, 29 U. S. C. 2400 et seq.)
4. **The provisions of this section shall not apply to the following:**
 - a. A weapon being used as part of a program approved by the individual who is in charge of the program
 - b. A weapon that is unloaded and is possessed by an individual while traversing school property for the purpose of obtaining access to public or private lands used for lawful hunting, if the entry on school premises is authorized by school authorities
5. Nothing in this section shall be construed as limiting the authority or duty of the school or area vocational-technical school to make an alternative assignment or provide alternative educational services during the period of expulsion.
6. All school districts and areas vocational-technical schools shall report all incidents involving possession of a weapon prohibited by this section as follows:
 - a. The school superintendent or chief administrator shall report the discovery of any weapon prohibited by this section to local law enforcement officials
 - b. The school superintendent or chief administrator shall report to the Department of Education all incidents relating to expulsions for possession of a weapon on school grounds, school-sponsored activities or public conveyances providing transportation to a school or school-sponsored activity. Reports shall include all information, as required under Section 1302-A
7. As used in this section, the term "weapon" shall include, but not be limited to, any knife, cutting instrument, cutting tool, firearm, shotgun, rifle, and any other instrument or implement capable of inflicting serious bodily injury.
8. The student discipline file of any student, who is determined to have brought a weapon onto school property, any school-sponsored activity, or public conveyance providing transportation to a school or school-sponsored activity, will be maintained until his/her graduation. A copy of the record would follow the student if he/she transferred to another school district.

DISCIPLINARY OPTIONS

Disciplinary actions occur on four (4) levels, referred to as Level I, II, III, and IV. With each higher level, the severity of the behavior problem, and the repetitious nature of the behavior problem are addressed with stronger disciplinary action.

A strong behavior plan starts with classroom rules regarding Level I behavior. Each student is to be aware of the rules of the individual teacher and the penalties regarding misconduct in each classroom assigned. Classroom rules will be kept on file in the office for referral by the administration. Students must know what each teacher expects and be prepared for penalties if the rules are not followed.

Students will receive no administrative warnings for any discipline report filed with the office, except for the first (1st) violation of the guidelines listed in this handbook under "Appearance." All other behavior problems that are referred to the administration will be handled according to the level of the misconduct as follows:

West Jefferson Hills School District

STUDENT DISCIPLINE

THOMAS JEFFERSON HIGH SCHOOL – DISCIPLINE RESPONSE STRUCTURE – LEVEL I

Level I misconduct involves minor behavior problems that must be addressed in order to insure the orderly operation of the classroom, school, and/or school-sponsored activities.

Such behavior seen as Level I will be addressed as follows:

OFFENSES

- Cheating or lying (2nd violation)
- Disruptive behaviors
- Minor defacing of school property (writing on desks, walls, books, etc.)
- Tardiness to class (first (1st) three (3) offenses must be handled under the respective teacher's classroom management plan)
- Tardiness to school (first (1st) three (3) offenses must be disciplined with a warning)
- Public displays of affection
- Pushing, running, horseplay, noisemaking
- Unauthorized use of telephone or other school equipment
- Second (2nd) "appearance" violation
- Parking violation
- Possession of electronic devices (examples of but not limited to: gaming devices, cell phones, etc.) or any other electronic device that distracts from education or that has the ability to communicate with other devices.
- Possession of any item that distracts from education is prohibited.
- Disrespect to fellow students
- Throwing objects
- Consumption of food/beverage outside the cafeteria without permission/supervision
- Possession of bottled beverage
- Breaking minor classroom rules (first (1st) three (3) offenses must be handled under the respective teacher's classroom management plan)

PROCEDURES

- There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.
- A proper and accurate record of the offense and disciplinary action is maintained by the staff member.
- The staff member may wish to discuss the behavior with the parents/guardians, the administrators, and/or appropriate support personnel.

POSSIBLE DISCIPLINARY OPTIONS/RESPONSES

- Verbal reprimand
- Teacher-student conference
- Isolation within assigned area
- Withdrawal of privileges
- After-school detention
- Special assignment or activity
- Teacher/Administrator communication with parent/guardian
- Parental/Guardian conference
- Referral to counselor
- Misconduct notice
- Restitution, if applicable

*The procedures and options suggested are actions that may be taken. Additional consequences may be at the discretion of the building administrator.

West Jefferson Hills School District
STUDENT DISCIPLINE

THOMAS JEFFERSON HIGH SCHOOL – DISCIPLINE RESPONSE STRUCTURE – LEVEL II

Level II misconduct involves behavior that is repetitious, or serious enough to disrupt the learning climate of the school, or school-sponsored activity.

Such behavior seen as Level II will be addressed as follows:

OFFENSES

- Third (3rd) Level I offense
- Third (3rd) Level Dress Code Violation
- Loitering in unauthorized areas of the school building/grounds
- Failure to complete Level I discipline
- Failure to properly identify oneself to teachers and staff
- Unauthorized selling of merchandise
- Off limits/unauthorized presence
- Misbehavior during after school detention
- Lighted object on premises
- Vulgar/abusive language
- Disrupting school and/or bus operations
- Cutting class or lunch period

PROCEDURES

- Student is referred to the administration for appropriate disciplinary action.
- Teacher is informed of administrator's action.
- Parents/Guardians are notified of student's misconduct.
- A proper and accurate record of the offense and disciplinary action is maintained by the administrator.

POSSIBLE DISCIPLINARY OPTIONS/RESPONSES

- Warning
- Office detention
- Withdrawal of privileges
- Suspension (In-School/Out-of-School)
- Parental conference
- Transportation policy
- Referral to counselor
- Temporary removal from assigned class or assigned area
- Withdrawal of participation in school sponsored activities
- Referral to student support team

*The procedures and options suggested are actions that may be taken. Additional consequences may be at the discretion of the building administrator.

West Jefferson Hills School District
STUDENT DISCIPLINE
THOMAS JEFFERSON HIGH SCHOOL – DISCIPLINE RESPONSE STRUCTURE – LEVEL III

Level III misconduct involves continued Level II offenses along with other behaviors which are considered to be more serious in nature. Level III offenses can, at times, be viewed as those which may pose a potential threat to the health, safety, welfare and/or morals of an individual.

Such behavior seen as Level III will be addressed as follows:

OFFENSES

- Third (3rd) Level II offenses
- Failure to complete Level II discipline
- Progressive discipline issues
- Gambling
- Bullying
- Misbehavior at In School Suspension
- Disrespect to a school employee
- Intimidation and/or threats to individual student or staff personnel
- Insubordination
- Disturbance
- Smoking/Tobacco/Nicotine use and/or possession of Tobacco/Nicotine products
- Distribution of obscene/abusive materials through the use of books, magazines, Internet usage, e-mail, texting or other methods
- Cheating (2nd and subsequent offenses)
- Leaving the building without permission
- Harassment
- Forgery, fabrication, alterations
- Minor theft (less than \$50)
- Truancy

PROCEDURES

- Immediate referral to administration
- Administrator verifies the offense and, if necessary, confers with the teacher/staff person involved before meeting with the student.
- Administrator meets with the student to establish the most appropriate response and contacts parents/guardians.
- A proper and accurate record of the offenses and disciplinary action is maintained by the administrator.

SUGGESTED DISCIPLINARY OPTIONS/RESPONSES

- Temporary removal from assigned class
- Suspension (In-School/Out-of-School)
- Parental conference
- Withdrawal of privileges
- Restitution of damages or property
- Charges under criminal code
- Referral to appropriate law enforcement agencies
- Referral for Superintendent's hearing
- Referral to student support team

*The procedures and options suggested are actions that may be taken. Additional consequences may be at the discretion of the building administrator.

West Jefferson Hills School District

STUDENT DISCIPLINE

THOMAS JEFFERSON HIGH SCHOOL – DISCIPLINE RESPONSE STRUCTURE – LEVEL IV

Level IV misconduct involves behavior that includes acts of violence directed toward a person and/or property. Such behavior poses a threat to the safety, health, welfare and/or morals of others, and/or materially disrupts the educational environment. Also included are unmodified Level III behaviors.

The staff member documents a proper and accurate record of the offense and the student is then referred to the administration for appropriate disciplinary action.

The administrator meets with the student to review the information and decide the appropriate course of action. A discipline report is completed with copies given to the parent(s) and/or guardian(s), student, teacher and superintendent.

Parent(s) and/or guardian(s) are contacted by telephone and discipline report is mailed home. A formal conference will be held when appropriate and an informal hearing will be offered as required by law.

Such behavior seen as Level IV will be addressed as follows: OFFENSES

- Failure to complete Level III punishment
- Provocation
- Verbal Assault of Student
- Disrespect to Staff
- Leaving the building without permission (2nd and subsequent violations)
- Disorderly Conduct
- Verbal assault on staff member
- Indecent exposure
- Sexual harassment
- Sexual assault
- Molesting a student
- Reckless endangerment
- Walkouts/demonstrations/food fights
- Terroristic threats
- Hazing
- Extortion
- Fighting
- Major vandalism (over \$50)
- Theft/possession/sale of stolen property
- Use and/or possession of drug, alcohol or nicotine related paraphernalia
- Battery on student
- Physical assault on student
- Bomb threat
- False fire alarm
- Possession/use/transfer of weapons/dangerous instruments
- Battery on staff member
- Arson
- Any other offense so severe as to merit expulsion
- Use of unauthorized substance/drugs/alcohol
- Distribution/selling of unauthorized substance/drugs/alcohol
- Engaging in any conduct contrary to the criminal code or ordinances of the Commonwealth/Community on school grounds or at school-sponsored activities
- Refusal to cooperate with a search based on reasonable suspicion
- Leading or participating in a major disruption
- Violation of security protocol of the West Jefferson Hills School District computer network and its components.

PROCEDURES

- Immediate referral to administrator
- The administrator verifies the offense and, if necessary, confers with the teacher/staff person involved before meeting with the student.
- After an informal hearing, the student is suspended from school and parents/guardians are notified. If appropriate, law enforcement agencies will be notified.
- A complete and accurate report is submitted to the Superintendent for a possible hearing before the Board of School Directors.

SUGGESTED DISCIPLINARY OPTIONS/RESPONSES

- Suspension (In-School/Out-of-School)
- Referral to appropriate law enforcement agencies
- Referral for Superintendent's hearing
- Restitution of damages or property
- Referral for School Board hearing that could result in appropriate disciplinary action including possible expulsion
- Charges under criminal code
- Referral to student support team

*The procedures and options suggested are actions that may be taken. Additional consequences may be at the discretion of the building administrator.

West Jefferson Hills School District Policies

Please note that the policies are in abbreviated form. Please review all policies in their entirety at www.wjhdsd.net.

SUSPENSION POLICY 233

There are two types of suspensions: at-home and in-school. The at-home suspension requires the student to be at home during school hours on the days when the suspension is in effect; otherwise, the suspension may be extended. The student is responsible for all work missed during an at-home suspension. Student is also responsible to contact his/her guidance counselor to make arrangements to pick up assignments missed during the suspension. Students may be required, and should be prepared, to make up exams on the day they are readmitted to school after a suspension and to submit all make-up work. The in-school suspension requires that a student spend a designated number of school days or periods (not counting absences) under supervision, during which the suspended student will continue with regular school work. On the days when the in-school suspension is in effect, the student will travel to and from school in the normal manner. Upon arrival at school, the student is required to report promptly to homeroom for attendance, and report to the I.S.S. room for period 1, with all necessary school related materials, and remain there the entire day or until released by an administrator. Students who are suspended at-home or in-school are not permitted to participate in school activities and are not permitted at any school-sponsored events. Participation in any school activity may resume for in-school at 2:30 PM on the last day the assigned suspension successfully concludes and on the following day for an at-home suspension. During days of I.S.S., students may purchase a lunch from the school cafeteria. Should a behavior or discipline problem involving the student occur during the in-school suspension, the student will be given an at-home suspension, at the conclusion of which a parental conference will be held and the balance of the in-school suspension completed.

NO SMOKING POLICY 222

Tobacco use shall be defined as "use and/or possession of a lighted or unlighted cigarette, cigar and pipe, other lighted smoking product, smokeless tobacco in any form, and electronic smoking devices."

A student possessing or using tobacco in violation of this policy may be fined up to \$50.00 plus court costs or admitted to alternative adjudication in lieu of a fine. Violation for possession/use of tobacco products will result in the following progressive discipline:

- 1st Offense: Three (3) days out-of-school suspension and referral to the Magistrate. (Completion of a Smoking Cessation Program may indicate a willingness to reform.)
- 2nd Offense: Five (5) days out-of-school suspension and referral to the Magistrate.
- 3rd Offense and Subsequent Offenses: Ten (10) days out-of-school suspension and referral to the Magistrate.

In addition, violations of tobacco use will be charged under the appropriate municipal code resulting in a hearing before the District Magistrate having jurisdiction over the matter.

DRUG & ALCOHOL ADMINISTRATIVE GUIDELINES

In accordance with the Public School Code of 1949, the faculty and administrative staff of the District are authorized, empowered, and directed to act *in loco parentis* and discipline any student who uses, possesses, transports, sells, or purchases drugs or alcohol under such circumstances as would be illegal under the laws of the Commonwealth of Pennsylvania or the United States.

Any violations while in school, at a school-sanctioned activity, on school grounds, or on school district buses will not be tolerated. The West Jefferson Hills School District Drug and Alcohol Administrative Guidelines contained herein will be followed in relation to the Immediate Action/Investigation, the Notification to Parents, the Notification to Police, the Disposition of the Substance, and the Discipline/Rehabilitation that should occur.

A student's right to attend or participate in any curricular or co-curricular activity of the school, either for a limited time or for the remaining time that the student attends the School District shall be determined as the administrative staff and/or the Board of School Directors deems appropriate. A recommendation for expulsion to the School Board or other discipline may be imposed or recommended as authorized and/or provided by law.

Specific responses for violation of this policy have been set forth in the Administrative Guidelines adopted in this policy. The responses are established by situational category. The potential options depending upon the case are:

- * Referral to the SAP (Student Assistance Program) team
- * Mandated evaluation by a Drug and Alcohol Rehabilitation Facility (at student expense)
- * At home suspension
- * Referral to the Police
- * Referral to the Board of Education for a formal expulsion hearing
- * Referral to the Magistrate

BULLYING POLICY 249

It is the policy of the West Jefferson Hills School District to provide a safe, positive and caring learning environment. The district recognizes that bullying (physically, verbally, electronically, etc.) is an interference with the educational process and the right to a safe, learning environment

The District recognizes bullying as a Level III offense and discipline will be administered accordingly.

HAZING POLICY 247

It is the policy of the West Jefferson Hills School District to maintain a safe, positive environment for students and staff that is free from hazing.

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

For purposes of this policy hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board. Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual. Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual. Any

hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

WEAPONS AND DANGEROUS INSTRUMENTS POLICY 218.1

Any student found in possession of/or transporting a weapon during school hours or activities on school property, regardless of intent, will immediately be reported to the local police, scheduled for an informal hearing, cited for a ten day out of school suspension, and presented to the school board for a formal expulsion hearing proceedings in accordance with Pennsylvania School Code. The term weapon refers to any loaded or unloaded firearm, (including pellet guns, B.B. guns, and look-alike firearms); any explosive device of any kind; any type of knife, or any other tool or instrument that is not reasonably related to education such as chains, brass knuckles, night-sticks, axe handles, etc. If a student is in possession of an illegal and/or banned item(s) under this section, when such item(s) is found on the person of the student, or under his/her control, on property being used by the school, at any school function or activity, or any school event held away from the school, or while the student is on his/her way to or from school, they are subjected to this policy. The superintendent/designee may modify this procedure/policy on a case-by-case basis.

ATTENDANCE POLICY 204

1. Purpose

Regular school attendance is a prerequisite for school success. School success correlates highly with regular school attendance. A student's absence from class disrupts the continuity of the learning process, and the benefits of regular classroom instruction, once lost, can never be regained.

Supervised classroom learning experiences, continuity of instruction, and personal interaction are essential ingredients in the education process. Participation in planned learning activities under the supervision of school personnel provides valuable important personal interactions between students and teachers. Such activities are a vital part of the learning process in any public school.

2. Authority

The provisions of this policy shall govern all students enrolled in the public schools of the West Jefferson Hills School District.

A. COMPULSORY SCHOOL ATTENDANCE LAW

The compulsory school attendance law of the Commonwealth of Pennsylvania requires every child of compulsory school age to be in school attendance unless absent for an approved reason and charges the parents of the child with the responsibility for the child's school attendance.

B. EXCUSED ABSENCES FOR TEMPORARY PERIODS

The following are reasons for excused absence for temporary periods of time from school:

1. Religious Holidays -- A student may be excused from school for the observance of legitimate religious holidays of particular religious groups. A student's absence from school for religious holidays will be recorded as an excused absence, and there will be no penalty attached to such an absence. The excuse should be submitted to the attendance officer three (3) days prior to the absence.
2. Health Care -- A student may be excused during school hours for the purpose of obtaining health care under the following circumstances:
 - a. The health care services are rendered by a state licensed practitioner.

- b. The time of necessary absence from school involves a minimum of interference with school work.
- c. Every principal may require a written statement signed by the state licensed practitioner stating the time of the student's appointment.
- 3. Illness or Other Urgent Reasons -- Upon receipt of satisfactory evidence of mental, physical, or other urgent reasons, every principal may excuse a student from non-attendance from school during a temporary period. However, the term "urgent reasons" will be strictly construed and will not be used to permit irregular attendance.
- 4. Funerals – Funerals are considered excused absences for members of the immediate family. Non-family member funerals may require documentation.
- 5. Educational Visits/Trips -- Student absences from school resulting from family vacations with educational value typically will not exceed ten (10) school days to be considered excused. Educational trips will be ruled excused if, in the opinion of the building administrator, a vacation does have educational value and the following procedure is adhered to:
 - a. The parent/guardian provides a written request to the building administrator on the form provided by the school district **PRIOR** to the educational trip (or it will be denied) that will indicate the school days to be missed, the destination of the trip, and the educational value of the trip.
 - b. The student will obtain a form from the building administrator to present to teachers in order to obtain assignments to be completed prior to returning to school
 - c. The student will give completed assignments to his/her teachers and arrange for the completion of other academic work missed.
 - d. All academic work will be completed within a time period not exceeding the number of days absent as a result of the trip.
 - e. Prior excessive tardies, early dismissals and/or numerous absences may result in the educational trip being denied.

C. WRITTEN STATEMENT REQUIRED FOR ALL ABSENCES

Upon return from an absence from school for any reason, the student will present to the attendance office a written statement which is signed by the student's parent or guardian giving the date and reason for the absence. If the written statement is not presented within three (3) days of the student's return to school, the absence will be considered an unexcused/illegal absence.

If a student misses 10 or more days of school during one school year, he/she will be required to present a written statement from a **licensed medical practitioner** for all subsequent absences. It is recommended that chiropractic care/physical therapy should be scheduled after school hours. A student who is required to present such proof must do so for every subsequent absence from school. Failure to provide appropriate documentation will result in the absence being recorded as unexcused and possibly illegal under the compulsory attendance laws of Pennsylvania. If a student has exceeded 10 absences, he/she will be required to provide a written physician's excuse for tardiness in addition to absences.

D. POLICY REGARDING UNEXCUSED ABSENCES/MAKE-UP PRIVILEGES

While all unexcused absences are subject to the provisions of the Pennsylvania School Code, certain such absences include make-up privileges and others do not.

The following unexcused absences carry make-up privileges:

1. Emergency at home – One or more days of absence may include make-up privileges depending upon the nature of the emergency.
2. Runaways – Each case must be dealt with on its own individual merit. A decision to grant make-up privileges is the responsibility of the administrator involved.
3. Weddings and Graduations – Make-up work will be granted for the day and reasonable travel time.

The following unexcused absences from school do not carry make-up privileges:

1. truancy
2. unexcused absence during semester or final examinations
3. recreational purposes: baseball games, fishing, hunting, etc.
4. draft registration (time is given during the school day to register at the Draft Board)
5. failure to bring an excuse within the three (3)-day period immediately following the student's return to school
6. driver examinations (an early dismissal may be permitted to take the driver's examination)
7. non-educational visit/trip – when, in the judgment of the building administrator, a trip is considered to be one of convenience and has no documented educational value to the child, no make-up privileges will be granted

E. TARDINESS TO SCHOOL

Students who are tardy to school will report upon arrival to the attendance office, present excuse and report time of arrival. The student will be issued a pass to report to class. Failure to report to attendance office may result in disciplinary action. All students must be in school prior to 10:00 a.m. in order to participate in extra-curricular/athletic activities.

F. WRITTEN STATEMENT REQUIRED FOR ALL TARDIES

Upon return from a tardy, the student will present to the appropriate attendance personnel a written statement by the student's parent/guardian or a licensed medical doctor giving the date and reason for the tardy.

Valid reasons for an excused tardy include personal illness, a medical/dental appointment, or a family emergency verified by a school administrator. All other reasons will be deemed unexcused.

If a written statement is not presented within three (3) days of the student's tardy day, the tardy will be deemed unexcused.

If a student has a record of excessive tardiness (10 or more days in one year) he/she will be required to present a written statement from a licensed medical doctor stating the reason for the tardy. A student who is required to present such proof must do so for every tardy from school. Failure to do so will result in the tardy being recorded as unexcused.

In the event of four (4) or more unexcused tardies, disciplinary action will result. The disciplinary actions include: verbal or written warning, student conference, detention, revoking driving privileges, in-school suspension, parent conference, Saturday detention, out-of-school suspension, and placement on behavior probation.

3. Delegation of Responsibility

A. SCHOOL RESPONSIBILITY

Student attendance and tardiness will be recorded and monitored by a method appropriate to each school building.

A report listing those students who are absent for the day will be made available to all faculty members as early in the day as possible in the secondary schools.

All faculty members will maintain an accurate daily record of absences and tardiness of all students in classes assigned to them.

The district will seek to assist the parent/guardian and the students to resolve chronic attendance problems through counseling and appropriate referrals.

B. PARENTAL RESPONSIBILITY

The Commonwealth's compulsory school attendance law charges the student's parent/guardian with the responsibility for the student's school attendance. Therefore, all parents should encourage their children to be in regular and continuous attendance in school during the school year.

Parents should direct their children to report to school even when it appears the child may be late to school.

C. STUDENT RESPONSIBILITY

Students are responsible for regular school attendance. They are expected to report to school and all classes each day on time.

Full-Day Absences

Students who are excused for the entire school day will be given the opportunity to make up all work missed. All work must be completed within a time period not to exceed the number of school days the student was absent.

Partial-Day Absences

Students who are excused for any part of the school day are responsible for the work covered in all classes. If students know that they are going to miss class because of an appointment or an athletic event, they should get their assignments or make arrangements to take a test **BEFORE** they leave for the day. Students are expected to be prepared for class the next day. In addition, any homework due that day must be submitted **BEFORE** leaving.

ACTIVITY PROGRAMS

Thomas Jefferson High School maintains an extensive extracurricular program. Each student is encouraged to belong to at least one after-school activity. New clubs or activities can be initiated by students and will be incorporated into the activities program if enough students are interested, if a faculty sponsor is available, and if the necessary facilities can be provided.

AFTER SCHOOL DETENTION

After school detention is assigned for minor discipline infractions, taking place on Tuesdays and Thursdays from 2:30 p.m. to 3:00 p.m. Activity buses are available for transportation on these days. If a student fails to attend after school detention once assigned and confirmed with the parent, the student may be suspended.

ASSEMBLY CONDUCT

Students and teachers are to sit together unless participating in the assembly. Students are to move to their seats quickly and quietly. All talking should cease when the program begins, and students should indicate their sincere appreciation by continued attention and applause only.

BULLETINS AND ANNOUNCEMENTS

Announcements for the day are made over the public address system each morning. If you wish to have announcements made regarding school activities, you must have the announcement approved by both the teacher/advisor, and by an administrator. A daily bulletin containing student announcements is also posted in each room, in the high school office and on the website. It is the responsibility of all students to read and be aware of announcements pertaining to them.

CAFETERIA

A hot lunch or ala carte is provided for those students who wish to buy their lunch. Students may bring their own lunch if desired, but all food must be eaten in the cafeteria. Students are responsible for returning their trays, paper and waste matter to the disposal area, and keep their area clean. Students are **NOT** permitted to receive lunch from outside establishments.

CHEATING AND PLAGIARISM

Academic dishonesty involves stealing something from another source and not giving credit to the source. It includes, but is not limited to, copying another's homework, submitting someone else's work as the student's own (this includes having parents do a student's paper or work), copying any part of another's work without proper attribution using the Thomas Jefferson High School Research Manual and/or MLA/APA documentation styles, using or attempting to use unauthorized aids during a test or other academic exercise intended for assessment or evaluation purposes.

Academic dishonesty will result in a zero being issued for the assignment(s). This includes, but is not limited to homework, quizzes, tests, labs, projects, and research papers. Parents will be notified in cases of academic dishonesty and a discipline referral will be issued.

Students who engage in any type of academic dishonesty are referred to the National Honor Society Advisory Board for review, which may impact the student's eligibility in the National Honor Society.

DRESS CODE

It is the policy of the West Jefferson Hills School District to promote a positive learning environment that promotes the intellectual, personal, and social wellbeing of all students. In order to maintain this environment, the Board of School Directors recognizes the vital role of enforcing this dress code.

- Apparel which may be considered destructive to school property or generally unsafe for the health and wellbeing of other students is prohibited.
- Shorts and skirts must be of modest length, with their edges meeting the tip of the student's thumb when the student's arms are straightened downward at their sides.
- Apparel which reveals the student's bare midriff, cleavage, or bra cups is prohibited.
- Tank Tops must have a strap at least the width of the student's own two fingers. See-through shirts lacking appropriate coverage or showing visible undergarments are prohibited.
- Outdoor headwear, including sunglasses, is prohibited in the building. Additionally, hoodies are not to cover the head while inside the building.
- Yoga pants and leggings are permitted provided that they are worn modestly with an over-garment that covers the bottom side and reaches the base of the student's wrist when the student's arms are relaxed and straightened downward at their sides.
- Pants and shorts/skirts must be worn at or above the hips in a manner that does not expose undergarments.

The following steps will be followed sequentially, unless the safety and wellbeing of any student is at risk. The main goals of this process are to reduce loss of instructional time and maintain acceptable dress and appearance.

- First Offense: Warning and phone call home;
- Second Offense: Letter home and After School Detention (ASD);
- Third Offense: In-School Suspension (ISS);
- Fourth Offense: Saturday Detention;
- Fifth Offense: Out of School Suspension.

**The administration reserves the right to impose additional consequences based on the severity of the infraction.

For purposes of clarification, bandanas, chains, and any apparel promoting drugs, alcohol, sex, or violence are prohibited. Clothing that is not within the dress code's policy, as deemed by administration, which disrupts the orderly operation of the school or presents a clear and present danger to the health and welfare of the school community is prohibited. Students will be required to comply with the dress code's standards and policies. Failure to do so will result in the disciplinary action as stated above.

EARLY DISMISSAL

Students requesting an early dismissal must report to the attendance office prior to 7:30 a.m. with a written statement from their parent or guardian indicating the reason for early dismissal. Requests for early dismissal will be granted in cases of (1) verified medical and dental appointments; (2) driver's test; and (3) family emergencies. Early dismissal for college appointments, job interviews, or graduation projects must have prior approval from a counselor or administrator. Student, along with parent or guardian must sign out with secretary in the main entrance and must return with verification of early dismissal. Administration may request documentation from a state licensed practitioner for excessive early dismissals. Failure to provide medical documentation will result in an unexcused absence. It is suggested that all chiropractic and physical therapy appointments be

scheduled after school hours. All students with an early dismissal must return to school following the appointment in order to participate in extra-curricular activities.

EMPLOYMENT CERTIFICATES

Child Labor Laws require each student seeking employment to obtain a certificate for employment from the school district. Employment certificates are processed by office personnel at the high school and are available daily from 7:15 a.m. to 3:15 p.m. State law requires the parent or guardian to sign the application in person at the high school. Proof of age must be provided. Please contact 412-655-8610 ext. 6232 for additional information.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly and quietly as possible. The teacher in each classroom will give the students instructions about exiting the building.

GUIDANCE

Guidance services are available for every student. These services include assistance with educational planning, interpretation of test scores, occupational and career information, help with individual concerns, or any question he/she would like to discuss with the counselor. Students wishing to visit a counselor should contact the secretary in the guidance office to arrange for an appointment. Academic handbooks are available for course selection questions.

HALL PASSES

No student is permitted in halls without a completed hall pass signed by a staff member. Students without appropriate pass may be put on administrative pass restriction.

HEALTH SERVICES

Procedures for Students Coming to the Health Room. All students must have a pass from a teacher or administrator before going to the health room (exception: emergencies). Students reporting at the end of a class will be asked to go to next period teacher to request a pass. When the nurse is not available, students are to report to the main office.

Early Dismissal Due to Illness. Students who become ill during regular school hours may be excused by the school nurse. The parent/guardian will be contacted by school nurse from information provided on the emergency card only, (students are not permitted to contact parent/guardian). Early dismissals count toward days of absences. The parent/guardian will be responsible for transportation necessary to take the student home. Student, along with parent/guardian must sign out with secretary in main entrance. The parent/guardian may be responsible for providing documentation from a state licensed practitioner for chronic early dismissals. Failure to provide documentation from a state licensed practitioner will result in an unexcused absence. Extreme emergencies requiring immediate doctor's care will be handled as the situation warrants. **Students who contact a parent for an early dismissal without consulting with the nurse will receive a discipline referral for inappropriate cell phone use. The dismissal will be recorded as unexcused unless a medical note from a licensed physician is provided within three (3) days upon returning to school.**

Emergency Cards. Emergency cards are required to be completed by the parent/guardian for each student and returned to the health office. Any changes throughout the year are the responsibility of the parent/guardian to provide the health office with the new information.

HOMWORK HOTLINE

All students have the capability to obtain homework assignments over the telephone system at the school through one or more of the following methods: PowerSchool, homework hotline, or website, depending upon teacher's preference. All teachers will provide students with their informational hotline extension, which will notify students as how to obtain homework. Students and/or parents can access homework assignments daily after 4:00 PM by dialing the school phone (412-655-8610) and then the teacher extension number.

The homework hotline is not a substitute for recording your homework and asking for clarification in class. This is your responsibility. However, the hotline is helpful for students who are absent and to increase parental involvement in school work.

INTERSCHOLASTIC SPORTS

Thomas Jefferson High School belongs to the P.I.A.A. and W.P.I.A.L. and adheres to the rules and regulations of these organizations. Sports programs are available in the following areas:

BOYS: Football, Soccer, Cross Country, Golf, Basketball, Wrestling, Baseball, Track, Tennis, Volleyball, and Swimming

GIRLS: Volleyball, Tennis, Cheerleading, Cross Country, Basketball, Softball, Track, Soccer, and Swimming

Eligibility to participate is contingent on attendance. Students must arrive to school prior to 10:00 a.m. to participate in that day's activities, and if a student has an early dismissal or excessive tardies/dismissals, they may not be eligible to participate.

LIBRARY

Thomas Jefferson's library is a learning center where students can complement their studies through the use of books, computers, magazines, pamphlets, videos, etc. Students must obtain library passes for admission into the library. Students are expected to be in the library before the late bell and remain until the end of the period unless dismissed by the librarian. Students should show self-reliance in the use of the library and regard for the rights of others in their behavior. Students who display behavior not conducive to a library situation may have their library privileges restricted.

LOCKERS

All students will be assigned lockers. Students should only keep clothing and school related materials in lockers and should keep their locker locked at all times. School-issued locks are the only type permissible. Lockers are considered school district property and state regulations permit school authorities to search a student's locker and seize any illegal materials; such materials may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings. Students should maintain their locker in a neat, orderly manner. The District will not assume responsibility for items removed from a locker.

SCHOOL FIELD TRIPS

Students acknowledge that participation in extra-curricular activities and travel to activities is a privilege and not a right. Students should understand that baggage is subject to surveillance and possible inspection at the discretion of the School District. **Students with failing grades, excessive tardies, dismissals, absences and/or behavior issues may be denied the opportunity to attend school-sponsored field trips.**

STUDENT ASSISTANCE PROGRAM (SAP)

The purpose of the Student Assistance Program (SAP) is to identify students who are experiencing significant personal problems that may place their academic success at risk. Examples of problems might include: substance use (drug/alcohol), depression, suicidal

thoughts, and other crisis situations. The goals of the SAP are to develop an atmosphere of trust in which students will seek help from support team members; to assure students that problems are resolvable with help from professionals; and to acquire necessary counseling services for students in need before problems reach a crisis level. Assistance is always available by visiting the School Social Worker, Guidance Counselor, or by contacting a team member.

STUDENT DEBTS

It is the practice of the School District that when a student accrues a debt to the school district through loss or damage of school district property, materials, equipment, or cafeteria debt, the student's report card, transcripts, and/or diploma may be withheld until such debt is cleared.

STUDENT DISCIPLINARY OBLIGATIONS

It shall be the practice of the West Jefferson Hills School District that a student's report card and/or the diploma may be withheld, when deemed necessary, until the satisfactory completion of disciplinary obligations.

STUDENT DRIVING REGULATIONS

A parental permission form to drive to school must be filed in the high school office. All drivers must also pay a \$10.00 non-refundable parking fee and have a valid Pennsylvania license. Drivers' passes must be carried at all times. Students will park in areas designated and are not permitted to loiter in parked cars, visit their car during the school day, or move their cars until after the buses leave. Students are not permitted to lend, borrow or attempt to use another student's pass. Students violating driving regulations will have their driving privileges revoked and could be disciplined according to the discipline policy. **Any combination of 8 excused/unexcused tardies will result in revocation of driving pass for the remainder of the school year. Excessive a.m. absences may result in removal of driving privileges.** Only students with a valid reason for driving and who are in grades 11 and 12 will be permitted to purchase a parking pass. **Driving passes are non-transferable.** Student drivers MUST park in appropriate areas assigned. Students placed on behavior probation will lose their driving privilege for the duration of the probation.

Student drivers and riders are not permitted to use or be in possession of tobacco products, alcohol or controlled substances while driving or parked on school grounds. Student drivers are not permitted to have such materials in their vehicles. Student drivers or owners of the vehicles have no expectation of privacy with respect to their vehicles parked on school grounds. The School District reserves the right to search the vehicle upon reasonable suspicion of such behavior and further reserves the right to conduct search activities with respect to said material. The following rules are listed on the driver's pass:

1. You must arrive in the parking lot by 7:30 a.m.
2. Dangerous/reckless driving is automatic revocation of pass.
3. Car in parking lot without pass will result in administrative action.
4. Eight TOTAL tardies (excused or unexcused) or excess morning absences will result in revocation of pass for remainder of school year.
5. No unauthorized riders.
6. Cars are not to be moved once parked.
7. Any student using another student's pass will have their pass revoked for remainder of school year.
8. Student drivers/riders are not permitted to use or be in possession of tobacco products, alcohol or controlled substances while driving or parked on school grounds. Student drivers are not permitted to have such materials in their vehicles.

STUDENT DROP OFF/PICK UP

Vehicles will be prohibited from entering the Thomas Jefferson High School driveway and/or be in the traffic circle between the hours of 7:00-7:30 a.m. and 2:15-2:45 p.m. on days when school is in session. School security will monitor the driveway and will enforce this restriction. If there is a medical need to be driven/picked up at school, please stop in the main office to obtain a temporary medical driver's pass with a state licensed practitioner verification of need. The drop area for students is located in the junior parking lot on Chamberlain Road.

STUDENT GRADING REPORTS

Report cards are given to students every nine weeks. The report cards are the property of the students and are not to be returned. Progress Reports may be mailed to parents between marking periods when the quality of the student's work is not satisfactory. Parents are encouraged to access PowerSchool to view the most current status of student achievement. The marking system at Thomas Jefferson High School represents five levels of achievement. These levels indicate a student's achievement as compared with that of others studying the same subject matter.

A	- Superior achievement	(90.00 - 100%)
B	- Above average	(80.00 - 89.99%)
C	- Average	(70.00 - 79.99%)
D	- Below average	(60.00 - 69.99%)
F	- Failing	(0.00 - 59.99%)

STUDY HALLS

All students in study hall must have study materials with which to occupy themselves. Study hall teachers may issue passes to the main office, counselor's office, and to the lavatories. Students desiring to see a teacher other than their study hall teacher during a study period must have previously obtained a pass from that teacher and present it to the study hall teacher at the beginning of the period in which the student is to be excused. If the student is to remain with that teacher all period, this is to be indicated on the pass.

SURVEILLANCE CAMERAS

Please be advised that the West Jefferson Hills School District has completed the installation of surveillance cameras inside and outside Thomas Jefferson High School, including parking locations. The surveillance cameras will provide safety for our students, staff and property of the School District. The action was recommended by the Administration and approved by the School Board.

THOMAS JEFFERSON IS YOUR SCHOOL

Your parents and all taxpayers are legally required to pay taxes that build, maintain and staff the public schools. In fact, everyone including you, pays taxes in one form or another. Therefore, any damage done to this building, equipment, books, etc., must be paid for with your own family's money. It is not enough that you should refrain from doing anything to increase this cost to you, your family and neighbors, but you must help protect the school by discouraging or reporting such activities by others.

VISITORS

ALL visitors must register with secretary in main entrance and receive a visitor's pass prior to entering any other area of the building. Visitors who do not register will be considered as trespassing.

****The preceding rules and guidelines contained in this handbook are a partial representation. The complete policy guides are on file in the high school office and on the website, www.wjhsd.net.**