



**THOMAS JEFFERSON HIGH SCHOOL
JAGUARS
2018-2019
Student Handbook**

2018-2019 TJHS 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, August 31, 2018**.

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 CHROMEBOOK POLICY:

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

_____	_____
Student 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 are 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 website 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

Pete Murphy, Principal
Paul Ware, Assistant Principal
Adam Knaresborough, Assistant Principal

2018-2019
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.

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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 in 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.

Personal Core Values

Respect

Our commitment is to earn the respect of others by building trust, honoring differences, and celebrating diversity. We are in this together!

We will expect the best of others by treating them the way we would want to be treated...

Empathy

Our commitment is to listen deeply before jumping to conclusions. We will work to understand first.

We will seek first to understand before being understood...

Integrity

Our commitment is model high moral behavior by being honest, fair, and forthcoming with ALL our interactions.

We will do the right thing AND we will do things right....

District Core Values

Learner-Centric Focus

Decisions about people, policies, practices, and structures are decided by focusing on what is best for the learners.

Keeping Learners First

Personalization/Customization System

We believe that the future of education will be characterized by a customized and highly personalized system where the instructional methodologies are optimized for the needs of each learner.

Every learner, every day

Fostering Positive Relationships

We know positive relationships have the power to unleash untapped potential in people.

Honoring and Affirming Others

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 on 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 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 for 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 at 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 homeschool. (e.g., Steel Center CTE, Mon-Valley School, Co-op Education Programs, extra-curricular activities, field trips, etc.)

**WEST JEFFERSON HILLS SCHOOL DISTRICT:
Telecommunication Acceptable Use Policy
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 website 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 the student is responsible for safeguarding District information and physical assets. Every staff member and the 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 comply 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:

- o Maintaining strong passwords that are changed frequently
 - o Never reveal a password to another
 - o For users that have multiple userIDs intended for specific purposes, never using an id for an inappropriate purpose.
 - o Never accessing a computer that is logged in under another userID
 - o Never leave a computer without logging off
 - o Always using a locking screen saver that is activated within 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 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 conflicts 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 unsecured 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.

- 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 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.

If a student violates any of the District's security measures, the Incident Handling Policy covers the 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 the restriction of use or access to computer/telecommunications resources and 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.

Bring Your Own Device Policy

At the start of the 2018-2019 School year, students will no longer be permitted to use their own laptop computer, tablet, or other electronic devices at Thomas Jefferson High School. All students will be required to use the district issued Chromebook. Students are permitted to have a cell phone in school; however, no cell phone will be permitted to be used in a classroom unless directed to do so by a Thomas Jefferson High School teacher.

One-To-One Chromebook Initiative

Introduction

In order to enlarge and challenge today's learners, the school environment must reflect the complexity of the modern world. One-to-One learning allows each student to experience the kind of learning environment that is rich in digital media, with instant access to resources all over the world, and support critical thinking skills. Students at WJHSD will experience a dynamic environment on a daily basis and in turn, will become lifelong learners who are active, knowledgeable, and creative.

Chromebook Guidelines

Chromebooks are the property of WJHSD and must be returned to WJHSD at the conclusion of the school year or when the student withdraws from the district.

The WJHSD Acceptable Use of Educational Technology binds students' use of the Chromebook regardless of the location of usage. The Chromebooks are educational tools and are to be used only in that capacity.

The use of the Chromebook is a privilege. Inappropriate use or neglect of a Chromebook, its accessories, the Internet, and all other software will result in the loss of the use of the Chromebook, which will not change classroom and/or assignment completion expectations.

Students and their guardians will be financially responsible for Chromebooks and assigned accessories not maintained or returned in good working condition.

Internet and Software Guidelines

The WJHSD Acceptable Use of Educational Technology Policy must be followed at all times.

Students have no expectation of privacy as related to; any district-owned resources and assets, any personal resource/device attached to district-owned resources and assets such as software, programs, email, wired and wireless networks and Internet access.

Teachers, technical support staff (district personnel and/or their designee) and administrators may monitor the student device in real-time, review logs, documents and other records of usage.

Inappropriate web activity or email use will result in loss of data service privileges. If a student unintentionally accesses an inappropriate website, he/she should immediately close the site.

General Rules/ Guidelines

- **Any time/anywhere that the Chromebook is not in use, close the lid! It only takes 8 seconds to startup!** This simple practice will go a long way in keeping your device damage free.
- Students are responsible for the Chromebook at all times. The Chromebooks are NOT to be left unattended.
- Stickers, writing, or other decorations on the Chromebooks are prohibited. Any issues will be addressed when returning the Chromebook back to the technology office for repair, withdrawal from the district, or at the end of the year.
- Certain Chromebook models are issued with an "always on case" which must not be removed.

- The lid must always be closed when transporting from class to class.
- Students are NOT authorized to use another student's Chromebook.
- Students may not use the Chromebooks on the buses.
- Do not lift or handle the Chromebook by the lid/screen.
- Do not store objects such as earbuds, pencils or other objects in a case or backpack with the Chromebook as they can create a pressure point causing the screen to crack should any weight be applied to the case/backpack.
- If a student is unable to carry and/or supervise his/her Chromebook, it is to be locked in the student's assigned locker. It is the student's responsibility to notify the school office if his/her locker is not working properly.
- Chromebooks are not to be stored in lockers overnight. All Chromebooks are to be taken home daily.
- Students must keep their passwords confidential, using only assigned accounts.
- Students are responsible for storing documents in their Google Drive and not on the Chromebook itself.
- Headphones may be used in the classroom with teacher permission.
- Obscene language and/or inappropriate materials, including screensavers, backdrops and/or pictures are strictly prohibited.
- Illegal use or transfer of copyrighted materials is strictly prohibited.
- School identification and name tags must remain on the Chromebook.
- Food and drink should be kept away from the Chromebook.
- Use the Chromebook on a flat, stable surface.
- Close the Chromebook gently; pull from the top center of the cover, not the corners.
- Students are to report any technical issues affecting the performance of the Chromebook to a member of the WJHSD technical staff or teacher
- If you feel that the Chromebook needs cleaning, contact the tech staff.

Charging Guidelines

- **Start school each day with a fully charged Chromebook.**
- Align the power cord carefully when connecting it to or removing it from the Chromebook.
- If the battery is not charging, do NOT wiggle the power cord - remove the power cord and then carefully reconnect.
- Be aware of the location of the power cord. Do not run power cords across an area where people are likely to walk.
- Students should not leave the power cord in a classroom. Teachers are not responsible for student power cords that are lost or stolen.

FAQs

Will there be training for students?

Student training is ongoing throughout the year throughout the classroom instruction.

Will students be able to use Chromebooks on the bus?

NO, use of the Chromebook while on the bus constitutes a safety issue. If used on the bus the student in violation will be disciplined accordingly.

If the student's Chromebook charger is lost or stolen, how much will it cost to replace them?

If the Chromebook or accessories are lost, students should report the lost items to the school office immediately. Students will be charged for the cost of the replacement if the Chromebook or accessory cannot be found. In the event of theft, a police report must be filed within 48 hours or students will be charged the full replacement value of the Chromebook and/or accessories.

What will the student or parent be responsible for if the Chromebook is damaged?

Just as with any school issued property, students are responsible for maintaining school resources in good condition and will be charged should they fail to do so. The cost of repair or replacement will be based upon the current cost of the parts or the entire device. Examples include but are not limited to:

- Any type of markings on the cover of the Chromebook.
- Any damage to the Chromebook screen.
- Any damage to the casing of the Chromebook.
- Any Dishonest, Fraudulent, Intentional or Criminal Act

Is insurance available? What is the cost and what does it cover?

Optional device insurance can be purchased through WJHSD to provide repair/replacement coverage in the event of **accidental** damage. WJHSD designated employees will solely make all determinations of accidental versus negligent or intentional damage.

What disciplinary action will be taken against the student for direct violation of Internet policies?

Disciplinary action is at the discretion of the principal and according to the student handbook which can be found online at the school website.

What will students do with their Chromebooks during fitness classes, while at vocational classes, lunch periods or while attending sporting events?

Chromebooks should be secured in their lockers.

Will students be given a new battery if one would go bad?

The manufacturer will replace the defective Chromebook battery under the warranty agreement.

How long will the Chromebook batteries last? What happens if a student's Chromebook battery runs out?

Chromebook battery life depends greatly on how the Chromebook was used. Students will be trained in strategies to maximize battery life. A typical battery

charge on the Chromebook lasts 10 hours of use. Students are expected to ensure the device is adequately charged for a full day's use.

Can a student use their iPod or digital camera with the Chromebook? Can students load music and photos on the Chromebook?

Yes, students may connect their iPod music player or digital camera to their Chromebook. When loading music or digital pictures they must all be obtained legally. Students will not be able to "backup" their music and photos to district servers or web space.

Can students use their own accessories with the Chromebook?

The Chromebook comes with 3 USB ports. Students are permitted to use their own accessories (USB mouse, keyboard, digital camera, iPod, headphones, etc.) with the Chromebook. WJHSD tech support will not troubleshoot hardware that was not installed by WJHSD Tech Support or approved by the school for use.

Can a student use their Chromebook over the summer?

Not at this time. All Chromebooks are collected at the end of the school year. Every student will receive the same Chromebook each year. The senior Chromebooks carry over to the new freshman for the next school year.

What will students do without a computer in their classes if their Chromebook unit is being repaired or replaced?

WJHSD will stock a limited number of Chromebooks. Should a student turn in a Chromebook for repair, any damage or excessive wear noted will be charged to the student/guardian immediately. The building principal will be required to authorize the reissue of another device to the student if there is damage due to negligence or intention.

Do students need a printer at home?

No. The Google platform allows for collaboration and exchange of learning materials between teachers and students without the need to print.

What will the district do to help safeguard students from inappropriate Internet sites?

WJHSD utilizes multiple solutions that are designed to monitor all Internet activity, while in school and at home. These systems block inappropriate sites and maintain a history of every site that each user visits. Students who purposely attempt to identify and/or access inappropriate sites or sites that are designed to circumvent safeguards and monitoring or mask the user identity will be disciplined. The content filters currently in use meet the federal Child Internet Protection Act (CIPA) guidelines.

What about computer viruses?

The device is browser-based and not susceptible to viruses.

Will students be able to use the Chromebooks for Internet access at home? What if a student does not have Internet access at home?

The Chromebooks may be connected to a home wireless network, but parents will be responsible for set up. WJHSD tech staff will not be responsible for or troubleshoot connection problems outside the school district buildings. Internet access at home will not be mandatory, and there are settings which allow for the students to work offline when the Chromebooks are used off campus without Internet access.

What if a student already has another model or brand of Chromebook computer?

Students will be required to use the WJHSD issued Chromebook when at school.

Web Publishing Policy

West Jefferson Hills School District uses printed newsletters and publications as well as its internet website 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 are 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 approval
- Single student images may be published with parent 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.

Student Discipline

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.

All behavior problems that are referred to the administration will be handled according to the level of the misconduct as follows:

Unforeseeable Actions:

As a matter of policy, it is recognized that not all foreseeable situations or their severity can be anticipated. Students and parents should understand that if unforeseeable situations should occur, the administrator will deal with these offenses at his/her discretion, including the possible use of law enforcement authorities. The principal may request a Superintendent's Hearing at his/her discretion. All referrals may be appealed to the principal.

2018-2019 Thomas Jefferson High School Discipline Matrix Link:

go to www.wjhsd.net "Thomas Jefferson High School"

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 to ensure the orderly operation of the classroom, school, and/or school-sponsored activities. All level I infractions will be handled by teacher classroom rules. These offenses will be recorded as discipline infractions in the Skyward system. Building level administration will not be involved in Level I Discipline offenses.

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

OFFENSES

- Breaking minor classroom rules (first three offenses must be handled under the respective teacher's classroom management plan) Minor Disruptive behaviors
- Minor defacing of school property (writing on desks, walls, books, etc.)
- Tardiness to class (first and second offense will be handled under the respective teacher's classroom management plan)
- Possession of any item that distracts from education is prohibited
- Minor disrespect to fellow students
- Throwing objects
- Any other minor offense that detracts from students ability to learn or a teachers ability to teach in the classroom setting

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.
- Teachers will communicate through email or phone conversation with the parents regarding the classroom incident.

POSSIBLE DISCIPLINARY OPTIONS/RESPONSES

- Verbal reprimand
- Teacher-student conference
- Isolation within assigned area
- Withdrawal of privileges
- After-school detention
- Lunch Detention
- Special assignment or activity
- Teacher/Administrator communication with parent/guardian
- Parental/Guardian conference
- Referral to counselor

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. Level II offenses are referred to building level administration and will be handled according to the 2018-2019 Thomas Jefferson High School Discipline Matrix.

PROCEDURES

- The student is referred to the administration for appropriate disciplinary action.
- The teacher is informed of the 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.
- If/when a student exhausts the discipline matrix, progressive discipline will be applied.

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. All Level III offenses are referred to building level administration and will be handled according to the 2018-2019 Thomas Jefferson High School Discipline Matrix.

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.
- If/when a student exhausts the discipline matrix, progressive discipline will be applied.

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. All level IV infractions are required to be reported to the Pennsylvania Department of Education.

PROCEDURES

- 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.
- School Police will be notified immediately. If necessary Jefferson Hills Police may also be notified.
- The administrator meets with the student to review the information and determine an appropriate course of action. A formal investigation will be conducted by the school administration, school police, and local police when necessary. Superintendent of Schools will be notified immediately.
- Parent(s) and/or guardian(s) are contacted by telephone and will have the option to meet with building an administration and/or local police representative. Suspension Notice report will be mailed home. An informal hearing will be offered as required by law.

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

LEVEL 4 OFFENSES ACCORDING TO PENNSYLVANIA DEPARTMENT OF EDUCATION Include all State Level 4 Infractions

- Aggravated Assault/ Student/Staff
- Arson
- Battery on student
- Bomb Threat
- Bullying/Cyber Bullying
- Burglary
- Criminal Trespass
- Disorderly Conduct
- 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
- Extortion
- False fire alarm
- Fighting
- Gun Threat
- Hazing
- Indecent exposure
- Indecent Assault
- Kidnapping
- Leading or participating in a major disruption
- Major disrespect to a school employee
- Molesting a student
- Murder
- Physical assault on a student
- Possession/use/transfer of weapons/dangerous instruments or tools not reasonably related to education
- Racial/Ethnic intimidation
- Reckless endangerment
- Refusal to cooperate with a search based on reasonable suspicion
- Rioting
- Robbery
- Sexual harassment
- Sexual assault
- Terroristic threats
- Theft/possession/sale of stolen property (greater than \$50)
- Use and/or possession of drug, alcohol or nicotine related paraphernalia
- Use or possession of unauthorized substance/drugs/alcohol
- Verbal Assault of Student
- Verbal Assault on Staff Member
- Vandalism (over \$50)
- Violation of security protocol of the West Jefferson Hills School District computer network and its components.
- Walkouts/demonstrations/food fights
- Any other offense so severe as to merit expulsion or police involvement

PROCEDURES

- Immediate referral to an 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 POSSIBLE DISCIPLINARY OPTIONS/RESPONSES

- Suspension(Out-of-School)
- Referral to appropriate law enforcement agencies
- Restitution of damages or property
- Referral for School Board hearing that could result in appropriate disciplinary action including possible expulsion
- Charges under the criminal code
- Referral to Student Assistance Program (SAP)

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

*Should an occasion arise that demands it, reasonable force may be used by a teacher, administrator, school police, staff, or security personnel. Examples of such situations are to quell a disturbance, or to obtain possession of weapons or dangerous objects, for self-defense, for protection of a person's property, or to remove a student who is disruptive or a danger to him/herself or others.

West Jefferson Hills School District Policies

Please review all policies in their entirety at www.wjhsd.net.

SUSPENSION POLICY 233

<http://www.boarddocs.com/pa/wjhsd/Board.nsf/goto?open&id=9W8PZU6719AA>

NO SMOKING POLICY 222

<http://www.boarddocs.com/pa/wjhsd/Board.nsf/goto?open&id=9W8PZB670546>

DRUG & ALCOHOL ADMINISTRATIVE GUIDELINES POLICY 227

<http://www.boarddocs.com/pa/wjhsd/Board.nsf/goto?open&id=9W8PZK670E78>

BULLYING POLICY 249

<http://www.boarddocs.com/pa/wjhsd/Board.nsf/goto?open&id=9W8Q2T673D6D>

HAZING POLICY 247

<http://www.boarddocs.com/pa/wjhsd/Board.nsf/goto?open&id=9W8Q2K6734E0>

WEAPONS AND DANGEROUS INSTRUMENTS POLICY 218.1

<http://www.boarddocs.com/pa/wjhsd/Board.nsf/goto?open&id=9W8PYV66F535>

ATTENDANCE POLICY 204

<http://www.boarddocs.com/pa/wjhsd/Board.nsf/goto?open&id=9W8PXQ66C998>

Attendance

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

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 absence. The excuse should be submitted to the attendance officer three (3) days prior to the absence.

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.

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.

Funerals -- Funerals are considered excused absences for members of the immediate family. Non-family member funerals may require documentation.

Educational Visits/Trips -- Student absences from school resulting from family vacations with the 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.

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.

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 makeup privileges:

- Emergency at home – One or more days of absence may include make-up privileges depending upon the nature of the emergency.
- Runaways – Each case must be dealt with on its own individual merit. A decision to grant makeup privileges is the responsibility of the administrator involved.
- 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 makeup privileges:

- Leaving school without permission
- Class cut

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 the attendance office may result in disciplinary action. All students must be in school prior to 10:00 a.m. in order to participate in extracurricular/athletic activities.

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, funeral, court hearing, extremely poor road conditions, 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: detention, revoking driving privileges, in-school suspension, parent conference, out-of-school suspension, and placement on behavior probation.

Delegation of Responsibility

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.

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 at 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.

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.

Attendance attached to School Dances

NOTE: 12 or more unexcused tardies or unexcused absences, student will not be eligible for any extra-curricular activities such as Prom, dances, etc., at the discretion of the High School Administration. Loss of driving privileges will apply for the remainder of the school year.

- 4 unexcused tardies to school/ 4 unexcused absences= No homecoming dance
- 8 unexcused tardies to school/8 unexcused absences= No formal winter dance
- 12 unexcused tardies to school/12 unexcused absences= No TJHS Prom

SCHOOL INFORMATION

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.

AUDIO/VIDEO RECORDING

Students are not permitted to audio or video record on a school campus without permission from school administration.

AFTER SCHOOL DETENTION

After school detention is assigned for minor disciplinary 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.

BELL SCHEDULES LINK

https://docs.google.com/spreadsheets/d/1Yx8aH2rTV7IYRv9N4ghMA2i6ANYZpMN_CwkTQIrlEyl/edit?usp=sharing

BULLETINS AND ANNOUNCEMENTS

Announcements for the day are made over the public address system (TJTV) 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 outside 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 a la carte is provided for those students who wish to buy their lunch. Students may bring their own lunch if desired. Students are responsible for returning their trays, paper and waste matter to the disposal area, and keeping their area clean. Students are NOT permitted to receive lunch from outside establishments or to have food vendors deliver items to the cafeteria or to the high school.

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

DANCES

Thomas Jefferson High School will sponsor three formal dances during the 2018-2019 school year, Homecoming, Winter Formal, and Prom. Tardiness, attendance, and student behavior are directly tied to participation in these extra-curricular activities. Any student that is suspended for a level 3 or 4 infractions may lose the opportunity to participate in one or all of these social events.

No student or guest over the age of twenty (20) years of age will be permitted to attend any school-sponsored dance including the prom. Any guest who is not a WJHSD student must complete the appropriate paperwork and provide photo identification prior to attending a dance. Middle School students are not permitted to attend High School dances. All school rules pertaining to student behavior will be in effect.

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 well-being 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.
- Clothing that depicts advertises or promotes any of the following is prohibited: Alcohol/drug use, violence, tobacco or tobacco products, profane language, ethnically/racially inappropriate behavior, obscene/sexual content, gang-related activities.

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

- First Offense: Warning, phone call home, dress corrected
- Second Offense: Letter home, dress corrected, and after-school detention
- Third Offense: Parent meeting, dress corrected, Saturday detention, and no extra-curricular activities for one calendar week
- Fourth Offense: Progressive discipline as well as continued loss of extra-curricular activities will be administered.

****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 policy, as deemed by the 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 standards and policies. Failure to do so will result in the disciplinary action as stated above.

DROP/ADD COURSE PROCEDURE

Students may add or drop a class within the first two weeks(10 days) of a course without a penalty. Exceptions may be made with administration approval only for the following reasons: 1) medical reasons; 2) additional coursework that was completed over the summer; or 3) academic misplacement. Students must complete the “Drop/Add Form” which can be picked up in the Counseling Office. Parent signature is required. To drop a course for academic misplacement, a meeting with the parents, administration, counselor, and the classroom teacher must be held prior to the course drop and assignment of a new course. Dropping a course after the first two weeks(10 days) will result in a “Withdrawal F” for that semester/year if dropped for other reasons than those 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 the 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 extracurricular 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 AND SAFETY 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.

Safety Drills will be conducted with the students and staff during the school year. Drills will be conducted using the ALICE (alert, lockdown, inform, counter, evacuate) Response Training.

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 - eHALLPASS

All students are required to generate an eHall Pass, via their Google Chromebook, whenever a request is made to leave the classroom. When a student receives an eHall Pass, it is expected that the student travels directly from their location to the destination which was approved. It is also expected that students utilize the eHall Pass in a timely manner, determined by the classroom teacher. Student Hall Pass use is a privilege. Abuse of this privilege will result in disciplinary action and/or restrictions.

- Students must generate an eHall Pass with an electronic device.
- Students will not be granted permission to use an eHall Pass at the start of class. Students are expected to use the restroom during class changes.
- Students will not be granted permission to use an eHall Pass during instruction. Instruction is not to be interrupted unless in the case of an emergency.
- All student requests to leave the classroom are to be done, via a Quick Pass or Regular Pass. In addition, faculty and staff may use the Appointment Pass to schedule students to come to their classroom/office on a future date.
- Only one student is permitted out of the classroom on an eHall Pass at a time. Exceptions to the above mentioned are in the case of an emergency.
- Students found out of their classroom without an eHall Pass will be returned to class, and a discipline consequence will be assigned. Another misuse of hall pass procedures will result in progressive disciplinary action.

Note: Based on supporting data, the administration reserves the right to restrict a student's hall pass use.

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 the 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 the secretary in the 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.

HOMEWORK CALENDAR

All students have the capability to obtain homework assignments through Skyward or the teacher website. Teachers will provide students with their teacher website/Google Classroom information, which will notify students of their homework assignments.

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

ATTENDANCE ELIGIBILITY: To participate is contingent on attendance. Students must arrive at 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.

ACADEMIC AND CURRICULAR REQUIREMENTS FOR ATHLETICS: You must be passing at least four full-credit subjects, or the equivalent, as of each Friday during a grading period (week, quarter/marking period, and semester). If you fail to meet this requirement, you will lose your eligibility from the immediately following Sunday through the Saturday immediately following the next Friday as of which you meet this requirement. You must have passed at least four full-credit subjects or the equivalent during the previous grading period, except the eligibility for the first grading period is based on your final grades for the preceding school year. If you fail to meet this requirement, you will lose your eligibility for at least 15 school days of the next grading period, beginning on the first day that report cards are issued.

LIBRARY/MEDIA CENTER

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. 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.

LUNCH DETENTION

Lunch detention is a discipline option for students who violate discipline code level I or Level II. Students who are assigned lunch detention by a classroom teacher or an administrator are expected to report directly to the lunch detention room when the class bell rings. Students will be dismissed to the cafeteria to receive their lunch by the detention monitor at the appropriate time. Students assigned lunch detention will not be permitted to talk, socialize, use electronic devices, or listen to music for a detention period. Students may also be immediately assigned to the lunch detention room if they fail to obey rules in the cafeteria.

METAL DETECTORS:

The program will be run by randomly selecting a bus, walkers/drop-offs, junior drivers, or senior drivers on the days of the search. Students will be escorted to the metal detector lines by the administration. Students will be asked to empty their pockets and place all items in a plastic bin with their devices, cell phones, and keys. Students should keep their shoes, belts, and watches on during the process. Prior to walking through the detector, the students will place their bins and bags on a table which will be searched by staff members. The students will then walk through the metal detector. If the student sets off the alarm, they will be escorted to a separate more private area for level 2 screening. Level 2 screening will involve administration (male and female) and the district's school police officer using a wand to identify the metal object setting off the alarm. Please assure your children that depending on their belts, watches, etc., there is a chance that these items may be the cause of the alarm.

Please make our school nurse aware of any medical condition or surgically implanted device that your child has that may be adversely affected by going through a metal detector. For example, any child that has a pacemaker or defibrillator should not go through the metal detector. Most surgically implanted devices, such as artificial hips, or metal rods, may set off the metal detector, but will not cause harm. Please provide medical documentation verifying the condition and/or implant your child has and if they would be adversely affected by using a metal detector. If you are not sure if a condition, implant, or magnet your child has will be adversely affected by the metal detector, please consult your child's physician and then relay the information you obtain to our school nurse.

We are asking for your cooperation with the following items:

- Have your students clean out their book bags and purses. All chosen students will have their bags searched upon entering the building.
- Review the procedures with your children and talk about the importance of maintaining a safe school environment

NATIONAL HONOR SOCIETY INFORMATION

Application:

<https://docs.google.com/document/d/1PbyZtzUsz7KR324CoihpzuaaWb7LylL3Jz60WIYeCv8/edit?usp=sharing>

Chapter Bylaws:

https://docs.google.com/document/d/14x-1an_dXBd5LQelonnleyCX3B9AfHBxsByq63DEBYQ/edit?usp=sharing

Checklist:

https://docs.google.com/document/d/1QJlegyceHhY06Hu_r6tKk9ebX7iFlzHCyG2cjwqtHQ/edit?usp=sharing

Letter Recommendation Form:

https://docs.google.com/document/d/1QYqvYFHeZNPiu9hzTF_ag47dw7-JdGYvuXROeVfMxw/edit?usp=sharing

REASONABLE SUSPICION – DRUG TESTING OF INDIVIDUAL STUDENTS

If based on observable behavior or symptoms, a school employee has a reasonable suspicion that a student is under the influence of a controlled substance, the employee will report the matter to the building principal and the student will be escorted to the school nurse's office for an examination that may include checking the student for abnormal vital signs. If based on the student's observable behavior, medical symptoms, vital signs or other factors, school administrators have a reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to, the analysis of blood, urine, saliva, or the administration of a Breathalyzer Test. Saliva or breathalyzer tests may be administered by a school district administrator.

SATURDAY DETENTION

Saturday detention is the process of requiring a student to remain outside of normal school hours as a disciplinary consequence for behaviors that occurred in school or during a school-sponsored activity. The detention process exists for the purpose of holding a student accountable for their misbehavior/non-adherence to school rules.

Times for students to serve Saturday detention occurs on designated Saturdays and runs from 8:00 a.m. - 11:00 a.m. School transportation to and from Saturday school detention will not be provided.

Time/Process for Saturday school detentions: When a student is issued detention, they will have one opportunity to reschedule with high school administration prior. All students must report to the Saturday school detention room by 8:00 a.m. Students will then stay the required number of hours. Late students will not be admitted to Saturday detention. Failure to serve detention will result in progressive discipline according to the TJHS Discipline Matrix.

Rules:

- No eating
- No earbuds and headphones are not allowed
- Phones are not permitted
- No talking
- No sleeping

Arrive by 8:00 a.m. and enter through the main entrance of TJHS. Report to room 108 or the room that the detention monitors indicate. Late arrivals will not be admitted.

All students are required to have work to complete during the entire 3-hour period.

Failure to adhere to detention rules could result in immediate removal and hours served not being counted. All students removed will face progressive discipline according to TJHS Discipline Matrix.

Saturday school emergencies: If a student is unable to serve detention during Saturday school due to an emergency, a parent or guardian must call Mr. Murphy's voicemail (412) 655-8610 ext. 6235 by 8 a.m. on Saturday identifying their student and the emergency.

Valid emergency list: Illness, family emergency, out of town vacations, funeral. Parents/guardians must call before 8 a.m.

SCHOOL FIELD TRIPS

Students acknowledge that participation in extracurricular 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 \$40.00 parking fee and have a valid Pennsylvania license. Students who do not receive ANY school parking tickets for the duration of the school year will be eligible for a \$20.00 refund. Drivers' passes must be displayed in the vehicle 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. An accumulation of 8 unexcused tardies will result in revocation of a 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 the 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 an automatic revocation of the pass.
3. Car in the parking lot without a pass will result in administrative action.

4. Eight TOTAL tardies (unexcused) or excess morning absences will result in revocation of a pass for the remainder of school year.
5. No unauthorized riders.
6. Cars are not to be moved once parked unless asked to do so by school personnel.
7. Any student using another student's pass will have their pass revoked for the remainder of the 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.

*Students and parents are responsible for reading and understanding the rules and guidelines set forth in the driver application packet. Failure to follow any of the rules or guidelines will constitute a parking violation, and the student will receive a school parking ticket

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 Skyward 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

Students are expected to report to all study halls on their assigned days; failure to report to study hall will result in a class cut. All students in study hall must have study materials with which to occupy themselves. Study hall teachers may issue e-hallpass passes to the main office, counselor's office, and to the laboratories. Students desiring to see a teacher other than their study hall teacher during a study period must have previously obtained an e-hallpass 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

An added level of security has been implemented for ALL visitors to register with the secretary in the high school reception area and receive a visitor's pass prior to entering any other area of the building. Parents/Visitors will be asked to provide a state-issued identification card or driver's license to be scanned for criminal background checks. The district believes this is another safety measure to keep our children protected. Visitors who do not register will be considered as trespassing.

WORK RELEASE

Seniors who wish to work during school hours can be released as long as he/she meets class hours and graduation requirements. This release must begin during the first four weeks of the school year, at the beginning of semester two, and/or at Administration's discretion. A letter is required from the student stating how this work release will enhance his/her college/work resume. A work release form must be completed, and on file in the school before work release can be granted. Changes will only be made to accommodate late release based on seat/course availability.

REQUIREMENTS:

1. The student **MUST** be a senior.
2. The student must be scheduled in all classes necessary to meet graduation requirements at a minimum and must maintain passing grades in all scheduled courses.
3. Work release students must attend a minimum of 6 regularly scheduled courses at Thomas Jefferson High School
4. Students will only be permitted to arrive once and depart once from school each day.
5. Students must leave school property without disrupting the rest of the students and classes. They must sign out every day.
6. Students will not be on school property prior after their last scheduled class ends.
7. The student or their parent/guardian must provide transportation from school as necessary based on the student's schedule.
8. If a student is unable to attend school because of illness, the student should not be at work.
9. **We recommend that seniors continue to take a full academic load if they are planning to attend college. Many colleges/universities recommend students take a full academic load, including four years of English, math, science, social studies/history, and foreign language.**

****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.**