

2011-2012 HANDBOOK
STUDENT/PARENT SIGNATURE PAGE

Student Name _____ Grade _____ HR _____

Please note there are 3 sections to this signature page regarding the Student Planner, The Telecommunication Acceptable Use Policy & the Web Site Policy. **Please sign each section and have student return this page to their homeroom teacher no later than September 2, 2011.**

STUDENT HANDBOOK:

The signatures below indicate that the student and parent/guardian have received, read and understand the West Jefferson Hills School District rules and guidelines which will also be discussed in social studies class and students will be given the opportunity to have questions answered.

Student Signature Date

Parent/Guardian Signature Date

TELECOMMUNICATION ACCEPTABLE USE POLICY:

I have read the Telecommunication Acceptable Use Policy of the West Jefferson Hills School District and understand the contents. Any questions or concerns I have I will address to my teacher or the appropriate administrator. My signature below and, as required, the signature of my parent(s)/guardian(s) means that I agree to follow the guidelines and prohibitions of the Computer Use Policy and the Internet Use Policy.

Student's Name (please print) Student Signature

Parent/Guardian Name (please print) Parent/Guardian Signature

WEB PUBLISHING POLICY:

As stated in the policy, the security and protection of students is of primary importance in all District activities including publications both print and electronic. Please indicate that you **either DO or DO NOT** authorize the use of your student's image and identity in published print and the District Web Site Material and return this form to the school.

ALLOW USE

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

Parent/Guardian Signature

OR

DO NOT ALLOW USE

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

Parent/Guardian Signature

THOMAS JEFFERSON HIGH SCHOOL

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

www.wjhsd.net

PLEASE CHECK OUT OUR WEBSITE FOR
DAILY STUDENT ANNOUNCEMENTS
AND DISTRICT POLICIES

Timothy Haselhoff, Principal
Paul Ware, Associate Principal
Keith Hartbauer, Vice Principal

2011-2012 STUDENT HANDBOOK

Student 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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HANDBOOK HIGHLIGHTS

It is our goal to provide and maintain a safe, respectful, and effective educational environment at Thomas Jefferson High School. It needs to be an environment free from the distractions and interruptions that compromise the integrity and effectiveness of the programs and services we provide. I would like to highlight some important policies and procedures necessary for maintaining such an environment. These policies and programs are designed to provide every student the uncompromised opportunity to reach his or her fullest potential. These policies include, but are not limited to:

Attendance (pgs. 18-22)

Attendance is an issue plaguing schools across the country. Poor attendance adversely affects your ability to perform well academically and to participate in co-curricular activities. Research shows that students with poor attendance do not perform well academically. Coming to school every day, on time, is the first step in developing a work ethic that leads to success. Occasionally, you may be absent due to illness or a family emergency. Please adhere to the following procedures when you are absent from or tardy to school:

1. On the day of your absence, please contact the **high school attendance office** at 412-655-8610 to report your absence.
2. Upon returning to school, immediately report to the attendance office and present a written excuse, signed by your parent/guardian, indicating the reason and time frame of your absence or tardy.
3. **You have three (3) days, after returning to school, to provide an excuse or your absence/tardy will automatically be recorded as unexcused.**

Remember, once you have accumulated seven (7) absences, you will receive a **May Letter** stating that subsequent absences **may** require a doctor's excuse in order to be considered an excused absence.

After missing ten (10) days of school, you will receive a **Will Letter** indicating that any subsequent absences **will** require a doctor's excuse in order to be considered an excused absence. After ten (10) tardies or absences without medical excuse, the student will be placed on Behavior Probation.

Dress Code (pg. 25)

Please read and comply with the dress code policy. Some re-occurring infractions that will not be permitted include:

- Wearing pants below your waist
- Wearing coats, bandanas or hats
- Wearing, shorts, dresses or skirts that are too short (must be mid-thigh)
- Wearing apparel that references, applied or intended, drugs, sex, alcohol or violence
- Wearing tank, tube, or spaghetti strap tops or dresses
- Appropriate undergarments worn, but not visible whether standing or seated

Electronic Devices (pg. 26)

Electronic devices (i.e. cell phones, MP3 players, iPods, etc.) are not permitted to be turned on or visible during the hours of 7:30 a.m. – 2:30 p.m. There is NO legitimate purpose for having an electronic device in hand during the school day.

Open Containers/Food (pg. 24)

Please be aware of the following:

- Open containers are not permitted in the building. Please dispose of containers prior to entering the building.
- Ordering food or having food delivered from outside vendors is not permitted.
- All food and drinks are to be consumed in the cafeteria.

Behavior Probation (pg. 24)

Behavior Probation is a program designed to provide an alternative incentive to detentions/suspensions for students who have demonstrated reoccurring attendance or behavioral issues.

A student placed on Behavior Probation is not permitted to attend, as a participant or spectator, **any** school function or extracurricular activity, such as field trips, the Prom, sporting events, concerts, assemblies, Snowball, musical, commencement, etc. for the duration of the probationary period. **Students are not permitted to drive to or from school while on Behavior Probation.** Students will be placed on Behavior Probation following a review of the student's attendance or behavior profile and only the principal can remove a student from Behavior Probation. The minimum probationary period is four (4) weeks. At that time, the principal, student, and parent/guardian will review the student's performance during the four (4) week probationary period and determine if the student should be removed from Behavior Probation or continue for another four (4) week probationary period. Re-occurring similar behavior may result in a student being placed on Behavior Probation for the remainder of the year.

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

STUDENT CODE OF CONDUCT FOR THE WEST JEFFERSON HILLS SCHOOL DISTRICT

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

STUDENT RIGHTS (Policy 235)

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 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. 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.

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).

COMPUTER POLICY

The computer 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 that 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.

West Jefferson Hills School District

POLICY 250 – 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 web site that is currently used as an information-sharing device for the general public. Information sharing includes posting of schedules, event descriptions, posting of homework assignments, description of classroom activities and accomplishments.
- Email communication with parents, board members, PTA, vendors, other external business partners
- Distance Learning for staff and students
- Research by staff and students
- Communication with vendors and downloading of services and technology
- Partnering with vendors to enhance the use of technology in the District to reduce costs, improve service and provide expanded training and opportunity for students

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

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

Scope

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

Policy

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

Standards

1. Only authorized users may use, or otherwise be granted access by IT Management, to the District's telecommunications/computing environment.
2. All access must be in compliance with the implemented standards, processes and procedures for telecommunications/computer usage including but not limited to Password Management Policies, Virus Protection, Internet Monitoring, Screen Saver Standards, 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 leaving a computer without logging off
 - o Always using a locking screen saver that is activated within in minutes of inactivity
 - o Never saving District information on non-District computer
 - o Never placing portable storage devises (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 is prohibited.
5. The falsification of identity or information is prohibited
6. Sharing of accounts and/or user passwords is prohibited.
7. Access by authorized users is limited to those rights specifically granted by IT Management.
8. District's computer and electronic communication systems may not be used for outside business activities or the dissemination or storage of commercial or personal advertisements, solicitations, promotions, or political materials or any other non-district related business or education purpose.
9. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, offensive, or otherwise unlawful or inappropriate may not be accessed, displayed, stored, created, or disseminated on or using District's telecommunications/computing environment.
10. Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials is prohibited.
11. Accessing public bulletin boards or chat rooms not specifically related to District business is prohibited.

12. 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.
13. 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.
14. Abuse or waste of resources is prohibited.
15. 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.
16. Users may not access, alter or copy information belonging to another user without first obtaining permission from the owner or IT Management.
17. The ability to access, alter, or copy a file belonging to another user does not imply permission to do so.

Exceptions to Policy

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

Reporting

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

Consequences of Inappropriate Use

The violator of Information Security, Acceptable Use or Related Policies will be responsible for damages to equipment, systems and software resulting from deliberate or willful acts.

Violation of any of those rules of behavior will result in cancellation of access privileges. 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.

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 or misrepresentation of another's identity, will be reported to the appropriate legal authorities for possible prosecution. Other discipline of staff or students may be exercised as appropriate. General rules of behavior and communications apply when using the telecommunications/computing environment including all policies related to privacy, harassment, vandalism and theft.

West Jefferson Hills School District
POLICY 251 – Web Publishing Policy

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

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

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

Kindergarten through Grade 8

- Only first names will appear will be printed with parents approval
- Student images will only be published with 3 or more individuals in a picture with parents approval
- No phone numbers, addresses or names of family or friends will be published

9th through 12th Grade

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

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 that 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 if deemed necessary and appropriate by a building administrator.

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

West Jefferson Hills School District
POLICY 217 – STUDENT DISCIPLINE
THOMAS JEFFERSON HIGH SCHOOL – DISCIPLINE RESPONSE
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 if deemed necessary and appropriate by a building administrator.

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

West Jefferson Hills School District
POLICY 217 – STUDENT DISCIPLINE
THOMAS JEFFERSON HIGH SCHOOL – DISCIPLINE RESPONSE
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 remedying 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 if deemed necessary and appropriate by a building administrator.

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

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

Acts that 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 if deemed necessary and appropriate by a building administrator.

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 that could result in appropriate disciplinary action including possible expulsion
- >Charges under criminal code
- >Referral to student support team

West Jefferson Hills School District Policies

Please note that these are several of our policies listed in abbreviated form.
Please review the all policies in their entirety at www.wjhsd.net.

POLICY 233 – SUSPENSION AND EXPULSION

This policy specifies the purpose, authority, delegation of responsibility, and guidelines regarding student suspension and expulsion. This policy references [Policy 217-Student Discipline](#) to establish additional guidelines and to identify specific offenses for suspension and expulsion.

POLICY 225 – NO 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 227 – DRUG & ALCOHOL ADMINISTRATIVE GUIDELINES

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

POLICY 245 – BULLYING

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

POLICY 212 - WEAPONS

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.

POLICY 203 – ATTENDANCE

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 bona fide 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 a state licensed medical doctor.
 - b. There has been established reasonable cooperation between the school authorities and medical doctor 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 medical doctor stating the time of the student's appointment.
3. Illness or other urgent reasons -- Upon receipt of satisfactory evidence of mental, physical, or other urgent reasons, every principal may excuse a student from non-attendance from school during a temporary period. Funerals are included, and may require documentation.
However, the term "urgent reasons" will be strictly construed and will not be used to permit irregular attendance.
4. Educational Visits/Trips -- Student absences from school resulting from family vacations with educational value typically will not exceed ten (10) school days to be considered excused. Educational trips will be ruled excused if, in the opinion of the building administrator, a vacation does have educational value and the following procedure is adhered to:
 - a. The parent/guardian provides a written request to the building administrator on the form provided by the school district **PRIOR** to the educational trip (or it will be denied) that will indicate the school days to be missed, the destination of the trip, and the educational value of the trip.

- b. The student will obtain a form from the building administrator to present to teachers in order to obtain assignments.
- 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. Excessive tardies, early dismissals and/or absences may result in the educational trip being denied.

C. WRITTEN STATEMENT REQUIRED FOR ALL ABSENCES

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

If a student misses 10 or more days in one school year, he/she will be required to present a written statement from a licensed medical doctor (chiropractic care/physical therapy should be scheduled after school hours) stating the reason for the absence from school. A student who is required to present such proof must do so for every subsequent absence from school. Failure to do so 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, they will be required to provide a written physician's excuse for tardiness in addition to absences.

D. POLICY REGARDING UNEXCUSED ABSENCES/MAKE-UP PRIVILEGES

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

The following unexcused absences carry make-up privileges:

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

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

- 1. truancy
- 2. unexcused absence during semester or final examinations
- 3. recreational purposes: baseball games, fishing, hunting, etc.
- 4. draft registration (time is given during the school day to register at the Draft Board.)

5. failure to bring excuse within the three (3)-day period immediately following the student's return to school
6. driver examinations (an early dismissal may be permitted to take the driver's examination)
7. non-educational visit/trip – when, in the judgment of the building administrator, a trip is considered to be one of convenience and has no documented educational value to the child, no make-up privileges will be granted

E. TARDINESS TO SCHOOL

Students who are tardy to school will report upon arrival to the attendance office, present excuse and report time of arrival. The student will be issued a pass to report to class. Failure to report to attendance office may result in disciplinary action.

F. WRITTEN STATEMENT REQUIRED FOR ALL TARDIES

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

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

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

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

In the event of four (4) or more unexcused tardies, disciplinary action will result. The disciplinary actions include: verbal or written warning, student conference, detention, revoking driving privileges (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

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

Students who have a legal absence 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.

BELL SCHEDULES

"A" Bell			Pep Rally "B" Bell		
HR	7:55	- 8:12	HR	7:55	- 8:12
1	8:16	- 9:00	1	8:16	- 8:55
2	9:04	- 9:47	2	8:59	- 9:37
3	9:51	- 10:34	3	9:41	- 10:19
4	10:38	- 11:21	4	10:23	- 11:01
5	11:25	- 12:08	5	11:05	- 11:43
6	12:12	- 12:55	6	11:47	- 12:25
7	12:59	- 1:42	7	12:29	- 1:07
8	1:46	- 2:30	8	1:11	- 1:50
			A	1:51	- 2:30

"C" Bell			"D" Bell		
HR	7:55	- 8:12	HR	7:55	- 8:12
A	8:16	- 9:00	A	8:10	- 8:22
1	9:04	- 9:42	1	8:26	- 9:08
2	9:46	- 10:23	2	9:12	- 9:54
3	10:27	- 11:04	3	9:58	- 10:40
4	11:08	- 11:45	4	10:44	- 11:26
5	11:49	- 12:26	5	11:30	- 12:12
6	12:30	- 1:07	6	12:16	- 12:58
7	1:11	- 1:48	7	1:02	- 1:44
8	1:52	- 2:30	8	1:48	- 2:30

"ACTIVITY" Bell			2 HOUR DELAY Bell		
HR	7:55	- 8:12	HR	9:55	- 10:06
1	8:16	- 8:54	1	10:10	- 10:39
2	8:58	- 9:36	2	10:43	- 11:11
3	9:40	- 10:18	3	11:15	- 11:43
A	10:22	- 11:04	4	11:47	- 12:17
4	11:08	- 11:45	5	12:21	- 12:51
5	11:49	- 12:26	6	12:55	- 1:25
6	12:30	- 1:07	7	1:29	- 1:57
7	1:11	- 1:48	8	2:01	- 2:30
8	1:52	- 2:30			

ACTIVITY PROGRAMS

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

AFTER SCHOOL DETENTION

After school detention is assigned for minor discipline infractions, taking place on Tuesdays and Thursdays from 2:30 PM to 3:10 PM. 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 will be suspended.

ASSEMBLY CONDUCT

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.

BEHAVIOR PROBATION

Behavior Probation is a program designed to provide an alternative incentive to detentions/suspensions for students who have demonstrated reoccurring attendance or behavioral issues.

A student placed on Behavior Probation is not permitted to attend, as a participant or spectator, **any** school function or extracurricular activity, such as field trips, the Prom, sporting events, concerts, assemblies, Snowball, musical, commencement, etc. for the duration of the probationary period. **Students are not permitted to drive to or from school while on Behavior Probation.** Students will be placed on Behavior Probation following a review of the student's attendance or behavior profile and only the principal can remove a student from Behavior Probation. The minimum probationary period is four (4) weeks. At that time, the principal, student, and parent/guardian will review the student's performance during the four (4) week probationary period and determine if the student should be removed from Behavior Probation or continue for another four (4) week probationary period. Reoccurring similar behavior may result in a student being placed on Behavior Probation for the remainder of the year.

BULLETINS AND ANNOUNCEMENTS

Announcements for the day are made over the public address system each morning. If you wish to have announcements made regarding school activities, you must have the announcement approved by both the teacher/advisor, and by an administrator. A daily bulletin containing student announcements is also posted in each room, in the high school office and on the website. It is the responsibility of all students to read it and be aware of announcements that 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 keep their area clean. Students are **NOT** permitted to receive lunch from outside establishments.

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.

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 drugs, alcohol, sex or violence 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. Students will be required to change clothes or wear district-provided apparel. Failure to adhere to these rules will result in disciplinary action.

EARLY DISMISSAL

Students requesting an early dismissal must report to the attendance office prior to homeroom with a written statement from their parent or guardian indicating the reason. Requests for early dismissal will be granted in cases of (1) verified medical and dental appointments; (2) driver's test; and (3) family emergencies. Early dismissal for college appointments, job interviews, or graduation projects must have prior approval from a counselor or administrator. Student, along with parent or guardian must sign out with secretary in the main entrance and must return with verification of early dismissal. Administration may request documentation from a medical doctor 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.

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.

ELECTRONICS

(i.e. cell phones, MP3 players, iPods, etc.)

Students may possess electronics on campus for use after school hours. **Electronic devices must be turned off and put away upon entering the school building each day.** At student dismissal (2:30 PM), students may begin electronic usage.

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

If a teacher observes a student with an electronic device during school hours, the teacher will confiscate the item from the student. In all cases, confiscated devices will be turned into the office by the teacher.

First offense of this policy will result in an after school detention and the parent of the student is required to come to school to pick up the electronic device.

Second and subsequent offenses will result in ISS and the parent must pick up the device.

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

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.

HALL PASSES

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

HEALTH SERVICES

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 to next period teacher to request a pass. When the 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. The parent/guardian will be contacted by school nurse from information provided on the emergency card only, (students are not permitted to contact parent/guardian). Early dismissals count towards days of absences. The parent/guardian will be responsible for transportation necessary to take the student home. Student, along with parent/guardian must sign out with secretary in main entrance. The parent/guardian may be responsible for providing documentation from a medical doctor for chronic early dismissals. Failure to provide documentation from a medical doctor will result in an unexcused absence. Extreme emergencies requiring immediate doctor's care will be handled as the situation warrants.

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.

HOMEROOM

Students MUST report to homeroom no later than 7:55 AM. The students may not leave homeroom without permission and a pass from the homeroom teacher.

HOMEWORK HOTLINE

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

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

INTERSCHOLASTIC SPORTS

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

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

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

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

LIBRARY

Thomas Jefferson's library is a learning center where students can complement their studies through the use of books, computers, magazines, pamphlets, videos, etc. Students 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 do 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: <http://infotrac.galegroup.com/itweb/tomjeff>. The required password is [tomjeff](http://infotrac.galegroup.com/itweb/tomjeff). Any questions, please contact the librarian.

LOCKERS

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

SCHOOL 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' 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 drivers **MUST** park in appropriate areas assigned.

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 7:45 AM.
2. Dangerous/reckless driving is automatic revocation of pass.
3. Car in parking lot without pass will result in administrative action.
4. 8 TOTAL tardies (excused or unexcused) or excess AM absences will result in revocation of pass for remainder of school year.
5. No unauthorized riders.
6. Cars are not to be moved once parked.
7. Any student using another student's pass will have their pass revoked for remainder of school year.
8. Student drivers/riders are not permitted to use or be in possession of tobacco products, alcohol or controlled substances while driving or parked on school grounds. Student drivers are not permitted to have such materials in their vehicles. Student 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. Any violation of these rules may result in driving privileges being suspended.

SCHOOL FIELD TRIPS

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

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. Any additional information regarding 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	(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%)

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, transcripts, and/or the diploma may be withheld until such debt is cleared.

STUDENT 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.

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 7:15-8:00 AM and 2:15-2:45 PM on days 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 doctor verification of need.

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 is responsible for all work missed during an at-home suspension. Student is also responsible to contact his/her guidance counselor to make arrangements to pick up assignments missed during the suspension. Students may be required, and should be prepared, to make up exams on the day they are readmitted to school after a suspension and to submit all make-up work. The in-

school suspension requires that a student spend a designated number of 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 and are not permitted at any school-sponsored events. Participation in any school activity may resume for in-school at 2:30 PM the last day the assigned suspension successfully concludes and the following day for an at-home suspension. During days of ISS, 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, when available, is assigned for certain disciplinary infractions. The hours are 8:00 AM to 12:00 PM. 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.

SURVEILLANCE CAMERAS

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

THOMAS JEFFERSON IS YOUR SCHOOL

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

VISITORS

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

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