

THOMAS JEFFERSON HIGH SCHOOL

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

www.wjhsd.net

Suzan Petersen, Principal
Randal Sydeski, Vice Principal

2007-2008 STUDENT HANDBOOK

Student Name _____
Address _____
_____ Phone _____ Homeroom _____

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 employments 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.

***WELCOME TO
THOMAS JEFFERSON HIGH SCHOOL***

The student handbook has been prepared as a ready reference guide to all 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: THE DISTRICT'S
STATEMENT OF ITS PURPOSE***

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.

***THE DISTRICT'S ESSENTIAL BELIEFS IN
ACHIEVING ITS PURPOSE***

- The learning and the educational development of individuals are collaborative efforts involving student, family, school and 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.

THE DISTRICT'S ESSENTIAL BELIEFS IN ACHIEVING ITS PURPOSE (cont.)

- 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 RIGHTS

Students do have rights. Having legal rights as persons and citizens, students may not be deprived of what the law gives them. These rights include the right to an education, the right to express their opinions, and the right to be free from invidious discrimination. They also have human rights as persons and participants in the educational community. These rights include the right to be treated with dignity by other participants and the right to contribute to the educational process. Minors are compelled by law to attend school until they are 17 years of age. They cannot be compelled to want to attend or to like to attend, but all school personnel and parents should encourage students to attend at all times.

STUDENT RESPONSIBILITIES

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and the faculty 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 at 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 contact with other persons.
13. Act in a responsible manner at all school events at our school and at visiting facilities.

GENERAL CONDITIONS

1. The provisions of the student code of conduct apply to students any time they are under the proper supervision of school authorities. (e.g. - extra curricular activities, field trips, etc.)
2. The examples, procedures, and disciplinary options/responses in each level are not limited to those specified.
3. 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 Technical School, Mon-Valley School, Co-op Education Programs)

West Jefferson Hills School District
POLICY 217 – STUDENT DISCIPLINE
THOMAS JEFFERSON HIGH SCHOOL -- DISCIPLINE RESPONSE
STRUCTURE -- LEVEL I

Minor misbehavior on the part of the student which impedes orderly classroom procedure or interferes with the orderly operation of the school. These misbehaviors should be handled by an individual staff member. However, such misbehaviors may be indicative of a problem that should be referred to appropriate support staff.

EXAMPLES

May include the following, but not limited solely to the behaviors listed below.

- >Cheating or lying
- >Disrespect to teachers and staff – verbal and nonverbal
- >Disturbance of a minor nature in classroom, hall, study hall, cafeteria, auditorium, lavatory, or locker room
- >Eating in unauthorized areas
- >Horseplay or scuffling
- >Inappropriate wearing apparel which is not considered in the best interest of health, safety, or protection of school property
- >Loud or boisterous noise
- >Minor defacing of school property (writing on desks, walls, books, etc.)
- >Possession/use of non-instructional items (audio devices, playing cards, pagers, beepers, cellular phones, laser pointers, etc.) during restricted times of the school day
- >Public displays of affection
- >Running in the school building or on school grounds
- >Tardiness to school, class, study hall, or lunch
- >Throwing objects (pencils, erasers, snowballs, etc.)
- >Violation of classroom procedures established by teacher

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.

*The procedures and options suggested are actions that may be taken. Other disciplinary options or responses may be applied only after appropriate consultation with and approval by the building principal.

SUGGESTED 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
- >Saturday detention

STRUCTURE -- LEVEL II

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

EXAMPLES

May include the following, but not limited solely to the behaviors listed below.

- >Continuation of Level I misbehaviors
- >Accumulation of four (4) misconduct notices
- >Acting in an insubordinate manner (defiance)
- >Cutting assigned class, study hall, or lunch period
- >Dressing in such a manner as to cause disruption in the educational process
- >Failure to complete assigned disciplinary options
- >Failure to properly identify oneself to teachers and staff
- >Falsification of records, excuses, passes, schedules, etc.
- > Leaving school grounds without appropriate authorization
- >Loitering in unauthorized areas of the school building/grounds
- >Misbehavior at a school sponsored activity
- >Possession of obscene materials
- >Truancy
- >Use of obscene language or gestures
- >Use or possession of tobacco products (Policy 225)
- >Verbal or non-verbal flagrant disrespect to teachers and staff
- >Violation of transportation regulations (school bus or private automobile)

PROCEDURES*

- >Student is referred to the administration for appropriate disciplinary action.
- > Administrator meets with the student and/or teacher and effects most appropriate response.
- >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.

*The procedures and options suggested are actions that may be taken. Other disciplinary options or responses may be applied only after appropriate consultation with and approval by the building principal.

SUGGESTED DISCIPLINARY OPTIONS/RESPONSES*

- >Warning
- >Office detention
- >Withdrawal of privileges
- >Suspension (ISS/OSS)
- >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

STRUCTURE -- LEVEL III

Acts directed against persons or property but whose consequences may not seriously endanger the health or safety of others in the school.

These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake are dependent upon the extent of the school's resources for remediating the situation in the best interests of all the students.

EXAMPLES

May include the following, but not limited solely to the behaviors listed below.

- >Continuation of Level I and/or Level II misbehaviors
- >Accumulation of 8 or 12 misconduct notices
- >Attempting or actually breaking into another student's locker
- >Dissemination of unauthorized materials
- >Disorderly conduct
- >Disturbance of a serious nature in cafeteria, auditorium, lavatory, or locker room
- >Fighting
- >Hazing
- >Indecent exposure
- >Intimidation and/or threats to student or staff personnel
- >Possession/Use of smoke bombs or simple explosive devices
- >Theft of personal or school property
- >Vandalism of minor nature

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.

*The procedures and options suggested are actions that may be taken. Other disciplinary options or responses may be applied only after appropriate consultation with and approval by the building principal.

SUGGESTED DISCIPLINARY OPTIONS/RESPONSES*

- >Temporary removal from assigned class
- >Suspension (ISS/OSS)
- >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

STRUCTURE -- LEVEL IV

Acts which result in violence to another person or property or pose a direct threat to the safety of others in the school. These acts are clearly criminal in nature and are so serious that they always require administrative action resulting in the immediate removal of the student from the school.

The intervention of law enforcement authorities and/or action by the Board of School Directors may also be required.

EXAMPLES

May include the following, but are not limited solely to the behaviors listed below.

- >Continuation of Levels I, II, and/or III misbehavior
- >Accumulation of sixteen (16) or more misconduct notices
- >Arson or attempted arson
- >Assault and/or battery on student or staff personnel
- >Bomb threat
- >Engaging in any conduct contrary to the criminal code or ordinances of the Commonwealth/Community on school grounds or at school sponsored activities
- >Engaging in conduct so disruptive as to interfere with the orderly operation of the school or which creates a clear and present danger to the health and welfare of the school community
- >Extortion
- >Harassment of student or staff personnel
- >Leading or participating in a major disruption
- >Possession/use/furnishing/selling of controlled substances (Violation of Policy 227--Drug and Alcohol)
- >Possession/use/transfer of dangerous explosives or weapons
- >Refusal to cooperate with a search based on reasonable suspicion
- >Unwarranted pulling of a fire alarm
- >Vandalism of school property or personal property of school personnel
- >Violation of security protocol of the West Jefferson Hills School District computer network and its components. (Policy 249)

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.

*The procedures and options suggested are actions that may be taken. Other disciplinary options or responses may be applied only after appropriate consultation with and approval by the building principal.

SUGGESTED DISCIPLINARY OPTIONS/RESPONSES*

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

POLICY REGARDING SUSPENSIONS AND/OR EXPULSIONS FROM SCHOOL

In accordance with Section 12.6 of the Regulations and Guidelines on Student Rights and Responsibilities adopted by the State Board of Education, The West Jefferson Hills School District adopted the following rule infractions that could result in the suspension or expulsion of students from the West Jefferson Hills School District. **(Policy 233.4)**

1. Engaging in conduct contrary to the criminal code or ordinances of the Commonwealth and/or community.
2. The destruction of private or school property.
3. Possession, sale, or use of drugs, narcotics or alcohol on school property or at school sponsored functions.
4. Carrying a weapon which can endanger the safety of other persons.
5. Performing an act of violence against school personnel.
6. Insubordination and/or incorrigibility.
7. Attire which is disruptive to the conduct of school or which could be damaging to school property.
8. Theft.
9. Fighting.
10. Misconduct in the classroom, at school sponsored functions or on the school bus.
11. Smoking on school property.
12. Excessive unexcused absences or tardiness.
13. Cutting of classes.

POLICY REGARDING SMOKING

Definition: For purposes of this policy, tobacco use shall be defined as “use and/or possession of a lighted or unlighted cigarette, cigar and pipe, other lighted smoking product, and smokeless tobacco in any form.”

Guidelines: A student convicted of 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.

POLICY REGARDING DISCIPLINARY OBLIGATIONS

It shall be the policy 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.

POLICY REGARDING STUDENT DEBTS

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

POLICY AUTHORIZING AND ESTABLISHING DISCIPLINE IN CASES INVOLVING HARMFUL AND/OR NARCOTIC DRUGS

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 of America.

The parameters of this policy shall include any student violations while in school, at a school-sanctioned activity, on school grounds, or on school district buses.

The West Jefferson Hills School District Drug and Alcohol Administrative Guidelines contained herein should 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.

Also, the student's right to attend or participate in any 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 Board of School Directors deems appropriate. A recommendation for expulsion by 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 (Policy 227). The responses are established by situational category. The potential options depending upon the case are:

- * Referral to the ESP team
- * Mandated evaluation by a Drug and Alcohol Rehabilitation Facility
- * At home suspension
- * Referral to the Police
- * Referral to the Board of Education for a formal expulsion hearing

POLICY 203 – ATTENDANCE

(This Policy was revised on August 28, 2007. Click [here](#) to see the revised edition.)

1. Purpose

The purpose of this policy is to promote regular school attendance and to improve the academic achievement of students in the West Jefferson Hills School District.

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 bonafide 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.

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 state licensed practitioners.
 - b. There has been established reasonable cooperation between the school authorities and practitioners in providing services to school children outside school hours.
 - c. The time of necessary absence from school involves a minimum of interference with school work.
 - d. Every principal may require a written statement signed by the 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 nonattendance 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. Educational vacations -- Student absences from school resulting from family vacations with educational value typically will not exceed ten (10) school days to be considered excused. Educational vacations 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 or guardian provides a written request to the building administrator on a form provided by the school district which 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.
 - 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.

C. WRITTEN STATEMENT REQUIRED FOR ALL ABSENCES

Upon return from an absence from school for any reason, the student will present to the appropriate attendance personnel 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 as an unexcused absence.

If a student has a record of excessive absenteeism (15 or more days in one school year) he/she may be required to present a written statement from a licensed health practitioner stating the reason for the absence from school. A student who is required to present such proof must do so for every absence from school or illness. Failure to do so will result in the absence being recorded as unexcused and possibly illegal under the compulsory attendance laws of Pennsylvania.

D. POLICY REGARDING UNEXCUSED ABSENCES AND MAKE-UP PRIVILEGES

While all unexcused student absences are subject to the provisions of the Pennsylvania School Code, certain such absences carry 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 can carry 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 must rest with 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 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 vacations -- When, in the judgment of the building administrator, a vacation 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 to the appropriate school office. The student will be issued a pass to report to class. Failure to report to the school office may result in disciplinary action.

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 practitioner 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 (15 or more days in one year) he/she may be required to present a written statement from a licensed health practitioner 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 (high school), in-school suspension, parent conference, Saturday detention, or out-of-school suspension.

Specific consequences for accumulated tardies will be referenced in the middle school and high school handbooks.

Each student's unexcused tardy total will be reduced by one (1) for every two (2) months without a tardy.

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.

The only school holidays which are sanctioned by the school district are those listed in the official school calendar adopted by the Board.

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

1. Students who are legally absent 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

1. Students who have a legal absence for any part of the school day are responsible for the work covered in all classes.
2. 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. They 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.

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.

ASSEMBLY CONDUCT

Assembly seats are assigned in the auditorium by homeroom sections. Students and homeroom teachers are asked to sit together as homerooms unless participating on the stage. 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

"A" Bell			"B" Bell		
HR	7:55	- 8:00	HR	7:55	- 8:00
Channel 1	8:00	- 8:12	Channel 1	8:00	- 8:12
1	8:16	- 9:00	1	8:16	- 8:56
2	9:04	- 9:47	2	9:00	- 9:39
3	9:51	- 10:34	3	9:43	- 10:22
4	10:38	- 11:21	4	10:26	- 11:05
5	11:25	- 12:08	5	11:09	- 11:48
6	12:12	- 12:55	6	11:52	- 12:31
7	12:59	- 1:42	7	12:35	- 1:14
8	1:46	- 2:30	8	1:18	- 1:58
				2:02	- 2:30
"C" Bell			"D" Bell		
HR	7:55	- 8:00	HR	7:55	- 8:10
Channel 1	8:00	- 8:12	Channel 1	8:10	- 8:22
A	8:16	- 9:00	1	8:26	- 9:08
1	9:04	- 9:42	2	9:12	- 9:54
2	9:46	- 10:23	3	9:58	- 10:40
3	10:27	- 11:04	4	10:44	- 11:26
4	11:08	- 11:45	5	11:30	- 12:12
5	11:49	- 12:26	6	12:16	- 12:58
6	12:30	- 1:07	7	1:02	- 1:44
7	1:11	- 1:48	8	1:48	- 2:30
8	1:52	- 2:30			

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 and in the high school office. It is the responsibility of all students to read it and be aware of announcements which pertain 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 must eat with the lunch group to which they are assigned.

CHEATING AND PLAGIARISM

Academic dishonesty involves stealing something that is abstract. 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 given for the assignments. 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 misconduct will be issued.

COMPUTER POLICY

The computing facilities in the West Jefferson Hills School District are provided for the use of the district's students, staff, and community members in support of the programs of the district. All users of the facilities are responsible for seeing that these facilities are used in an effective, efficient, ethical, and lawful manner. Violations of the Information Security policy (249), Telecommunications accepted use policy (250) and Web Publishing policy (251) are subject to review by the district's administration. Disciplinary actions which may be taken, but not limited to, include: loss of computer use privileges, dismissal from computer-related class, discipline under the discipline policies of the district, and/or appropriate legal action. All students using the computers in the school will be required to sign a Computer User

Consent Form. This form must also be signed by a parent or guardian. The form outlines all computer and internet rules.

DRESS CODE

Policy 221 legislates the dress of students in West Jefferson Hills School District. Students found not to be in compliance with this code may be excluded from attending class until proper attire is acquired. Listed below are key points from this policy.

- * Apparel which may damage school furniture is prohibited
- * Apparel which may be considered injurious to the health of the student or fellow students is prohibited.
- * Shorts and skirts must be mid-thigh to knee length.
- * Cut-off and gym shorts are prohibited.
- * Tank tops and bare midriffs are prohibited.

For purposes of clarification, spaghetti straps are prohibited. Additionally, bandanas, chains, and any apparel promoting drug and alcohol are prohibited. Any clothing that is deemed by the administration to be so disruptive as to interfere with the orderly operation of the school or presents a clear and present danger to the health and welfare of the school community is prohibited.

EARLY DISMISSAL

Students requesting an early dismissal must report to the cafeteria prior to homeroom with a written statement from their parent or guardian indicating the reason and the attendance card which is obtained from the homeroom teacher. 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 in high school office and must return with verification of early dismissal.

EDUCATIONAL SUPPORT PROGRAM

The purpose of the Educational Support Program (ESP) 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 ESP 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.

EDUCATIONAL VACATIONS

Parents contemplating family vacations and trips during the school year should contact an administrator prior to the date of departure. If the vacation or trip is deemed to have educational value, the resulting student absence(s) from school will be ruled as excused. The student will be given a form to present to his/her teachers in order to obtain assignments. Upon return to school the student shall give completed assignments to each teacher and arrange for the completion of other academic work within a time period not exceeding the number of days absent as a result of the trip. If a student has exceeded 15 or more days of absence in the year, an educational vacation may be denied.

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 7:30 AM to 3:30 PM. State law requires the parent or guardian to sign the application in person at the high school. Proof of age must be provided.

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 information, career information, help with individual concerns, or any question the student may feel 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.

HEALTH SERVICES

A nurse is assigned to the high school to carry out the testing programs mandated by the Department of Education and to maintain health records for each student. The nurse's functions should not be interpreted either by students or parents as a substitute for the family doctor.

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 (emergencies excepted). Students reporting at the

end of a class will be asked to go on to next period teacher to request a pass. When the school nurse is not available, students are to report to the main office.

Early Dismissal Because of Illness. Students who become ill during regular school hours may be given an early excusal by the school nurse. In such cases, the parent or guardian will be contacted by school nurse or office, **NOT BY THE STUDENT.** Early dismissals count towards days of absences. The parents or guardian will be responsible for providing the transportation necessary to take the student home. Extreme emergencies requiring immediate doctor's care will be handled as the situation warrants. Student, along with parent or guardian must sign out in high school office.

HOMEWORK HOTLINE

All students have the capability to obtain homework assignments over the telephone system in place at the school. All teachers will provide students with their informational hotline extension. Students and/or parents can access homework assignments daily after 4:00 PM by dialing the school phone (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, Cross Country, Basketball, Softball, Track, Soccer, and Swimming

To participate, students must arrive at school by 10:35 a.m.-the beginning of period 4, and if a student has an early dismissal 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 may obtain library passes during the homeroom period or between classes. 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.

GALENET

The students of Thomas Jefferson High School have access to over 1.7 million magazine and newspaper articles; 41,000 original biographies, essays, and overviews; 15,000 photos, maps and graphics; plus hundreds of audio and video clips. These are available on your home computer provided you have Internet access. To access this Galegroup program simply use the url address:

<http://infotrac.galegroup.com/itweb/tomjeff>

The required password is tomjeff. Any questions, please contact the librarian.

LOCKERS

All students will be assigned lockers. Students should keep only clothing and school related materials in lockers and should keep their locker locked at all times. School-issued locks are the only type permissible. 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 and orderly manner.

MISCONDUCT NOTICES/DETENTION

Teachers may assign misconduct notices for infractions of school rules (i.e., tardiness, disrespect, classroom misbehavior, etc.). An accumulation of misconduct notices will result in disciplinary action against the student (i.e., detention, Saturday detention, suspension, etc.). In addition, teachers have the option of assigning detention to students.

MISCONDUCT SYSTEM

MISCONDUCTS

- 4 misconducts - 4 hours regular detention/1 Saturday detention
- 8 misconducts - 2 Saturday detentions/2 days ISS-automatic referral to the ESP team-behavior assessment
- 12 misconducts- 3 days ISS/3 at home suspension-referral ESP team-required parent conference
- 16 misconducts- 3 days at home suspension-required parent return w/student - conference
- 20 misconducts- 5 days at home suspension-required parent conference on return to school
- 24 misconducts- 5-10 days at home suspension-informal hearing with high school administrator/counselor
- 28 misconducts and any additional accumulation of misconducts- 5-10 days at home suspension-parent conference required. Notify superintendent of expulsion possibilities-hearing.

The administration and teaching staff recognizes the importance of rewarding students if they have put forth an effort to modify their inappropriate behavior. Therefore, each student's cumulative misconduct notices total will be reduced by one for every two months without a notice.

CUTTING CLASS

1st offense - 1 Saturday Detention-zero for all work
2nd offense - 2 Saturday Detentions-zero for all work
3rd offense - 3 Days ISS-Parent conference required - zero for all work

LEAVING SCHOOL WITHOUT PERMISSION

1st offense - 1 Saturday Detention / 1day ISS -zero for all work
2nd offense - 2 days ISS-zero for all work
3rd offense - 3 days ISS-Parent conference required-zero for all work

TRUANCY

1st offense - 1 day ISS-zero for all work
2nd offense - 2 days ISS-zero for all work
3rd offense - 3 days ISS-Parent conference required-zero for all work

TARDY TO SCHOOL

4 - 7 unexcused tardies - 1 hour of detention, parent notified
8 - 11 unexcused tardies - 1 Saturday detention, parent notified,
(driving privileges revoked for a total of 8 excused or unexcused tardies -- see p. 21)
12 - 15 unexcused tardies - 2 Saturday detentions, parent notified
16-19 unexcused tardies - 3 days ISS, parent notified
20 or more unexcused tardies - 3 days OSS, parent notified

• **If a student has a record of excessive excused tardies (15 or more days per semester) they may be required to present a written statement from a licensed health practitioner.**

Each student's unexcused tardy total will be reduced by one for every two months without a tardy.

SCHOOL SPIRIT

Having genuine school spirit makes the difference between a good high school and one that is outstanding. School spirit is:

1. Courtesy to your teachers and fellow students.
2. Pride in TJ and enthusiasm for whatever it endeavors to accomplish.
3. Sportsmanship in either winning or losing.

Remember, as you follow our teams, attend performances or represent TJ in any manner, it is desirable to display spirit and enthusiasm while maintaining respectable behavior and good sportsmanship. We would expect students to show their school spirit by enthusiastically supporting all groups which represent them and Thomas Jefferson High School.

STUDENT DRIVING AND RIDING REGULATIONS

A parental permission form to drive and/or ride 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' and riders' 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 first trip buses leave. Students are not permitted to lend, borrow or attempt to use another student's pass. Students violating driving or riding regulations will have their driving or riding 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 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. Interim letters may be mailed to parents any time between marking periods when the quality of the student's work is not satisfactory. Honor rolls are published at the end of each nine-week period. To be on the honor roll, a student must have a grade average of 3.0 and not receive a "D", "F" or an incomplete in any subject. More information about grades is located in your academic handbook. 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 attainment	(89.95 - 100%)
B	- Above average	(79.95 - 89.94%)
C	- Average	(69.95 - 79.94%)
D	- Below average	(59.95 - 69.94%)
F	- Failing	(0 - 59.94%)

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.

SUSPENSIONS

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 may make up work missed during an at-home suspension within the same number of calendar days as the suspension, provided the student asks his/her teachers for this

privilege upon his/her first day back to school. The in-school suspension requires that a student spend a designated number of full school days (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 the I.S.S. room with all necessary school related materials, and remain there the entire day until released at 2:30 PM. Students who are suspended at-home or in-school are not permitted to participate in school activities. Participation in an activity may resume for in-school at 2:30 the day in-school concludes and the following day for an at-home suspension. During days of suspension 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.

SATURDAY DETENTION

Saturday detention is assigned for certain disciplinary infractions. The hours are 8:00 A.M to 11:30 A.M. Students who fail to attend or do not satisfactorily complete Saturday detention could be assigned an additional Saturday detention, I.S.S. or O.S.S.

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 in the office. Students who plan to bring a visitor to school must receive permission from an administrator prior to the date of visit. Parents are always welcome. A visitor's pass will be issued to qualified visitors. Visitors who do not register will be considered as trespassing.

WEAPONS POLICY

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.

CELL PHONES

Students may possess cell phones on campus for use after school hours. Cell phones must be turned off and put away upon entering the school building each day. At student dismissal (2:30 p.m.), students may begin cell phone usage.

There is NO legitimate purpose for having a cell phone in hand during the school day. Checking the time, text messaging, taking pictures, or using the phone as a calculator is forbidden during school hours.

If a teacher observes a student with a cell phone in sight during school hours, the teacher will confiscate the phone from the student. If a phone rings during school hours, the teacher will determine whose phone has rung and confiscate the phone. In all cases, confiscated phones will be turned into the office by the teacher. Parents of the student will be required to pick up the phone for the child.

First offense of this policy will result in a misconduct being given. Second and subsequent offenses will result in detention.

Teachers may ask students to place their phones on the teacher's desk during testing situations.

Note: A student's failure to comply with teacher requests to relinquish the phone will be considered insubordination and dealt with according to the Student Discipline policy.

****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.**