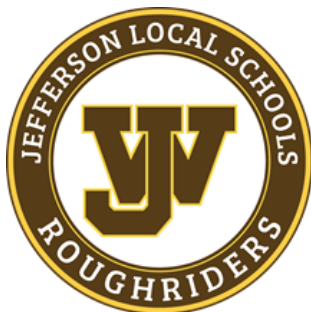


# West Jefferson High School

## 2022-2023

### Student Handbook

1 Roughrider Drive  
West Jefferson, Ohio 43162  
Phone: (614) 879 – 7681  
Fax: (614) 879 - 5381



Mr. William Mullett, Superintendent

Mr. Matt Adams, Principal

Mrs. Kristen Kearns, Assistant Principal/Curriculum

Mr. Shawn Buescher, Dean of Students & Attendance Officer

Mrs. Jeannette Haskins, School Counselor

Mr. Mitch Daulton, Athletic Director

Mrs. Jen Miller, Administrative Assistant

Mrs. Joyce Rhoades, Administrative Assistant (Dean of Students)

Mr. Curt Dennis, Technology Director

Mr. Robert Hiss, Transportation & Facilities Director

## Welcome

West Jefferson administration, faculty and staff would like to welcome you to the 2022-2023 school year. The policies, procedures, rules and regulations identified in the handbook have been established to provide a safe and productive learning environment for our students. They are a result of a concerted effort among faculty and administration. The following is to provide our students with the vital information needed to be successful in our global society.

Many opportunities are available to you at West Jefferson High School. The staff and administration will provide you with a quality educational experience, a wide range of course offerings, extensive extracurricular programs, and valuable leadership activities. West Jefferson places great value in the development of its students. The school provides the background and the discipline to assist students to achieve their goals and enable them to grow into productive adult citizens.

West Jefferson students become a part of an established tradition of excellence. This tradition has led many successful students to rewarding and fulfilling lives. Dedication and work ethic to education are key characteristics of success, which will lead to confidence and self-respect. Self-respect will translate into appreciation for all members of the Antwerp Local School community.

As a student at West Jefferson, it is extremely important that you read and familiarize yourself with the handbook. The administration and faculty wish you the best of luck this school year. The administration and faculty will put forth their best efforts to help you reach your full potential. Please make sure to contact your teachers, counselor, and/or administrator with any questions or concerns. Let us work together to assure we have a great year.

### Board of Education

Dr. Meg Hiss, President

Mrs. Whitney Duemmel, Vice President

Mr. Dave Harper

Mr. Michael Quinn

Ms. Addie Newman

### School Alma Mater

No greater song than this is thine,  
West Jefferson the school so fine,  
Our loyal voices sound thy claim.  
Upon the Golden Rule of fame,  
Our loyal hands shall write thy name,  
Roughriders of West Jefferson  
FIGHT SONG  
On West Jefferson, On West Jefferson  
Fight right down that line.  
Round the ends and through the tackles,  
Touchdown one more time.  
J-E-F-F-E-R-S-O-N  
Fight on, fight on, fight on,  
To victory!

## High School Student Handbook

The student handbook is a tool created to develop organizational skills that will help during high school and beyond. As with any tool, it is only of value if used.

Parents, I also ask you to take time to review this handbook and discuss its contents with your student. A handbook will offer you tremendous information on what is going on in classes with your students. Do not hesitate to call if there is a question.

### EXPECTATIONS FOR STUDENTS

Students are entitled to basic civil liberties guaranteed to all citizens. It is, therefore, the purpose of the schools not only to encourage the exercise of these liberties, but also to help students develop responsibility, reliability, as well as respect for themselves, classmates, school staff members, and society in general.

It is further recognized that the role of the school official and teacher is “in loco parentis” relative to the student. School officials must often make decisions that protect the health and well-being of all students while at the same time safeguarding individual rights.

Students have responsibilities. These responsibilities include regular school attendance, conscientious effort in classroom work, and obedience to school rules and regulations. Most of all they share with the administration and faculty the responsibility of developing a climate in the school that is conducive to wholesome learning and living. The ultimate goal of the school is to provide the students with attitudes and behavioral patterns that will lead to productive employability, and result in an individual who is a positive, contributing member of society.

### THREE IDENTITIES FOR SUCCESS AT WEST JEFFERSON HIGH SCHOOL:

- ✓ INTENTIONAL
- ✓ UNITY
- ✓ INNOVATIVE

### School Bell Schedule

#### Regular Bell Schedule

1<sup>st</sup> Period: 7:25 – 8:18  
2<sup>nd</sup> Period: 8:22 – 9:07  
3<sup>rd</sup> Period: 9:11 – 9:56  
4<sup>th</sup> Period: 10:00 – 10:45  
5<sup>th</sup> Period: 10:49 – 11:43  
6<sup>th</sup> Period: 11:43 – 12:43  
7<sup>th</sup> Period: 12:47 – 1:41  
8<sup>th</sup> Period: 1:45 – 2:30

#### Exam Bell Schedule

Attendance 7:25  
1<sup>st</sup> Period, 2<sup>nd</sup> Period, 3<sup>rd</sup> Period: 7:30-8:55  
Break: 8:55 – 9:05  
4<sup>th</sup> Period, 5<sup>th</sup> Period, 7<sup>th</sup> Period: 9:05-10:30  
Break: 10:30- 10:40  
8<sup>th</sup> Period, Make-up, Make-up: 10:40-12:05  
Lunch 12:05-12:40  
Make-up Exam Period: 12:40-2:05

# West Jefferson Culture Playbook

## Define Culture

1. What you Believe
2. How you Behave
3. The Experience You Deliver and Receive

## Purpose of Culture

Purpose of culture is to drive the behaviors called for by your strategy.

## Performance Pathway

Leaders – Culture – Behavior – Results

## Jefferson Local School District

### Mission Statement

The mission of Jefferson Local Schools is to ensure an excellent student focused education, while supporting the growth of staff and providing the community a quality educational organization.

### Vision Statement

#### Together We Achieve

- a. Students
- b. Staff
- c. Community

<b>Core Values</b>	<b>Credos</b>	<b>Outcomes</b>
<b><u>Belief</u></b>	<b><u>Behaviors</u></b>	<b><u>Outcome</u></b>
1. Scholarship	A. Perseverance B. Skill Development	Peak Performance
2. Integrity	A. Attitude B. Handling Adversity	Trust
3. Accountability	A. Own It B. Solution Oriented	Best Version of You

## SECTION I GENERAL SCHOOL OPERATION

### **STUDENT'S 18 YEARS OR OLDER (Adult Students):**

Adult students face a number of differing decisions in comparison to other students who are, by law, considered minors. Adult students are permitted to attend school tuition-free until the age of 21. This offers these students an opportunity to complete their high school education under a normal school program.

Age and legal status are both strong considerations when a student is evaluated regarding presence and/or behavior.

The following are representative guidelines for adult students:

1. Rules and procedures for the normal school operation apply to these students as well as to minor students.
2. As an adult, attendance is no longer a legal necessity, but instead becomes a privilege granted to the student by the community and the Board of Education. For this reason, it should be clearly understood that tardiness, absences and improper behavior will not be tolerated and will be dealt with severely. The first incidence of misbehavior (i.e. insults, defiance, violence, vandalism, smoking, use of behavior-altering substances, etc.) may result in a severe suspension. A second incident may cause dismissal from our school system.

Any student 18 years of age or older who attends WJHS is subject to all of our policies as outlined in this booklet. Failure to comply will result in withdrawal from school.

### **DANCES**

The Fall Homecoming Dance and the Junior-Senior Prom are annual affairs. All other dances to be scheduled must be arranged through the following procedures:

1. **Junior-Senior Prom-** West Jefferson freshmen or freshmen from any other school are not permitted to attend the prom- NO EXCEPTIONS! It is the responsibility of the student to know the guest's class standing.
2. Sophomores who are attending with Juniors and/or Seniors must receive prior approval from the administration before they attend the Prom.
3. Any student taking a student from another school will have to have the administrative form completed and turned in before final approval will be issued.
4. No jeans, t-shirts or shorts are permitted at the Homecoming Dances.
5. Students failing 2 or more classes will not be permitted to attend dances.
6. Students who have poor attendance will not be permitted to attend dances. The general guideline for attendance will be not more than 30 hours of absences for fall homecoming, 60 hours for winter homecoming and 90 hours for prom.

### **FIRE DRILLS**

Fire drills will be held several times during the school year. Discipline must be maintained during the fire drills. Each teacher should be familiar with the plan to evacuate each room in which he/she teaches. Students are also expected to familiarize themselves with the exit routes, safety areas and procedures to be followed so that they could act without teacher discretion in an actual emergency.

When the first alarm sounds, all persons are to leave the building as follows:

1. Students leave all books and materials on desks.
2. Students should form a line and proceed from the room single file.
3. **There should be no talking, laughing or disorder of any kind.**
4. Students will follow their assigned route quickly without pushing or shoving.
5. In the event the assigned exit is blocked, students under the direction of the teacher shall proceed to the closest exit.

6. The teacher leaves the classroom last, after ensuring that all windows and doors are closed.
7. The teacher remains with the class, maintains order and checks the classes roll when safely out of the building and away from danger.
8. No student is permitted to leave the group without permission of the teacher.
9. All lounges, restrooms and offices must be vacated.
10. **The first person out each exit shall fasten the door open if possible.**
11. All groups shall move a safe distance from the building. If a fire is in progress, the teacher will move the group at least a hundred yards from the building.
12. When the “all clear” bell sounds, students will re-enter the building quietly and proceed quickly to class.

### **TORNADO DRILL PROCEDURES/SEVERE WEATHER**

When students and staff are notified over the P.A. or Air Horn of a tornado drill, all persons in the building shall seek shelter as follows:

1. Each room shall be assigned an area in the interior of the building to which students shall proceed in a single line as quickly and quietly as possible.
2. The assigned shelter area will normally be the corridor nearest the room.
3. Students shall kneel on the floor facing the wall and will keep the center of the corridor clear.
4. The teacher shall ensure that classroom drapes/blinds (if present) are drawn.
5. Rooms with large glass areas shall not be used for shelter. Stay away from doorways
6. Students will remain quiet during the drill. All books, except one (and related materials), shall be left in the classroom. Students will not go to their lockers for clothing or other belongings.
7. In case of an actual tornado, you will place your head between your knees and place a book over the back of your head

### **ACTIVE SHOOTER PROCEDURES:**

1. Clear the hallways and restrooms, move all students/staff/visitors into classrooms and lock doors.
2. If you have the opportunity to exit the building safely, exit with hands up and quickly move to the off-site evacuation location.
3. If you remain in the classroom, move large objects in front of the door to barricade.
4. Remain quiet and stay away from the classroom door. (Make sure cell phones are on silent).
5. Have an object in your hand to throw at anyone who enters the classroom without unlocking the door first.

### **Media Center:**

1. Students who wish to use the media center should report to their class or study hall and then the teacher will issue a pass to the media center. Tardy students will not be admitted to the Media Center.
2. Students may check out books for a period of two weeks. If there is no special demand for a book, it may be renewed.
3. All damaged or lost books will be paid for by the student who checked the book out, and according to the amount set by the Media Center Specialist.
4. Failure to pay charges or to return overdue materials will result in loss of Media Center privileges.
5. Reference books are not to be taken from the Media Center.
6. Closed reserve books are not to be taken from the Media Center except with special permission.

7. Students who do not conduct themselves properly in the Media Center will lose their privileges for a period of two (2) weeks. Further offenses will result in the loss of privileges for a longer period of time.
8. Students are welcome to use the Media Center to do research, study, read, and/or check out books.
9. Students are permitted to use the Media Center during their study hall ONLY if they have an academic purpose. Students attempting to use the library for purposes other than academics will be sent back to their class or study hall.
10. During lunch periods the Media Center is closed to all students except those who are with a teacher researching a project.

## **TRANSPORTATION**

### **LOADING AND UNLOADING FROM THE BUS**

All school rules are in effect on buses along with those set forth by the individual bus drivers. Students unloading from buses must report into the school building. Once students arrive at school, they are not permitted to leave school grounds until their bus departs after dismissal.

### **BUS PASSES**

Students are to ride their regularly scheduled bus unless they receive office approval to ride a different bus. High School students requesting to ride any bus other than their regularly assigned bus are to bring a note to the office before 1:00 P.M. from their parents, requesting special busing arrangements for that day. We will try to accommodate the requests to ride other buses; however, there may be times that certain buses cannot accommodate additional students. If this should occur, parents or guardians will be contacted to make other arrangements.

### **STUDENT CONDUCT ON BUS**

Bus transportation is a privilege and students must conduct themselves in accordance with the safety rules. These rules are in place to ensure the safe and efficient operation of our school buses. Students that fail to follow these rules may have their riding privileges suspended or revoked.

Students will:

1. Be careful in approaching bus stops
2. Arrive at the bus stop before the bus is scheduled to arrive
3. Get on and off the bus at their designated stop (any changes must be approved in writing by a school authority)
4. Cross in front of the bus, not behind the bus
5. Not exhibit behavior at the bus stop that threatens life, limb, or property of any individual
6. Sit in assigned seat (drivers have the right to assign seats)
7. Reach assigned seat without disturbing or crowding other students
8. Remain seated while the vehicle is in motion
9. Obey the driver promptly and respectfully
10. Keep the vehicle clean and sanitary
11. Refrain from chewing gum, or consuming candy, food or drinks on the vehicle at any time (accept as required for medical conditions)
12. Refrain from using profane language, from loud talking or laughing, or making obscene gestures
13. Remain seated keeping aisles and exits clear, keep head, arms, and hands inside the vehicle at all times and not throw or pass objects on, from or into the vehicle
14. Be courteous to fellow students and the driver
15. Not to open the emergency door except for driver direction or in an emergency
16. Do not damage or vandalize the school bus. Students will be required to pay for repair of damage

17. Not be in possession or under the influence of alcohol, drugs, tobacco, or other illegal or dangerous substances
18. Not possess dangerous weapons or implements that could be used as a weapon
19. Not possess flammable or explosive devices
20. Not fight, spit, or bite
21. Carry on the vehicle only items that can be held in their laps

### **Transportation Registration/Change of Address**

A Bus Transportation Registration form must be filled out for any new student(s) or any student address changes. Any questions regarding student transportation can be directed to the Transportation Department at 614/801-2195.

### **LOCKS AND LOCKERS**

Each student will be assigned a locker for his/her use and the student will be responsible for any damage.

1. **The administration maintains the right to inspect a locker or all lockers at any time. The administrator also maintains the right to search vehicles parked on school property. This may be done with the cooperation of the local and state police. Dogs may be used on occasion to assure all concerned that illegal drugs are not being housed on school property including cars in the parking lots. These random searches are a preventative measure and a warning that our school has a zero tolerance for alcohol, drugs, tobacco or other illegal activities.**
2. It is the student's responsibility to keep your locker clean, inside and out.
3. **The school is not responsible for any item lost or stolen from a locker.**
4. Students are permitted to use only their assigned hall locker. They are not permitted to change lockers or share lockers with another student without office approval.

### **LOST AND FOUND**

Articles that are found in the building or on school grounds should be turned in to the office. Students should put their names in textbooks and label personal property. Students may check the lost and found area for missing items. **DO NOT BRING LARGE AMOUNTS OF MONEY OR VALUABLES TO SCHOOL.** The school is not responsible for lost articles or money.

### **LUNCH PROCEDURES AND CAFETERIA USE**

All students will remain at the school for lunch and will either bring their lunch or will eat a cafeteria lunch, (students are not permitted to leave school grounds for lunch or order in lunch unless approved by the principal).

Students are not to go to the parking lot or leave the designated building area unless permission has been granted by the office.

In order to keep the cafeteria area clean and attractive, the following rules must be observed:

1. Empty all debris into the waste containers.
2. Keep tables, chairs and floors clean.
3. Push chairs back after eating.
4. Talk in a normal voice tone.
5. Keep the cafeteria lines orderly.
6. Never push or run. Moving ahead of other students in the line is unacceptable behavior.
7. Clean up any food you drop or spill.
8. Respect the cafeteria workers serving the food and obey the teachers on cafeteria supervision.
9. Students are to take their trays and dishes to the washroom area. Remember....this is a cafeteria **not** a restaurant.



## **Meal Pay Plus**

### MEALPAYPLUS Information

Jefferson Local Schools' cafeteria system allows for payments to be made to your student's lunch account from the MyPaymentPlus Website ([www.mypaymentsplus.com](http://www.mypaymentsplus.com)) with a credit or debit card (there is a small fee, but that is charged by the company for the processing and the school does not receive that). If you'd prefer not to use the online payment and avoid the fee, you can still send cash or a check with your student to school to be added to their account. After you set up your account, to add you student or students to the account you will need their ID which you can get from the cafeteria, the building secretary, or any report card for your student. The link to this website can also be found on the school district website on the left hand side.

Once you have your account and student(s) added, when you go to make a payment you can put the money into one of two categories or a combination of both:

**Meal** – this allows a student to purchase ONLY the meal of the day, but no extras or a la carte items.

**General** – this allows the student to purchase snacks, a la cart, or the meal of the day. This option has more flexibility, but a student could spend a lot of money in a short amount of time.

If you are sending cash or a check to school and want it added to a specific category, please attach a note so that the cafeteria knows.

You can set low balance notifications under “Manage Account”, and then select Manage Notifications. Make sure you check the appropriate categories where you are depositing money. Some people choose to only put money in the meal category and so they would not want to select to get notifications from the general one.

You can view account balances under “View Balances”. Please note that new deposits may take up to 48 hours to show up.

Jefferson Local Schools does not maintain the MyPaymentsPlus website. If you need help with the website, they have a “Need Help?” button on the left and have a live chat and FAQ available. If you have any other questions pertaining to your student's account, please contact the Food Services Director at 614/879-7681 ext. 2400.

## **NURSE**

The school nurse is available to the schools in the district on a rotating basis. Several screening programs are provided. Vision and hearing screenings are done on students in the ninth grade in the fall. Hearing and vision screening may be done by the nurse at the request of a parent or teacher. Students in the twelfth grade will have their blood pressure screened in the spring. Any screening that raises concern will be referred to a specialist for further evaluation. The school nurse assists with health class, providing information on sexually transmitted diseases. Students in the eleventh grade participate in an instructional class on self-exams for cancer.

**Head Lice-** Head lice are a contagious nuisance disease common to all public schools. Students are not permitted to attend school if they have live head lice. If you suspect your child has lice, please notify the school so that we can check them and their classmates. Students who are absent due to head lice must be checked by the school staff upon their return and proven to be lice free. Remember head lice are not a sign of poor health or hygiene, and can be better controlled when it is properly reported and treated.

## **FEVER:**

Students must be fever free for 24 hours before they may return to school.

## **IMMUNIZATION REQUIREMENTS**

GRADES 9-12:

- 4 or MORE DOSES OF DTaP/DTP/TD/DT IN ANY COMBINATION
- 1 DOSE OF TDAP
- 3 OR 4 DOSES OF POLIO
- 3 DOSES OF HEPATITIS B
- 2 DOSES OF MMR
- 1 DOSE MENINGOCOCCAL VACCINE (12<sup>TH</sup> GRADE ONLY)
- 1 DOSE OF VARICELLA OR DOCUMENTATION OF DISEASE (9<sup>TH</sup>, 10<sup>TH</sup> & 11<sup>TH</sup> GRADE ONLY)

## **MEDICATION**

The High School will follow the policy adopted by the Board of Education. Prescription medication may be administered by the district nurse or other designated staff members with proper authorization from the student's physician and parent by completing the board approved form. Medication must be brought to the school office by the parent in the original container dispensed by the pharmacy.

Over-the-counter medications can be administered to students with written authorization from the parent on the board approved form. No doctor form will be needed. Medication still must be brought to the school office in its original container by the parent.

The penalty for violating the medication policy may be suspension or expulsion.

## **OFFICE**

The office area is a place of business and a place for professional staff members to carry out their duties. Accordingly, students must respect the rights of the office staff and of the teachers, and recognize that the professional staff requires privacy in order to work efficiently. The following rules have been established:

1. No student is to go beyond the counter of the office at any time, unless accompanied by a staff member.
2. Only student office helpers are allowed in the workroom.
3. Students are not to use office telephones except in emergency cases with permission from an adult in the office.

## **RESTROOMS**

Restrooms should be used only for legitimate purposes. Using the restroom cannot be an excuse for being tardy to class.

## **SCHOOL CLOSING**

In the event of bad weather conditions or other emergencies, the District Superintendent makes the decision as to whether or not school will be closed. This information is sent through the Alert Now System to parents and relayed to the local radio & television stations prior to the start of school. **DO NOT CALL THE SUPERINTENDENT.** Whenever schools are closed due to an emergency, all the status of extracurricular activities and practices will be determined by the Athletic Director, Principal and/or Superintendent.

## **SCHOOL LAW**

There are laws of the State of Ohio regarding students in school that everyone should be familiar with.

1. By law, all students are required to attend public or private schools until the age of 18, unless excused by the Superintendent with a working permit. The Superintendent will not allow any student under 18 years of age to quit school without first enrolling in a GED program providing proof of a full-time job, and signing a dropout memorandum of understanding.

2. In loco Parentis: This Latin phrase simply means that teachers and school officials have the same rights and privileges with students as would their parents have in similar circumstances.
3. A principal may suspend a student from school without seeking the approval of a higher authority. A superintendent may suspend, or expel, a student without seeking higher authority for a period of up to 80 days of school.
4. Teachers are required by law to report all cases of child abuse.
5. A Board of Education may prescribe any rule or policy for their school district, which does not violate existing State laws.

### **INSTITUTIONAL AUTHORITY OFF SCHOOL GROUNDS**

The Board of Education recognizes that there are a large number and a variety of school-sponsored activities that take place off school property. Therefore, the Board of Education shall govern the conduct of the students who participate in these activities. All applicable provisions of this Right shall regulate the participation of students in such school-sponsored activities that take place off the school property and Responsibilities document just the same as if the activities occurred on school property.

The distinction between the responsibility that the school system has for students and the responsibility that parents have for their children is difficult to define in situations occurring off school property. These are situations in which students are not on school grounds and are not engaged in any school-sponsored activity, but they are either traveling to or from school or school-sponsored activities or they are maintaining the appearance of being a student of West Jefferson High school.

### **Administrative Guidelines**

1. Rules and regulations governing school-sponsored activity that occur off school property shall apply to all students that are either participants in the activity or are spectators. Such rules shall bear a reasonable relationship to the purpose and functions of activity.
2. For situations in which students are off school premises administration will exert its authority over students insofar as the actions of such students could substantially disrupt the educational process in the schools or deprive other students of their rights to an education both in the curricular and extracurricular programs.
3. For all situations other than those covered above the parents and legal guardians have full responsibility for their children. Those situations where children are outside the scope of school responsibility but under the authority of parent/guardian include but are not limited to the following:
  - a. While in transit to and from school (except when on Board of Education Buses)
  - b. When a student legally leaves the school premises during school hours
  - c. When a student absents him/herself from the school property during the regular day without authorization from a school official.
4. The ability of students between the age of sixteen and eighteen to obtain employment is limited by a combination of the company school attendance laws and statutory power granted to school superintendents to issue or to withhold age and schooling certificates. Work permits will be issued in accordance with the laws of the state of Ohio.

### **SCHOOL SPIRIT**

Responsibility for school spirit is shared by all who are a part of the school. One good way to help achieve a feeling of unity and purpose is to participate in school activities. Try to GIVE something and not expect the school always to give to you. School spirit may be divided into three categories:

1. COURTESY toward teachers, fellow students, students from other schools and officials of school athletic activities.
2. PRIDE in everything our school endeavors to accomplish and has accomplished.
3. SPORTSMANSHIP is the ability to win or lose gracefully. School spirit means loyalty to all functions of the school. Students are reminded that their behavior at school events is a reflection both of themselves and the entire school. A few bad actions can cause the whole school and community to get a bad name. In the excitement of a game one should not lose his sense of decency and courtesy. Cheering should concentrate on the positive matter of encouraging one's own team. Booing and other acts of negative behavior directed toward officials and/or opponents are never appropriate.

### **STUDENT FEES**

Some of the High School courses have established fees which cover expendable materials. Where materials are used and taken home by the student, it is necessary to charge students for the costs. Students should keep this in mind when electing courses of this nature. **All fees for the student body must be paid in full by October 1<sup>st</sup>. Second Semester fees are due by March 1<sup>st</sup>. After this date, students that have unpaid fees will not be permitted to participate in any school related activities, including all SPORTS, open gyms for winter sports, dances, class plays, non-academic field trips, marching band, etc. If a student is on reduced lunch they will pay 50% of the total amount of their fees. Students will not be permitted to participate in Graduation unless all fees and fines have been taken care of. Also transcripts will be held.**

**Material Fees-** Students enrolled in District schools are furnished basic textbooks without cost. However, a fee for consumable materials and supplies used in the instructional program is established at the beginning of each school year and may vary as the cost of materials and supplies fluctuates. Such fees are to be deposited to defray the cost of the materials and supplies. If a student is on free or reduced lunch through the food services, their fees will automatically be waived and/or reduced.

**Fines-** When school property, equipment or supplies are damaged, lost, or taken by individuals, a fine is assessed. The fine is reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries is subject to appropriate fines.

\*All fines collected are sent to the treasurers' office for deposit in the general fund.

**No diploma shall be delivered to a graduating senior nor shall any transcripts be made available to any student, graduate or to anyone requesting the same on his/her behalf until all fees and fines for that student have been paid in full. Students will be prohibited from participating in commencement exercises and senior end of year activities unless payment has been received by graduation practice day.**

### **STUDENT INFORMATION**

Student information such as name, address and telephone numbers are made available to colleges, the military, and school boosters. If you do not want your student's name released to any such organization, please notify the main office.

### **TEXT BOOKS**

Each student is supplied with necessary textbooks by the Jefferson Local Board of Education. These texts become your responsibility from the moment they are assigned. You are expected to take good care of the books issued to you and to return them at the end of the school year or when you withdraw from school. Workbooks which are required as part of the course are sold to

students at a specified cost. **Books that are lost or stolen from a locker are the responsibility of the student as are the cost(s) or replacement(s).**

### **USE OF FACILITY**

Outside of a regularly scheduled academic day or program open to the public, no student is permitted in the building unless requested by or under the direct supervision of a faculty member. Students entering the building prior to the morning admission bell are to go directly to the cafeteria before their first class. Students are not to loiter in the halls. At the end of the day, students are to go to their lockers and should then leave the building. Students participating in an extracurricular activity are to go to their lockers before reporting to their activity. All activities and meetings must be supervised by a staff sponsor.

### **VISITOR POLICY**

Visitors, including parents of students, must register in the main office and indicate their intended business. Visitors who refuse to observe this State law may be charged with trespassing. **Students are not permitted to bring friends to school as visitors. This includes visitations during the lunch periods.**

### **WITHDRAWAL FROM SCHOOL OR TRANSFER**

When a student intends to withdraw from school, he/she must report to the office on their last day in attendance. All books, fines, fees and chromebook must be turned in and taken care of or transcripts will not be forwarded to the new district. Please note that we CANNOT withdraw a student from West Jefferson Middle/High School until we receive a Request for Records from the new district.

### **CHROMEBOOK INITIATIVE**

Jefferson Local Schools has adopted a 1:1 Chromebook Initiative for grades 6-12. The Chromebook Handbook will be made available to all students and parents and will be available at any time online as well.

## **POLICY ON NON-DISCRIMINATION**

In accordance with federal and state law, it is the policy of the Jefferson Local Schools not to discriminate on the basis of race, color, national origin, ancestry, religion, age, sex, or disability in admission or access to, or treatment or employment in, any service, program, or activity sponsored by the Jefferson Local Schools. Inquiries or complaints regarding compliance with the policy or the non-discrimination requirements of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1975, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, or Title IX of the Education Amendments of 1972 should be directed to the Superintendent, 909 W. Main St., West Jefferson, OH 43162.

## **TITLE IX**

### ***Title IX Training:***

In compliance with the new Title IX Rule (effective August 14, 2020), Jefferson Local School District Title IX personnel (including "the coordinator, any investigator, any decision-maker, and any person who facilitates an informal resolution") are required to participate in training as follows:

### **Public School Works - Jefferson Local Schools**

#### ***Entire Staff Training:***

- (M-993) Title IX: Protecting Students and Employees From Sexual Harassment

Title IX Coordinator, Investigator, and Decision Makers:

- (M-995) Title IX: Additional Information For Coordinators, Investigators, and Decision-Makers
- (M-069) Title IX: How To Investigate and Adjudicate Formal Complaints
- (M-070) Title IX: Informal Resolution Process

**Contact Information:**

*Title IX Coordinator:* Mr. Matt Adams  
*Office Address:* 1 Roughrider Drive  
West Jefferson, Ohio 43162  
*Email:* [madams@westjeff.org](mailto:madams@westjeff.org)  
*Phone:* 614-879-7681 ext. 2301

**Links to Jefferson Local Schools Board Policies on Title IX:**

Responsibilities:  
Investigator: Curt Dennis  
Decision Maker: William Mullett  
Appeal Decision Maker: Mark Ingles

## SECTION II STUDENT ATTENDANCE

**ATTENDANCE POLICY**

Students are expected to attend classes regularly and to be on time in order to benefit maximally from the instructional program and to develop habits of punctuality, self-discipline and responsibility.

The Board of Education of the Jefferson Local School District has adopted a policy conforming to State law.

The following procedure will be used by the Jefferson Local School System:

1. Parent's Responsibility
  - a. Parent/Guardian is required to have on file at the school office the emergency/medical form with a current working telephone number (home, work, and neighbor) that can be used to contact a responsible party.
  - b. The school must be notified immediately of any telephone number changes in order to maintain accurate information in the event contact needs to be made for any reason.
2. Parental Procedures
  - a. **A parent must notify the school by 7:30 A.M. Give the student's name and reason for absence. If no reason is given it will be considered an unexcused absence. Attendance line is open 24 hours a day. Attendance line is 879-7681 ext. 3.**
3. School Responsibilities
  - a. A parent/guardian will be notified daily of the student's absence unless absence has been reported to the school previously.
  - b. A call will be made to the designated number on file in the office. If you want that number to be one other than home, please advise the office.
  - c. As soon as possible, the school will call the parent/guardian stating: "This is school calling to inform you that, according to our

attendance report for today, \_\_\_\_\_ student's name \_\_\_\_\_ is absent from school today.”

Once the student arrives at school, he/she assumes complete responsibility for being where he/she is supposed to be at the proper time. The school has the responsibility of encouraging class attendance and taking action if there is any deviation from the schedule and the parent has the responsibility of working with the student and the school to correct any problems that develop.

## **ALL ABSENCES ARE RECORDED, REGARDLESS OF THE REASON**

Ohio law states that pupils may be absent from school for the following reasons:

1. Personal Illness of student: The approving authority may require the certification of a physician if he/she deems it advisable.
2. Illness in the family: The absence under this condition shall not apply to children fourteen years of age.
3. Quarantine for contagious disease: The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
4. Death in the family: The absence arising from this situation is limited to a period of three days unless reasonable cause may be shown by the applicant child for a longer absence.
5. Needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only). Any absence arising because of this situation shall not extend for a longer period than that for which the parents or guardians were absent.
6. Observance of religious holidays: Any child of any religious faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed or belief.
7. An emergency or circumstances which, in good judgment of the superintendent of schools, or his designee constitute a good and sufficient cause for absence from school.
8. Traveling out of state to attend a Board approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours).

**Doctor's notes will be required after 65 hours of absences where doctor's notes have not been provided for previous absences. All excused or unexcused absences may be subject to the discretion of the Dean of Students.**

## **COLLEGE/WORK DAYS**

1. Students need to complete a College Visit form with parent's signature forty-eight hours prior to the planned day with the principal's approval.

## **TARDIES**

**Tardy to school**-Students will be counted tardy when they are not present at the designated beginning time for class or school. Students arriving late to school must come to the attendance office for a tardy slip. A tardy due to a medical appointment will not be counted against the student if the student provides written medical verification of the appointment. Tardies will be tracked under the total number of hours missed. The attendance office records a tardy no matter what the reason.

**Tardy to class**- Students are expected to be in class or study hall when the bell rings. The classroom teacher determines class tardiness and will be responsible for assigning detentions. Excessive tardiness will be reported to the principal and will result in stronger disciplinary measures.

**Habitual Truancy** is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 or more hours in a school year.

Habitual Truancy will result in the following process:

1. Notification of parents per ORC is at 38 hours in a month and/or 65 hours a year. The Jefferson Local School District will send letters home to notify parents.
2. Once a student meets 30 or more consecutive hours, 42 or more hours in a month, or 72 or more hours in a year without legitimate excuse the Intervention Attendance Team may schedule an intervention hearing in person or via phone conference.
3. If intervention is not successful and attendance does not improve in the 61day Intervention Plan the attendance officer will file a complaint with the Juvenile Court System.

### **Parent Notification and Truancy Prevention**

The Board directs the administration to develop intervention strategies that may include all of the following:

1. Provide a truancy intervention plan meeting.
2. Providing counseling for habitual truancy.
3. Take appropriate legal action.

### **IN-SCHOOL SUSPENSION**

Only building principals may assign a student to ISS. Students assigned to ISS may not leave the ISS room unless permission is granted. All work will be done and class credit will be received. Students are responsible for getting the work they missed while in ISS.

### **OUT-OF-SCHOOL SUSPENSIONS**

Students who are suspended out of school will be required to complete all assignments missed during their absence. A decision will be made by teachers and administrators as to whether credit will be granted for missed work. In some cases students will be able to make up major tests and/or projects that are given or due during the suspension.

### **LATE BUS**

Students whose bus is late should report to the office upon their arrival. This will eliminate their inadvertently being counted as absent or tardy.

### **ILLNESS AT SCHOOL**

Students are to report to the office if they become ill. In some cases a student will be sent home with permission from a parent or guardian. Parents and/or guardians must provide transportation

### **LEAVING SCHOOL GROUNDS DURING SCHOOL HOURS**

At no time is a student to leave unless the office has been notified.

### **LENGTH OF THE SCHOOL DAY**

Length of School Day:	7:25am – 2:30pm	
Arrival:	7:25 - 8:20	Tardy
	After 8:20	Time is figured by hours missed

### **MAKE-UP OF CLASS WORK**

There is no adequate way to make up for a class that is missed. When a student is absent, it is his/her responsibility to contact the teacher, on the day of return, make arrangements to make up assignments and tests. The time limit for make-up work shall be the number of days missed, but may not exceed two weeks unless an extension is requested in writing to the principal. Where absence is anticipated in advance, the student should arrange a procedure in advance for making up all assignments and tests.



## **PLANNED ABSENCE POLICY**

Absences are a detriment to academic performance. For this reason, parents and students are strongly urged to arrange for planned absences only when absolutely necessary. State law mandates full attendance of students for the number of days school is in session and places the responsibility for full attendance upon the student's parents/legal guardians. Requests for such planned absences are to be made only in cases of utmost necessity. The principal has the authority to approve or deny requests for all planned absences. Students with poor attendance records will not be approved.

Reasons for which students will be permitted to request planned absences are limited to the following:

1. Family vacation when a student is accompanied by parent(s) or legal guardian(s), a maximum of 30 hours (5 days).
2. Educational activities sponsored by an organization other than the school;
3. Circumstances other than those above which, in the judgment of the principal, acting as designee of the superintendent, constitute a just reason for missing school.

Applications for planned absence are available in the office and must be signed by an administrator. This must be done in advance of the planned absence and may be unexcused days if the form is not filled out and turned in **BEFORE** the student leaves.

## **SECTION III STUDENT CONDUCT**

### **DRIVING PRIVILEGES**

Students will be permitted to drive to school if they have a driving permit signed by their parents. There is a parking area in which student cars are to be parked until the end of the school day. Permit forms are available in the office. Driving to school is a privilege that is granted to those individuals who demonstrate a mature and responsible attitude and behavior. Misuses of this privilege will cause denial of the driving permit. All cars in the student parking lot must have an approved hang tag displayed at all times. All students must have liability insurance. A student who drives an automobile or motorcycle to school must park his or her vehicle in the student parking lot. The vehicles are not to be moved during the school day without office approval. All cars are to be parked so that the front ends face the side of the high school building. Parking in between rows is discourteous and creates a poor traffic flow. Parking in such a way as to block traffic is prohibited. The school is not responsible for damage or theft. Vehicles are to be kept locked. Vehicles are to be operated in a safe and responsible manner at all times. Speeding, "peeling out", etc. are forbidden. Students are not to ride in the bed of pickup trucks. If problems occur in the parking lot, driving privileges can be suspended.

### **Suspension of Driving Privileges:**

A student's driving privileges may be suspended if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

### **IN SCHOOL SUSPENSION GUIDELINES**

1. Students shall report to the ISS room after the homeroom period.
2. Each student must bring school work with him/her to keep busy for the remainder of the day. Students cannot leave the ISS room without permission from administrators.
3. Valid excuses to miss in school suspension may include personal illness or an approved emergency. Parents must call the high school (879-7681) before 8:00 a.m. on the assigned day.
4. It is recommended that students contact their teachers about getting any assignments so that they can do constructive work during the suspension. This should be done prior to the school day.

5. Students late or not in their assigned area will be assigned additional days of in-school suspension.
6. Students may be given a verbal warning for inappropriate behavior such as talking, passing materials, not keeping busy, or sleeping. Additional violations will result in additional in school suspension days assigned.
7. All regular school rules as printed in the student handbook are in effect. Any violations may result in additional days assigned.

### **DETENTIONS**

Detentions provide the administration an alternative method of discipline. They are assigned before or after school and transportation is the sole responsibility of the parent and/or student. Non-attendance at these sessions may result in an in school or out-of school suspension.

1. Detentions will be assigned by the teacher or administrator.
2. Teachers may hold their own detention hall (2 options)
  - a. 7:00 a.m. – 7:20 a.m. (20 minutes)
  - b. 2:30 p.m. – 3:30 p.m. (60 minutes)

Note: teachers can set their own “detention days”. These days can be a predetermined schedule or handled on an individual basis. The amount of time each student spends in detention is totally up to the teacher as long as it does not exceed the times listed above.

3. Administrative detentions may only be assigned by the administration. The detention will be monitored by an administrator and will be prior to school from 6:45 a.m. to 7:20 a.m.
4. The student will receive at least one-day notice to serve detention, unless mutually agreeable to serve detention on the same day it was assigned.
5. All teachers are to keep records of their detentions by filing away the detention slips. Note: If a student is sent to the office with a discipline referral from a class the administration may request the detention record of that particular student from that class be presented to the office. The administration will then determine the punishment, if any, being placed upon the student.
6. Missed detentions can be rescheduled by the teacher. If a teacher decides to fill out a discipline referral for a missed detention and turns in the referral the student may be assigned detention. If the student is absent from the detention assignment they may be assigned further disciplinary action. The parent/guardian will be contacted by the Dean of Students or Principal to notify them of the assigned disciplinary action.

### **DISCIPLINE POLICY**

To assure safety of students in school and to assure the orderly operation of the school program, the following acts can constitute just reason for suspension and possible expulsion from West Jefferson High School:

1. Disruptive behavior while under the influence of drugs, alcohol, or other intoxicants while on school premises.
2. Selling, or having for sale, any intoxicating or illegal substance while on the school premises.
3. Repeated school truancy
4. Repeated unexcused absence from school or class.
5. Striking an employee or damaging the property of any employee of the West Jefferson School District.
6. Committing aggravated assault or threat of physical harm.
7. Grand theft of school property or the personal property of others.
8. Malicious destruction of school property.
9. Possession of any weapons while on school property.
10. Using, selling, giving away, possessing and/or under the influence of alcoholic beverages, “look alike drugs”, or drugs, on school grounds or at school sponsored

activities. **The only exception would be a student who is taking medication that has been prescribed by a physician. In this instance, a parent/guardian must provide a form notifying the district of the need for this student to take this medication.**

11. Consistent refusal to do academic work.
12. Consistent failure to comply with school rules and regulations.
13. Consistent willful non-participation to take direction from school personnel.

The purpose of this high school is to teach students, thus, we cannot, and will not, tolerate behavior which makes it difficult or impossible to carry out that function. In the State of Ohio all teachers and administrators are defined by law as being **in loco parentis** (in the place of the parent), which gives them the same privileges and prerogatives with students as their parents would have in similar circumstances. Thus, each professional staff member of West Jefferson High School has the legal power, the right and responsibility to discipline students in a reasonable way. Teachers must have order and cooperation in order to carry out the activities of teaching. It is up to them, within the boundaries of the law of school policy, to determine how to achieve and maintain that order and cooperation.

The rules and regulations which follow are provided so that students can be well acquainted with the behavior expected of them. Read them and be thoroughly familiar with them.

### **STUDENT CONDUCT CODE (Required by House Bill 421)**

1. **Rights and Responsibilities-** Students attend West Jefferson High School under the direction of state law and with the full benefits of constitutional protection for their rights as citizens. They, therefore, can act, speak or behave as young citizens within a larger scope of options. This code, published in conformity with Section 3313.661 of the Ohio Revised Codes, specifies the school's expectations. **Students have a right to reasonable behavior from other students. Freedom carries with it responsibilities for all concerned.**
2. **Conduct Code-** A violation of any of the following may result in disciplinary action, detention, suspension, expulsion, removal from class, removal from extracurricular activities, removal from the premises, or any other action that may be deemed appropriate by the administration.
3. **Student Conduct (Zero Tolerance) -** Students are expected to conduct themselves in such a way that they respect and consider the rights of others. They are also expected to make a positive contribution to the overall school atmosphere. In addition, they are responsible for making a concerted effort to be successful in all school-related endeavors. Students of the district must conform to school regulations and accept safe and reasonable directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive or inappropriate behavior by its students.
4. **Gang and Gang Activity-** Jefferson Local School District recognizes a school must create a safe environment in which learning can take place. The presence of gangs and gang activity in the school disrupts the environment by threatening the safety of the students and staff in the school building and interfering with school and school activities. As a result of this belief, the Jefferson Local School District hereby prohibits all gangs and gang related activities from the school building and school property at all times. A gang is defined as two or more persons engaged in negative activity, behavior, dress or display which, when evaluated collectively, could denote a group which threatens the safe and orderly school environment. A gang includes any group whose purpose and practices include the commission of illegal acts, written graffiti, or any actions that interfere with safety or welfare of others or disrupts the rights of students to learn.

All penalties are intended as guidelines in administering firm but fair punishment for unacceptable behavior. The Principal/Dean of Students are expected to exercise discretion in situations involving extenuating circumstances.

## **RULES OF DISCIPLINE**

### **RULE 1**

**Disruption of school-** A student shall not, by use of force, violence, extortion, coercion or threat, cause disruption or obstruction to the carrying out of the normal school day.

Some examples of disruption, while not intended to comprise an exclusive list, illustrates the types of offenses which are considered unacceptable:

1. Occupying the school building, school grounds or impeding free traffic to and from school with the intent to deprive others of proper use.
2. Setting fire to or damaging any part of the school building or property.
3. Setting false alarms of any nature.
4. Firing, displaying or threatening use of explosives (including fireworks, smoke, and stink bombs) on school premises for any unauthorized or unlawful purpose.
5. Continuously and intentionally acting in any manner which interferes with the teacher's ability to conduct class
6. Engaging in conduct which would reasonably be certain to cause disruption of school functions. (Examples: strikes, walkouts, sit-downs, unusual dress, sexual assaults, acts or gestures, and unsportsmanship-like behavior and/or unacceptable behavior at games and assemblies).

### **RULE 2**

**Damage of school or private property-** A student shall not cause, or attempt to cause damage to school property, including trees, landscaping, fences, lockers, athletic facilities, buildings, desks, lighting fixtures, heating and air conditioning fixtures, chairs, tables, doors, windows, plumbing fixtures, instructional materials, etc. A student shall not cause or attempt to cause damage to, private property on school premises, during the school day, or during a school activity, or during a school function or event off school grounds. This would include, but not limited to, an act of arson, burglary, explosives that may be used to cause damage to property or at school-sponsored events. Restitution must be made if damage is caused by a student.

### **COMPENSATION/AMENDS REQUIRED**

Reimbursement will be required when a student is involved in any action which causes damage to public property or personal property of other students or employees. This reimbursement is necessary also in the case of theft. In the normal act of providing compensation as a result of unacceptable behavior, an apology to the offended party is recommended. In addition, any state or federal offense committed while on school premises and/or during events and functions under the school supervision/jurisdiction may be prosecuted through the courts.

### **RULE 3**

**Assault-** A student shall not cause physical injury or behave in such a way which could threaten or cause physical injury to school staff, other students or visitors, while under the jurisdiction of the school. This would include unlawful interference with school authorities and/or unlawful intimidation of school authorities, this could include, but not limited to, verbal or written physical threats directed toward students, school personnel, school property and personal property.

### **RULE 4**

**Dangerous Weapons and/or Instruments-**A student shall not possess, handle, transmit or conceal any object which might be considered as a dangerous weapon or instrument of violence. For example, (but not limited to), guns, clubs, knives, brass knuckles or explosives of any kind, including fireworks.

## **RULE 5**

**Narcotics, Alcoholic Beverages and/or Drugs-** A student shall not possess, use, transmit, conceal or be under the influence of any alcoholic beverage, dangerous drug(s), marijuana, narcotic paraphernalia, or mind-altering substance(s). It is also now a criminal offense to make, possess, sell or offer to sell, or deliver counterfeit (look-alike) drugs or controlled substances.

## **RULE 6**

**Tobacco-** National health officials, state legislature and local school authorities have recognized the danger of the use of tobacco products. Therefore, NO student shall be permitted to use or possess any type of tobacco, in any form (snuff, pipes, juuling, vape, chewing tobacco, cigarettes, e-cigarettes and/or cigars) in any school building or on any school property, including extracurricular events, at home or away. Possession of lighters and tobacco pouches will be considered a violation of this policy and such items will be confiscated. For clarity, possession of, or holding of, any form of tobacco, is the same thing as using tobacco. Lookouts for tobacco users are considered in violation of Rule 7 and may also be suspended.

## **RULE 7**

**Insubordination-** A student shall not fail to comply with the directions of a teacher, student teacher aide, substitute teacher, principal, secretary, cafeteria worker, custodian, bus driver, or other authorized school personnel. Repeated violations of any minor rule, directive or disciplinary action shall constitute insubordination. This does include refusal to accept discipline and refusal to do class work and to identify yourself. In addition, students may be subject to school discipline for any harassment, coercion, vandalism, physical abuse, or other disruptive behavior towards school personnel.

Any failure to act as a reasonable person under the circumstances involved is insubordination. Examples include, but are not limited to, forgery, gambling, cheating, loitering in the restrooms, using the telephone without permission, being a look-out for another person who is breaking or intends to break a school rule; being out of your proper area without a hall pass, failure to wear a seat belt, cutting cafeteria lines, not returning trays, creating excessive noise in cafeteria or class and/or hall, street shoes being worn on gym floor, abuse of gym bleachers or stage, spitting on floors, improper placement of chewing gum, forgery of another's name, the use of water guns, water balloons or similar items.

## **RULE 8**

**Profanity and/or Obscene Language-** A student shall not use profanity or obscene language, either written or verbal, in communicating with anyone. Included in this prohibition are obscene gestures, signs, pictures and/or publications. Any obscene materials brought to school will be confiscated and destroyed.

## **RULE 9**

**Tuancy-**A student's absence from school without authorization and parental consent is considered truancy. Excuses from school must meet conditions set down by the State Board of Education, as outlined in the Attendance Policy. Being absent from classes without permission is also considered truancy. Any student failing to attend class as required and not reporting to his/her teacher or failing to report to the office when assigned will be marked as absent. Appropriate punishment will be administered.

1. It is not permissible for a teacher to "pull" a student from another teacher's class for use in their own class.
2. An excused tardy absence from class does not excuse a pupil from the work missed. The make-up work must be completed within a reasonable time (usually within 24 hours). An "F" should be given for all work not completed.

## **RULE 10**

**Theft, Larceny and Robbery-** A student shall not take or attempt to take into possession, any public property or equipment belonging to the school district or the personal property of another.

## **RULE 11**

**Frightening, Degrading and Disgraceful Acts-** A student shall not engage in any action which frightens, degrades, disgraces, or tends to frighten, degrade or disgrace anyone, by written or verbal means, or through malicious mischief.

## **RULE 12**

**Transportation-** Bus- ALL students are expected to abide by the rules of conduct established for the use of bus transportation. These rules apply to regularly scheduled bus runs, and all extracurricular activities and field trips, including athletic transportation. All regular school rules are in effect, plus any special rules such as that all parts of the body (head, arms, etc.) must be kept inside the bus windows and that nothing shall ever be thrown out of a bus window. The rear door of the bus is never to be used as an exit, except in emergencies. Students shall follow any additional rules set forth by the bus driver.

## **RULE 13**

**Minor Misconduct-** Continuous violation of minor classroom or school rules will lead to a possible suspension. Minor offenses include dress code, hazing, running, shouting, pushing, being out of your seat, boisterous behavior, PUBLIC DISPLAYS OF AFFECTION (PDA'S) OBVIOUS DISPLAY OF AFFECTION BEYOND HOLDING HANDS, and the addressing of a staff member by other than Ms., Miss, Mrs., Mr., Coach and Sir.

## **RULE 14**

**Uncooperative Adults, Parents, Guardians, and/or Trespassers on School Property-** Interference by any person with the lawful execution of school responsibilities in school matters, shall be grounds for criminal action. Any of these problems will result in disciplinary action from the administration.

## **RULE 15**

**Fighting-** Student fights have a profound effect on both the participants and on the total school atmosphere. A fight between individuals over a personal grievance and not directly involving other students is typical of most fights occurring in school. This type of fight usually has some type of provocation or a prior personal grievance between the parties. An individual whose deliberate behavior directly leads to a fight between other parties shall be considered a participant. If it can be clearly established that a student in a fight was merely defending himself/herself, he/she will receive a lesser or no penalty depending on the circumstances.

## **RULE 16**

**Dishonesty-**plagiarizing, copying homework or cheating on a test/exam will result in an "F" on the assignment or test. Repeat violations will result in an "F" for the 9-week grading period. Blatant cases of dishonesty, (lying, cheating, plagiarizing, extortion, bribery, forgery and theft) will not be tolerated. Staff has been instructed to report all such cases. These negative actions may result in:

1. Failing grade(s)
2. Parental notification
3. Possible counseling and/or psychological assistance/recommendations
4. Suspension
5. Criminal actions when warranted in most serious cases

## **RULE 17**

### **Bullying & Hazing (Harassment, Intimidation and Dating Violence)**

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

### **School Personnel Responsibilities and Complaint Procedures**

Hazing, bullying, behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing, bullying and/or dating violence means an intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any district owned or operated communication tools, including but not limited to district e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors; Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. Physical violence and/or attacks;
2. Threats, taunts, and intimidation through words and/or gestures
3. Extortion, damage or stealing of money and/or possessions
4. Exclusion from the peer group or spreading rumors;
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as bullying such as the following:
  - a. posting slurs on websites, social networking sites, blogs or personal online journals;
  - b. sending abusive or threatening-mails, website postings or comments and instant messages
  - c. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
  - d. using websites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. Excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

### **PENALTY GUIDELINES**

Key:	D	-	Detention
	OSS	-	Out of School Suspension
	ISS	-	In School Suspension

### **ANY STEP MAY BE WAIVED BY THE ADMINISTRATOR**

#### 1. Arson

Fire in Building- 10 day OSS and Expulsion Recommendation

Open Flame- 5-10 day OSS, Expulsion Recommendation

Open Flame to Clothing- 10 day OSS, Expulsion Recommendation

2. Assault  
Step 1- 10 day OSS with recommendation for expulsion
3. Assault on School Employee  
Penalty- 10 day OSS, recommend expulsion (Police may be involved)
4. Disruption of School  
Penalty- 10 day OSS with recommendation for expulsion
5. Disruption of Class  
Step 1- Removal from class for the period  
**NOTE: ANY STEP MAY BE WAIVED BY THE ADMINISTRATOR.**
6. Extortion/Intimidation  
Step 1- 5 OSS- Parent Conference  
Step 2- 10 OSS with recommendation for expulsion
7. Failure to Follow Reasonable Rules/Insubordination  
Step 1- 1 ISS OR 1 OSS  
Step 2- 3 ISS OR 3 OSS  
Step 3- 5 OSS  
Step 4- 10 OSS
8. False Alarms (Fire/911/Bomb)  
Step 1- 10 OSS  
Recommend for Expulsion  
Referral to Civil Authorities
9. Fraudulent Signatures /Improper Uses of Passes and Notes  
Step 1- 3 days OSS (1 with parent conference)  
Step 2- 3 OSS  
Step 3- 10 OSS with recommendation for expulsion
10. Fight  
Step 1- 3 OSS  
Step 2- 5 OSS  
Step 3- 10 day OSS with recommendation for expulsion  
**NOTE: ANY STEP MAY BE WAIVED BY THE ADMINISTRATOR**
11. Gambling/Card Playing  
Penalty- Cards or other gambling devices will be confiscated  
Step 1- Warning/Confiscation  
Step 2- 3 ASD/1 SS
12. Harassment/Bullying/Degrading or Disgraceful acts  
Step 1- Administrative Detention or ISS and Parent Contact  
Step 2- OSS as determined by Administration  
Step 3- 10 day OSS and recommendation for expulsion  
**NOTE: ANY STEP MAY BE WAIVED BY THE ADMINISTRATOR**
13. Inappropriate Dress and Appearance  
Penalty- A call to parents should be made and the student sent home to correct and change the apparel or style which is objectionable. Multiple problems will result in after school detention. The time missed from school is unexcused.  
Interference with Authority  
Step 1- 3 day OSS  
Step 2- 5 day OSS  
Step 3- 10-day suspension with the recommendation for expulsion  
**NOTE: ANY STEP MAY BE WAIVED BY THE ADMINISTRATOR**
14. Leaving School Premises without permission  
Penalty- See Truancy
15. Narcotics, Alcoholic Beverages, and Stimulant Drugs  
Includes counterfeit, look-alikes, drug paraphernalia, instruments, or under the influence



Step 1- 10 day OSS with recommendation for expulsion. However, with the agreement to a CAC assessment and a commitment to follow their recommendation, the student may return to school at any time after three days at the discretion of the principal.

Based on the circumstances, police may be contacted.

Step 2- 10 day OSS with expulsion

All sellers and distributors are started at Step 2, Police called.

16. Not attending Detention

Step 1- ISS

Profanity and Abusive Language to Teachers and School Employees

Step 1- 3 day OSS

Step 2- 5 day OSS

Step 3- 10 day OSS with possible recommendation for expulsion

17. Profanity, Obscene Language/Gestures

Step 1- 3 ASD

Step 2- 1 day OSS

Step 3- 2 day OSS

Step 4- 3 day OSS

18. Running from a School Employee/Refusal to Identify Self or Falsely Identifying Self

Step 1- 3 OSS

Step 2- 5 OSS

Step 3- 10 OSS

19. Sexual Harassment

Step 1- OSS at determined by administrator based on severity of harassment

20. Sexual Imposition- Sexual contact with another person against that person's will.

Step 1- 10 OSS with recommendation for expulsion

NOTE: ANY STEP MAY BE WAIVED BY THE ADMINISTRATOR

21. School Bus/Transportation Problems

Disciplinary action based on infraction and write up of the bus driver.

NOTE: Destruction of property, tobacco, fighting, profanity, and abusive language and assault shall be handled according to regular school disciplinary procedure. Any step may be waived.

22. Threat made on School Personnel/Property

Step 1- 5 OSS Conference

Step 2- 10 OSS with possible recommendation for expulsion

NOTE: ANY STEP MAY BE WAIVED BY THE ADMINISTRATOR

23. Theft/Attempted Theft/Receiving Stolen Property/Breaking and Entering

Step 1- 5 OSS, restitution if applicable

Step 2- 10 OSS, restitution if applicable plus recommendation for expulsion.

NOTE: In all cases of theft, the complainant (one whose property was taken) has the right to file charges against the offender. Also, in all cases of theft, any step may be waived.

24. Tobacco (Use or Possession)

Step 1- 1 OSS

Step 2- 3 OSS

Step 3- 5 OSS

Step 4- 10 OSS with expulsion recommendation

NOTE: ANY STEP MAY BE WAIVED BY THE ADMINISTRATOR

25. Truancy Out-of-School- All day or any part of (Off School Grounds)

Step 1- 1 ISS

Step 2- 2 ISS

Step 3- 3 ISS Meet with Truant Officer

Step 4- File truancy with the courts

NOTE: ANY STEP MAY BE WAIVED BY THE ADMINISTRATOR

26. Truancy In-School (Class skipping, out of assigned area)

Step 1- Detention

**NOTE:** ANY STEP MAY BE WAIVED BY THE ADMINISTRATOR

27. Vandalism/Destruction of Property

Step 1- 3 OSS, restitution

Step 2- 5 OSS, restitution

Step 3- 10 OSS, restitution plus recommendation for expulsion

**NOTE:** ANY STEP MAY BE WAIVED BY THE ADMINISTRATOR

28. Weapons and Dangerous Instruments

Step 1- 10 OSS

Recommend for expulsion (may recommend 80 days expulsion)

Confiscation

30. Tardies to Class

Step 1- Warning

Step 2- 1 Teacher assigned detention

Step 3- 1 Teacher assigned detention

Step 4- 1 Teacher assigned detention

At the end of each 9 week grading period, the student's tardy record will return to 0.

**RIGHT TO APPEAL**

In all cases, the student shall be granted due process. He/she always has all of the rights of appeal (such as to the Assistant Principal, Principal, Superintendent, School Board) and to be represented in the appeal by a person of the student and his/her family's choice. You must notify us immediately if you wish to appeal. Even if you appeal suspension, you will still be suspended. The appeal process should take no longer than five school days. If the suspension is not confirmed you will not be suspended for the said violation, and all work can be made up for full credit.

**DRESS CODE**

Students are expected to wear appropriate apparel that is tasteful, clean, neat, and modest. Clothing may not jeopardize the health or safety of the students. School standards will be in effect for all school days and field trips unless prior approvals for exceptions are granted. Any clothing or dress-style that distracts or disrupts the normal learning atmosphere will not be permitted.

Following are guidelines for students:

1. Hair should be kept clean and well-groomed.
2. Shorts will be no shorter than finger-tip length when arms are held down to side. Boxer, spandex, biker and gym shorts are not acceptable. Shorts with pictures or writing across the seat are not acceptable.
3. Yoga pants/leggings may be worn if tops are long enough to cover your rear-end.
4. Dresses and skirts that are too short are not acceptable. They must be no shorter than finger-tip length when arms are held down to the side.
5. Clothing should be so constructed and worn in such a manner that is not unduly revealing nor should clothing be worn so that undergarments are revealed. Halter-tops, racer back tops, tube tops, tank tops, vest shirts, muscle shirts, or other garments of this nature are not permitted. For girls, sleeveless tops are permitted only if the garments are purchased as sleeveless. Boys are prohibited from wearing sleeveless shirts except for physical education/weightlifting. All tops must come down over the top of the pants/shorts/skirts, etc. No bare midsection or back should be revealed when arms are stretched overhead.
6. Pants must fit around the waist and be free of holes/tears above pockets. Sagging pants or pants with pictures or writing across the seat are not acceptable.
7. Hats, caps, scarves, and bandannas are not permitted, (unless for a recognized religious belief).

8. Obscene, immoral, sexually suggestive, or misleading writing or patches on clothing is not allowed. Articles of clothing or jewelry associated with alcoholic beverages, tobacco, drugs or other activities illegal to students are not to be worn on clothing or jewelry. Buttons with misleading or offensive material are not to be worn.
9. Undergarments must be worn at all times.
10. Outdoor apparel worn inside is not acceptable unless otherwise stated.
11. Students may not wear any items or apparel that could be injurious to themselves or others including spikes, wallet chains, neck collars, and heavy chained necklaces.
12. Sunglasses may not be worn in the school building at any time. (unless under Doctor's orders)
13. No pajama type apparel is to be worn.
14. When students attend award programs for academic and athletic reasons, they should dress properly.
15. It is within the province of the building principal to adjust any requirements, which in his/her opinion would be in the best interest of the school.

### **REMOVAL OF STUDENT FROM SCHOOL PREMISES/CLASSROOM**

A student may be removed from a particular class if he/she poses a threat of continued disruption to the academic process. A teacher may initiate an emergency removal of a pupil from curricular or extracurricular activities by sending the pupil to the principal's office. As soon as possible after making such a removal, the teacher will submit to the principal, in writing, the reasons for such action. Only the principal, assistant principal or the superintendent may remove a pupil from school premises. A hearing shall be held in accordance with procedures established for suspension except that the hearing shall take place within seventy-two hours of the initial removal. If it is probable that the pupil may be subject to exclusion, the hearing shall be held in accordance with procedures established for expulsion except that the hearing will take place within seventy-two hours of the initial removal. The individual, who ordered, caused or requested the removal to be made, shall be present at the hearing.

If a student is removed from curricular or extracurricular activities or from the school premises under this section and the student is reinstated prior to a hearing, the teacher and/or persons initiating the emergency removal of the pupil may request reasons for the pupil's reinstatement in writing.

### **GYMNASIUM**

1. During the day, the gym is a regular classroom and is to be treated as such. Students not assigned to a class in the gym are not to be there.
2. Physical Education classes should report to the locker room through the main gymnasium doors. Students should remain inside the gymnasium until the bell rings to be dismissed.
3. Hard soled shoes are not to be worn on the gym courts.
4. The gym bleachers are not to be moved by anyone except those people properly oriented and responsible for their operation and care.
5. Anyone attempting to climb the bleachers when they are closed or misuse the bleachers or the gym in any way will be dealt with accordingly.
6. Students must be supervised at all times in the gym, locker room, and weight room.

### **HALL PASSES**

All students in the halls during class periods must have a permit slip or teacher hall pass signed by a faculty member and show it immediately and courteously to staff members upon request. If there is a problem, students will lose hall pass privileges. Any student in the halls found to be without such a permit slip or teacher hall pass, will be returned to class by the staff member who discovers that the student does not have the permit slip. All permit slips must be returned to the teacher who issued them upon returning to class. Leaving class or study hall without permission and without the pupil permit slip could be considered class truancy.

## HALLWAYS

Students are to change classes in an orderly fashion with a minimum of talking, shouting and running. Use of profanity in the hallways will not be tolerated.

## MERCHANDISE SOLD AT SCHOOL

Any merchandise sold at school must be approved by the office.

## WRITTEN/VERBAL AND SYMBOLIC EXPRESSION

In expressing their ideas through editing, publishing or distributing written material at school, students must assume the responsibility for the material and expression. A student may be subject to discipline for breach of reasonable standards of free speech and journalism such as libel, obscenity or intentional distortion of the facts. Authorship shall be disclosed and opinions shall be identified as such.

Students shall have access to specified bulletin boards and/or areas for the posting of notices or communications concerning school activities or matters of general interest to students. Only cheerleading-type tape is to be used. Posted notices shall be subject to size limitations, shall be dated and disclose the sponsoring individual organization. Notices which are in violation of any applicable restriction or which are outdated, or have been posted more than ten days may be removed by school authorities. Distribution of materials will take place only prior to and after school, during lunch or homeroom period and only in designated areas, unless operational arrangements are approved. Students distributing such materials are requested to assist in the removal of all litter produced as a result of the distribution. Expressions of personal points of view shall not interfere with the freedom of others to express themselves or with the education process. All posted materials must be approved in advance by the administration.

## SEARCH AND SEIZURE

The Jefferson Local Schools, or its designee, reserves the right to search the lockers, desks, and person and personal belongings of a student on school grounds or at any school activity when it is reasonably necessary for the maintenance of order, discipline and safety and in the supervision and education of students. **Students need to be advised that their lockers, desks, cars and personal belongings will be subject to search for contraband and harmful and dangerous substances.** This may be done with local or state police. Specially trained police dogs may be used on occasion as a preventative measure, to assure all concerned that illegal drugs are not being housed on school property. The utilization of these dogs is part of an overall plan and has prior approval of the Superintendent of Schools. A more intrusive search, as a student's person, should be based on a higher standard than for a less intrusive search of a locker or other area, or of personal belongings. If a person is to be searched in this manner, either parental permission will be asked for or the proper authorities will be brought into the search.

## DEALING WITH SUSPECTED CHEMICAL DEPENDENCY

The Board of Education believes that education offers the most effective means to communicate and remediate the hazards of this potentially life-threatening problem. All employees within the school system are expected to take an active role in reducing or eliminating the threat posed by the presence and use of controlled substances through the implementation of preventative measures and through intervention with the possession, use, sale or distribution of controlled substances has become apparent.

**Prevention-** All employees of the school system are expected to aid in the prevention of student possession and use of controlled substances. Prevention is best accomplished by seeking to foster student self-esteem and morale as well as by developing and enhancing the ability to make sound life decisions. It is also the intent to educate the students and community members with regard to the symptoms and effects of controlled substances. Each employee will therefore familiarize

himself/herself with the following available resources in assisting in the prevention of the use of controlled substances.

1. Student support services in the school system, such as counselors, psychologists.
2. Programs designed to support behavioral change(s) of students who are in recovery of substance abuse, or who are having difficulty in coping with life situations.
3. Peer groups or programs designed to provide students with the knowledge and training needed to deal with substance abuse problems which may exist in the school or community setting.
4. School experiences designed to provide students with feelings of success, accomplishment, enhanced self-esteem and increased decision making capabilities.
5. Educational programs for students, staff, parents and the community to provide awareness of the signs, symptoms and the effects of the use of controlled substances.

**Intervention-** The Board of Education prohibits the use, possession, sale or distribution of controlled substances by students except for supervised prescribed medications taken pursuant to the instructions of a licensed physician.

The First Step in the Intervention Process is the identification of students who may be affected by their own use, possession, sale or distribution of controlled substances, or by that of others in the school community. All employees of the school system shall report any circumstances which they believe to be indicative of the use, sale, possession or distribution of controlled substances to the principal of the building in which the student is enrolled. Sources of information relating to these suspicious circumstances include:

1. Communications with the student's family.
2. Observations/documentation by administrators, teachers, counselors or other school staff members.
3. Admissions by the student or by his peers.
4. The results of the evaluations performed by community agencies specializing in treatment of problems related to controlled substances.

When school authorities become aware of the actual use, possession, sale or distribution of controlled substances, the following procedures shall be enforced:

1. Sale of Distribution of Controlled Substances
  - a. The principal will contact the parent(s)/guardian(s) of the student.
  - b. The principal must notify the local police department and submit all evidence and other pertinent information.
  - c. The principal will recommend to the superintendent that the student be expelled.
2. Possession, Use or Receipt of Controlled Substance(s)
  - a. The principal will contact the parent(s)/guardian(s) of the student.
  - b. The principal has the discretion to provide a warning on the first infraction depending on the circumstances surrounding the incident.
  - c. The principal may notify the local police department, other appropriate authorities and the superintendent to determine legal ramifications of the incident.
  - d. The student may be suspended for up to ten days in accordance with procedures identified in the Student Behavior Policy.
  - e. Students may elect to be involved in support groups (substance abuse, co-dependent groups, recovery groups, etc.), or undergo a professionally controlled substance dependency appraisal, and/or begin rehabilitation.
  - f. Controlled substance dependency evaluations and rehabilitation programs shall be conducted by agencies or persons who are recognized authorities in this field, and at the expense of the student's parent(s)/guardian(s).
  - g. When a student is willing to have a professional dependency evaluation:
    - i. The parent(s)/guardian(s) of the student shall notify the school principal that the student has made contact with and is willing to comply with the

- evaluation and treatment process. (An Assessment Contract must be completed by a complying organization and returned to school.)
- ii. Students who refuse evaluations or who terminate such treatment or attendance at a support group before successful completion may be suspended for the remainder of the original suspension.
  - iii. Students who are in an outpatient treatment service should attend school during this period.

**Repeated Offenses of Use, Possession or Receipt of Controlled Substances:**

1. Parent(s)/Guardian(s), the local police department and /or other authorities will be notified regarding the student’s repeated use and/or possession of controlled substances.
2. Any repeated offenses shall be reviewed in the context of the student’s age, maturity and history of behavior since the first offense.

**SUSPENSION FROM TOLLES TECHNICAL CENTER**

The suspension of a West Jefferson High School student attending the Tolles Technical Center shall also constitute suspension from the home high school.

**ELECTRONIC DEVICES**

Cell phones, digital cameras, ipods, laptops, tablets, etc. may be used at the discretion of teachers in their classrooms and at the discretion of building administration. Using these devices at times other than when permission is granted may result in disciplinary action.

- |                            |   |
|----------------------------|---|
| 1st violation-             | Warning   |
| 2nd violation -            | A student will receive an administrative lunch detention  |
| 3rd violation-             | A student will receive an administrative lunch detention  |
| 4 <sup>th</sup> violation- | Will result in an AM administrative detention   |
| 5 <sup>th</sup> violation- | will result in an AM administrative detention and loss of ability to have the cell phone on their person at school during school hours. The student will be given back cell phone privileges at the end of the grading period in which the violations occurred. |

**SECTION IV  
ACADEMIC INFORMATION**

**Grading Scale**

- 90-100 **A**  
 80-89 **B**  
 70-79 **C**  
 60-69 **D**  
 Below 59 **F**

**REGARDING GRADES**

The Jefferson Local Board of Education has adopted for the district grading and reporting periods consisting of two semesters divided into two nine-week periods for each semester. Grade reports will be available online to all students at the end of each nine-week grading period. Interim reports will be available online by the teacher’s mid-way through each grading period in order to keep parents informed of their student’s progress.

Parent-Teacher conferences are scheduled twice during the course of the school year. The first is held shortly after the first grading period and the second shortly after the third grading period. Although conferences are scheduled for two nights during the year, parents are welcome and encouraged to contact teachers anytime. Conferences may be arranged by calling 879-7681.

**Techniques of evaluation** are an integral part of a teacher's training and a teacher may use any fair and valid method of arriving at a student's grade for a grading period. Official records, final averages for given periods, grade cards, permanent records, etc.; will show only the letter grade. **Semester Exams-** When semester exams are not given; a final grade will be determined by averaging appropriate nine-week averages. The minimum requirement for a course is that the student has at least a "D" average which is a 60% average. When semester exams are given, a final grade will be determined by doubling the appropriate nine-week averages and adding on the exam grades.

### **WEIGHTED COURSES**

For the purposes of calculating GPA for college admission and scholarship applications, a student's GPA will be weighted on a 5.0 scale when he/she takes the following courses:

AP Government	CCPLUS Courses
<del>AP English Language and Composition</del>	<del>AP English Literature and Composition</del>
AP Calculus	Physics
AP Chemistry	AP Statistics

Additional/Future weighted courses may be added as determined by the administration. Students' Grades will be weighted using the following scale:

A=5.0  
B=4.0  
C=3.0  
D=1.0  
F=0.0

A student must earn a C or higher in the class to receive the weighted grade.

### **SENIOR FINAL EXAM RELEASE REQUIREMENT**

1. B (2.5) average by the end of the fourth grading period in the class.
2. 10 hours of school or community service during their Senior year verified through the Guidance Office (5 hours must be at the high school).
3. No disciplinary action that results in out of school suspension

### **GRADING SPECIFICS**

1. Plus and minuses are not to be used for nine week, semester or year-end grades.
2. When a student's grades average out half-way between a grade level (1.5, 2.5, 3.5) for all four nine week grading periods and exams the student will receive the higher letter grade. There will be no discretionary decision made on this issue.
3. Please remember that if a student fails to make up work required by a teacher, regardless of her/his grades, or for a reason of absence(s), the student will fail the course because they have failed to complete the course. The timeline to make up the course will be established by the teacher. Not to exceed two weeks after return to school unless an extension is granted in writing by the principal.
4. A student must take an exam (other than exempt senior) to complete a course (exemptions may be granted by the principal).

### **INCOMPLETES**

If a student earns an INCOMPLETE, the student will have FIVE (5) days to complete the missing work or the grade will be changed to an F.

### **GRADUATION**

The following includes a summary of the information basic to the requirements for a high school diploma. A list of subjects that are required and must be passed by each student is included.

Students are required to take those subjects necessary to complete twenty-one academic credits.

Required subjects include:

Total Required: 21= credits

4 - English 9, 10, 11, and 12

4 – Math

3 - Science;

3 - Social Studies;

½ - Health;

½ - Physical Education (unless waiver granted)

5 – Electives (Personal Finance – 0.5 credits)

1 Fine Art/Performing Arts

### **COMMENCEMENT**

All requirements for graduation must be completed one week prior to go through the graduation ceremony.

Students who choose not to participate in the commencement exercises will be excused with a written request to the high school administration and may pick their diploma up in the high school office after graduation.

### **TOLLES CAREER AND TECHNICAL CENTER**

Tolles Career and Technical Center provides many paths to learning by offering hands-on and individualized educational environments. As an Ohio career-technical school of choice, Tolles offers program areas in addition to rigorous academics and the opportunity to earn dual enrollment credit from local two and four year colleges and universities. For more information, please visit the Tolles website at: [www.tollestech.com](http://www.tollestech.com).

### **STATE BOARD OF EDUCATION APPROVED CRITERIA FOR DIPLOMA WITH HONORS**

Each school district shall award the *Diploma with Honors* to any graduating student who meets the criteria for honors provided below.

#### **Honors Diploma Requirements.**

To complete the *college preparatory curriculum* in high school the student shall meet at least seven of the following eight criteria:

1. Earn four units of English
2. Earn at least four units of mathematics which shall include algebra I, algebra II, geometry and another high level course or a four-year sequence of courses which contains equivalent content.
3. Earn at least four units of science including two units of advanced science (Anatomy, Chemistry, AP Chemistry, or Physics)
4. Earn four units of social studies
5. Earn three units of world languages (must include no less than two units for which credit is sought), i.e., three units of one world language or two units of two different languages.
6. Earn one unit of fine arts.
7. Maintain an overall high school grade point average of at least 3.5 on an unweighted 4.0 scale.
8. Obtain a composite score of 27 of the American college testing services' assessment (excluding optional writing test) or a score of 1280 on the College Board's SAT verbal and mathematics sections (excluding the required writing section).

To complete the *Career Technical Education Pathway students'* shall meet at seven of the following eight criteria:

1. Earn four units of English



2. Earn at least four units of mathematics, which shall include algebra, I, algebra II, geometry and another higher-level course or a four-year sequence of courses that contains equivalent content.
3. Earn at least four units of science including two units of advanced science
4. Earn four units of social studies
5. Earn four units in a career-technical education program that leads to an industry-recognized credential, results in an apprenticeship or is part of an articulated career pathway, which can lead to post secondary credit. If the student's program design does not provide for any of these outcomes, then the student must achieve the proficiency benchmark established for the applicable Ohio career-technical competency assessment or the equivalent.
6. Achieve proficiency benchmark established for appropriate Ohio Career-Technical Competency Assessment or equivalent assessment aligned with state-approved and industry related validated technical standards
7. Maintain an overall high school grade point average of at least 3.5 on an unweighted 4.0 scale.
8. Obtain a composite score of 27 of the American college testing services' assessment (excluding optional writing test) or a score of 1280 on the College Board's SAT verbal and mathematics sections (excluding the required writing section).

### **VALEDICTORIAN**

The Valedictorian status will be calculated after 3 years and at the end of the third nine-weeks grading period of their senior year. The student(s) with the highest GPA on an unweighted 4.0 scale on an administrative approved schedule will be considered valedictorian(s).

### **SALUTATORIAN**

The salutatorian status will be calculated after 3 years and at the end of the third nine-weeks grading period of their senior year. The student(s) with the second highest GPA on an unweighted 4.0 scale on an administrative approved schedule will be considered salutatorian (s).

### **VALEDICTORIAN/SALUTATORIAN APPROVED SCHEDULES**

Approved schedules must include AP Government, Honors English 12 or CCP English ~~AP English Language or AP English Literature~~, AP Calculus or AP Statistics and AP Chemistry or Physics. In essence, the valedictorian/salutatorian will take the highest level course offered in each core subject area.

### **HIGH SCHOOL CREDIT**

Middle School students who take high school courses for credit must understand the grade will be included in their high school GPA.

### **DROPPING/CHANGING COURSES**

Dropping and/or changing of courses may take place within the first two weeks of a new school year for full-year courses, or during the first week of the second semester for a semester course. This can be done without penalty if the student, parent/legal guardian, faculty member involved, counselor and principal are in agreement (During Drop Period). Any drop/change after this period will result in an "F" with no credit being placed on the permanent record. Principal may determine extraneous circumstances. There will not be schedule changes on the first day of school. If you play sports, make sure you are still eligible according to OHSAA eligibility by-laws.

### **HONORS**

Honors students may not advance in the sequence without a "B" average; however, the exception may be made by teacher recommendation.

## **INTERIM REPORTS**

During the middle of each grading period, teachers are to fill out interim grade reports for all students. This report is available on Progressbook.

## **CORRESPONDENCE COURSES**

Students who wish to complete the requirements for graduation after once withdrawing from school and those who cannot schedule or who need to make up failed courses at the high school, may do so under the following conditions:

1. All work must be approved by a school counselor. It is not recommended that a student take more than one correspondence course at any given time.
2. The fees must be assumed by the student.
3. Any supervision and help given to the student after regular school hours will be compensated for by the student at the established rate for tutors.
4. Correspondence courses should be started and completed during the summer. Special arrangements, however, may be made with the approval of the superintendent, the school principal and the building counselor. All correspondence course work must be completed and mailed by April 1<sup>st</sup> for graduation purposes. Schools must receive final grades by May 1<sup>st</sup> to participate in the graduation ceremony.
5. Advance correspondence courses for enrichment may be taken with the approval of the appropriate curricular department and the guidance department.
6. A committee composed of an administrator, guidance counselor and a teacher from the appropriate curricular department will consider special requests for employment of correspondence courses that are needed because of the extenuating circumstances involving the student. The student and the student's parent(s)/guardian(s) should present the extenuating circumstances to the committee.
7. Students shall receive a diploma when all graduation requirements and the Jefferson Local School District requirements have been met.
8. The maximum number of correspondence courses allowed for graduation by the Jefferson Local School District is four units of credit.
9. There will be no waiving of any of the graduation requirements except as previously stated, nor will required courses be waived.

## **College Credit Plus Option (CCP)**

All students have the option to participate in CCPLUS. All students who chose to participate in CCP must attend a meeting the year before participation. An intent to participate form must be turned in by April 1st in the year prior to participation. Please refer to Board Policy for further information.

## **EARLY GRADUATION**

Each year a certain number of students wish to accelerate their courses of study in order to complete high school in less than 4 years. In order to meet the needs of the students while also maintaining the standards of West Jefferson High School, the following guidelines have been developed.

1. The student requesting early graduation must apply at least one year ahead of anticipated graduation date.
2. The parent of the student applying for early graduation must submit a typed request signed by the parent the student explaining the reason for the early graduation.
3. The student applying for early graduation must be able to satisfy all of the other requirements necessary for graduation from West Jefferson High School.

## **GUIDANCE SERVICES**

Guidance counselors are advocates for students.

The high school counselor is responsible for the following services:

1. Providing information about personal and social development, the world of work, all aspects of school life and a wide range of post-secondary educational opportunities.
2. Developing decision-making skills, attitudes and values.
3. Counseling Services- The counselor refers and helps students with personal problems, career plans and social problems.
4. Referring and helping students with special needs and acts as a liaison between the classroom teacher and the school specialist.
5. Offering help to parents with the personal, social, educational and career development of their children.
6. Providing students with information concerning community resources, agencies and services.
7. Assisting students with educational placement in special classes, levels within a class and special curriculum areas.

### **GRADE REPLACEMENT**

A student may retake a course to attempt to improve his/her grade for the course. This is different from not passing a course and being re-enrolled in the class to earn credit. Although credit will only be granted once, all grades earned for the course will appear on his/her transcript but only the highest grade will be calculated into the student's GPA. The course information and the grade earned the first time will remain on the transcript as part of the student's academic record. To use the "Grade Replacement" option, the student must have earned credit for the course and wish to improve his/her grade and GPA. (This option may not be used to earn Valedictorian or Salutatorian honors). In order to repeat a course for a replacement grade, the form must be completed and submitted to the school counselor before the first day of school. This option must be utilized the next school year after the original credit has been earned. Correspondence courses may not be used as grade replacement courses.

### **ACADEMIC AWARDS**

There will be an annual recognition evening after the conclusion of the third nine-week grading period. At this time all students with a 3.75 and above will be recognized from each grade level. This recognition will be based upon GPA from the current school year only. Tolles students will also be included in these awards.

### **LOCAL SCHOLARSHIPS**

Each spring, seniors will be encouraged to apply for many of the scholarships provided by local businesses and individuals.

## **SECTION V STUDENT ACTIVITIES**

### **CLASS ADVISOR**

All business and social activities are to be cleared first through the class advisors prior to presentation to the office for final approval. The staff member assigned as "class advisor" coordinates all activities for the total grade level.

### **SALES**

Only school approved fundraisers are permitted at school. No personal sales are permitted. All school fundraisers must have prior administrative approval.

### **CLASS ORGANIZATION**

Each class of the high school may elect the following officers and representatives.

1. Class President
2. Student Council Representatives (5) Freshmen & Sophomores; (9) Juniors & Seniors
3. Vice-President
4. Secretary

5. Treasurer
6. Public Relations and Historian

Election procedures, eligibility for office and executive committee membership minimums will be under the direction of the administration and class advisors. No student will be permitted to seek a class or activity office unless she/he has a GPA of 2.0 or above. Any student elected or appointed to a class or activity office who falls below a 2.0 GPA at the end of the first semester shall be removed from office and a replacement shall be selected. All activities of a class (social and business) are subject to the approval of the class advisor and or veto by the high school administration or district superintendent. Seniors: In order for a senior to seek a class officer's position, the student must have run for a class officer's position prior to his/her senior year.

### **CLASS DUES**

Annual class dues (\$10.00 per year or \$35.00 total for all four years if paid as a freshman) will be collected to help cover the cost of prom, senior luncheon and other class expenses. Class dues are not the same as academic class fee charges, and are not waived by free and reduced lunch eligibility.

### **ELIGIBILITY FOR ALL EXTRACURRICULARS**

To maintain eligibility a student at WJHS must pass five (5) subjects per grading period. Eligibility of the student will be checked at the end of each grading period (9 weeks). Extra-curricula include, but are not limited to, athletics, band, choir, musicals, mock trial, envirothon, Spanish club, quick recall (quiz bowl team). In addition to this a student at WJHS must maintain a GPA of 1.5. Students whose GPA falls below 1.5 for the immediately preceding grading period may be eligible to participate by taking a one-time waiver. Only one such waiver will be granted during a student's high school career for all extra-curricular activities.

**Day of Event Policy** – Students must attend school for a complete day on the date of the event. Any student arriving at school the day of or day after the event before 8:20 a.m. will be treated as a tardy and dealt with through the office. Any student arriving at school between 8:20 a.m. and 9:59 a.m. will be eligible to participate in the activity as long as they make-up the time missed in Friday Night School. The student may choose to make-up the time or miss the event. Any student arriving after 10:00 a.m. will not participate in the event. ***Illness will require a doctor's excuse, no exceptions.*** A parent's note will still excuse a student as it pertains to the school day, but not for the extra-curricular. The principal and dean of students may grant exceptions based on a review of the individual extenuating circumstances.

**National Honor Society-** Membership in the West Jefferson High School Chapter of the National Honor Society is a privilege, not a right. Students who are interested in becoming NHS members are encouraged to be of high character and to excel in areas of leadership, academics and service. Membership is based on the four criteria: Character, Leadership, Scholarship and Service. Ninth graders are NOT eligible for membership. The basic requirements for consideration are:

1. A cumulative GPA of 3.5 or above, on an unweighted scale.
2. A minimum of three service/activity points per grade level.
3. Evidence of leadership capabilities
4. Evidence of maturity, sound judgment, exemplary behavior and overall high character.
5. A faculty council has the final voice in determining which students are selected and in reviewing students who fail to continue to demonstrate those qualities which merited their original selection.

### **Membership Responsibilities:**

Membership in the national Honor Society is an honor bestowed upon a student. Once selected, members have the responsibility to continue to demonstrate these qualities.

1. Members must maintain a cumulative grade point average (GPA) of 3.50. A member whose GPA falls below 3.50 will be placed on probation and given the opportunity to raise his/her GPA to 3.50 or better. Members on academic probation retain all the rights and responsibilities of membership. Failure to raise the GPA to 3.50 within a reasonable time will result in removal from the chapter.
2. National Honor Society students are expected to demonstrate the highest character. A member who is disciplined for academic dishonesty will be removed from the Chapter.
3. National Honor Society students are expected to demonstrate leadership within the school, community and set an appropriate example for the student body. They are expected to conform to the rules of the school as outlined in the student handbook. Any student who is suspended for an infraction of school rules will be removed from the Chapter.
4. Students are expected to perform service to West Jefferson High School and the involvement through other outlets will be considered very seriously.

Therefore, membership may be revoked from those who demonstrate behavior that is not conducive to character, leadership, scholarship and/or service.

**Student Council-** Student Council is a service organization. Students who are elected donate their time for various functions needed around the school. Projects that the student council members work on are designed by the students themselves. Meetings focus on student needs, student-faculty relationships, ways to get students more actively involved in their school and suggestions that might make for a better learning environment. Student council is open to any student in school. Students from each grade level are elected to serve as representatives. Elections will be held in the spring. A student council member should be a hard worker, able to accept responsibility and willing to give his/her spare time to projects and services that contribute to the overall improvement of West Jefferson High School. There are no costs required of a student to become a representative to the Student Council.

**Spanish Club** – Students who are taking Spanish and wish to be involved in various after-school events related to Spanish.

**Quick Recall-Quiz/trivia** competition.

## Section VI Athletic Guidelines

**Responsibilities** - the athlete is responsible for his/her personal actions, both on and off field and court. The athlete is to abide by all the school, athletic department and OHSAA rules and regulations as they pertain to his/her respective sport. The athlete's behavior and demeanor should be of the caliber so as to insure the proper influence on spectators as well as team members. The athlete should cooperate with all teachers, coaches, school and athletic officials.

**Duties** - show up for practice and games with a good attitude and a willingness to work hard to achieve his/her individual potential and to do what he/she can to help the team be successful.

### Specific Duties:

1. Wear equipment only at practice sessions or scheduled games involving that particular sport. All athletic equipment and supplies are the legal property of the Board of Education. Therefore, school equipment may not be taken from school buildings for the use of out-side organizations, or for personal use.
2. To be individually responsible for all equipment issued when not at home, or kept in a locked locker. A player may not participate in assemblies, or awards, or banquets, or go out for another sport if all equipment has not been returned and all financial obligations met.

3. To exhibit conduct that will create a positive reflection upon himself/herself, teammates, parents, student body and the community. Students whose conduct results in arrest or court action, could be ruled ineligible for participation by the administration.
4. To attend school for a complete day on the date of a game, contest, meet, match, performance or practice session. Any student arriving at school **the day of or day after a contest** before 8:20 a.m. will be treated as tardy and will be dealt with through the office. Any student arriving at school between 8:20 – 9:00 a.m. will miss a quarter of the next contest. Any student arriving at school between 9:00 – 10:00 a.m. will miss  $\frac{1}{2}$  of the next contest. Any student arriving at school between 10:00 – 11:00 a.m. will miss  $\frac{3}{4}$  of the next contest. Any student arriving after 11:00 a.m. will miss the entire next contest. Illness will require a doctor's excuse. This rule only applies to extracurriculars. A note from a parent will still excuse a student as it pertains to the school day. The principal and dean of students may grant exceptions based on review of the individual case and any extenuating circumstances.
5. If a student athlete is tardy or absent the day after a contest the AD may enforce the guidelines in #4 for the next athletic contest.
6. To exhibit good sportsmanship and fair play. Any pupil who is under penalty of discipline, or whose conduct is such as to reflect discredit upon the school, may not be eligible.
7. To arrange schedules so the class excuses due to athletic events are kept to an absolute minimum. However, it will be necessary at certain times for participants to be excused from class to be involved in an athletic contest.
8. To remember that extra-curricular activities are a privilege and not a right.

### **ACADEMIC ELIGIBILITY**

West Jefferson High School will abide by the OHSAA rules which state that all athletes will be passing at least five (5) – one credit courses, or the equivalent, in the immediately preceding grading period.

In addition to this, student-athletes at West Jefferson must maintain a GPA of 1.5. Eligibility of the student-athlete will be checked at the end of each grading period (9 weeks). Students whose GPA falls below 1.5 for the immediately preceding grading period may be eligible to participate by taking a one-time waiver. Only one such waiver will be granted during a student's high school career for all extra-curricular activities.

\*Physical Education does not count towards athletic eligibility due to it being a  $\frac{1}{4}$  credit course. In addition, athletes must have earned a minimum of 5 credits for the year. In order for the student-athlete to regain their eligibility to participate in contests, they must make-up the credit(s) through receiving a passing grade in summer school or a correspondence course(s) prior to their next sport season. The denial of participation will be lifted when the Guidance office receives notification of the passing grade(s)

### **SUSPENSION FROM SCHOOL**

1. Any athlete who is under penalty of out-of-school suspension will not be permitted to participate or attend practices or games during the suspension period.
2. All athletes suspended will be given the rights and privileges awarded to any student according to the Ohio Revised Code 3313.661, when suspended or expelled from participating in any sport. The procedure shall be that policy adopted by our local Board of Education.

### **SUSPENSION FROM THE TEAM**

1. Any athlete under suspension for violating training rules may not be permitted to travel with the team.

Head coaches will have the discretion of allowing an academically ineligible student or athletes suspended for rule violations to participate in practices.

### **INSUBORDINATION OR DISRESPECT**

1. In any case of insubordination or disrespect to any coach, the situation will be evaluated separately as to its cause and severity.
2. The penalty for insubordination or disrespect will depend on the degree and may range from the coach's discretion to dismissal with the approval of the athletic director.

### **DESTRUCTION OF PROPERTY**

1. **Vandalism-** Athletes caught destroying property of Jefferson Local Schools, or visiting schools, will result in the following:
  - a. Immediate suspension from the team
  - b. Incident reported to the administration for their disposition to return to participation.

### **THEFT**

1. Athletes caught stealing athletic equipment or personal belongings may be suspended or immediately dismissed from the team.
2. Reported to proper authorities

### **DRUG POLICY**

The board, recognizing that observed and suspected use of alcohol and illicit drugs by Jefferson Local School District athletes is a serious concern, a program of deterrence will be instituted as a proactive approach for a truly drug free environment for student/athletes. Likewise, student/athletes using illegal drugs pose a threat to their own safety, as well as to that of others. The purpose of the program is threefold:

1. To provide for the safety of all student/at
2. To undermine the effects of peer pressure by providing a legitimate reason for student/athlete to refuse to use illegal drugs.
3. To encourage student/athletes who use drugs to participate in drug treatment programs. Student/athletes participating in athletic activities and their parents are required to consent to participation in the District's drug testing program. The program is designed to create a safe, drug free, environment for student/athletes and assist them in getting help when needed. Failure to consent to the program results in ineligibility for all athletics.

**PROCEDURES FOR DRUG TESTING WILL BE PROVIDED BY ADMINISTRATION.**

### **TRAINING RULES (Tobacco, Alcohol and Drugs)**

The Athletic Department takes the position that the use of alcoholic beverages, tobacco and the misuse of drugs are not only injurious to the health of the athlete, but also to his/her image and performance.

The use of alcohol, tobacco and drugs will not be tolerated by the Athletic Department. The student athlete is expected to abide by the rules set forth concerning the use of these substances. The student athlete comes under the jurisdiction of these rules as soon as he/she is enrolled into the Jefferson Local School System.

**The athletic school year is continuous.** All athletes must have the understanding that these rules shall apply at all times. For example, violations that occur during the summer or any vacation period will be treated the same as if the violation had occurred during the academic year. Infraction of these rules will result in the following action:

1. **In-Season Violation(s)- First Offense**
  - a. Use and/or Possession of Tobacco
    - i. Suspension from play for 10% of scheduled games
  - b. Use and/or Possession of Alcohol, drugs, or abuse of over the counter medication

- i. Suspension from play for 20% of scheduled games
    - ii. The student may be required to obtain a CAC Assessment and abide by the recommendation of the counselor
  - 2. **Out-of-Season Violation(s)- First Offense**
    - a. Same as in-season, except that the suspension will be enforced during the first week of play of the athlete's next sport.
    - b. Based on 1<sup>st</sup> year's participation, a student may not add a new sport between seasons to circumvent the rule. EXAMPLE: a basketball player may not add (go out for) football, volleyball, etc., if he/she did not play last year. This will prevent a student from using a sport to serve his/her suspension and thus circumventing the rule's intent.
  - 3. **Second Offense**
    - a. Suspension from the athletic program for the remainder of the current semester and may be suspended following semester. In addition: A student athlete moving from the eighth grade to their first year of high school will have all middle school code of conduct offenses sealed and offenses may not be used against said student while in high school.
  - 4. If a **third offense** occurs within the time-frame of the second offense suspension, an additional two semesters may be enforced.
- FAILURE TO COMPLY WITH PROCEDURES WILL RESULT IN SUSPENSION FROM ATHLETICS FOR ONE (1) CALENDAR YEAR.**
- 5. If the athlete **does not incur additional violations during a one-year period** from the last violation, his/her record will be cleared.
  - 6. **Due Process**
    - a. Violations, verified by the athletic director, principal and head coach, will be dealt with according to the policy. The student shall be granted Due Process. He/she always has all the rights of appeal as any other student, i.e. the athletic director, principal, superintendent. The appeal process shall be expedient as possible.
    - b. During the time of the suspension, a student-athlete may be associated with the team at the discretion of the athletic director and head coach.

### Code of Conduct-

Self Referral- If the student refers to himself/herself, or a parent/guardian refers to their son/daughter, the punishment will be held in abeyance. The student will have a scheduled drug/alcohol assessment appointment by a certified/approved agency with his/her parent/guardian and follow through with its recommendations. If this is completed satisfactorily, there will be no loss of playing time. Results of this assessment will be provided to the coach, athletic director and principal. Refusal or failure to the assessment's recommendations will result in the student serving the suspension.

- 1. The referral is allowed one time in a student's middle/high school career.
- 2. The referral must be prior to the first alleged violation with no previous citation having been issued.
- 3. The referral cannot be used as a method to avoid consequences once a code of conduct rule is violated and a student has been identified as having violated one of the code of conduct rules.
- 4. The program's cost will be assumed by the student and/or parent/guardian. The Jefferson Local School District assumes no monetary responsibility for the assessment and rehabilitation program.

### Reporting Procedures for Suspected Drug/Alcohol Violations-



Violations or suspected use may be observed and reported by police, administration, faculty, or parents of suspected students.

1. When a violation occurs at a school-sponsored event, a written report will be filed, and the suspension process will begin once the violation is verified.
2. When a violation is observed outside of school-sponsored events, a written report of the incident will be filed with the principal, assistant principal, and athletic director. The suspension process will begin at the discretion of the administration.
3. Suspected violations reported by the school or non-school personnel will require a written report including the date, time, place, people involved, and a description of the occurrence. The anonymity of the informant will be assured. When a written report is filed with the principal, assistant principal, or athletic director, the athlete will be notified of the accusation and given the option of contacting his/her parents. An interview with the athlete or athlete and parent will be conducted by the Athletic Director and/or principal, assistant principal and or guidance counselor the suspension process will begin once the violation is verified.
4. A violation must be reported within 28 days from alleged violation.

### **Excused/Unexcused Absence from Practice/Game**

1. It is the coach's discretion to determine excused/unexcused absences
    - a. 3 unexcused absences from practice may result in dismissal\*
    - b. Any unexcused absence from a game may result in a suspension or dismissal\* from the team.
- \* Any dismissal from the team is with approval of the Athletic Director.

### **PHYSICIAN'S CARE**

Student athletes who are under a physician's care must have written permission from the physician to practice and participate in game activities as well as in physical education.

### **REMOVAL FROM OR QUITTING TEAM**

If an athlete is dismissed from the team by the head coach or quits the team the athletic director will decide if the athlete will be permitted to participate in any pre-season activities of the next athletic season.

### **DISCLAIMER NOTE**

Any section of this document, or portion thereof, found by adjudication to be contrary to law or constitutional rights shall be stricken without effect to the remainder. This code and any additional rules governing student discipline shall be distributed to students and their parents and guardians at the beginning of each school year, and shall be posted in conspicuous spaces within each school throughout the school year. Changes in the rules shall not take effect until they are distributed to students and parents.

## **INTERNET/COMPUTER GUIDELINES AND ACCEPTABLE REGULATIONS 2022-2023**

In exchange for the use of the Jefferson Local Schools Internet/Computers/Network, I understand and agree to the following:

1. That the use of the Jefferson Local Schools computer equipment is a privilege which may be revoked by the administrators of the system at any time for abusive conduct. Such conduct would include, but not be limited to: placing of unlawful information, computer viruses or harmful programs on the system in either public or private files or messages, the unauthorized altering of system software, and transmission of materials which constitute a violation of copyright law. The threatening, abusive, defamatory or otherwise objectionable language in either public or, upon registration of complaint, private messages. The staff of Jefferson Local Schools will be the sole arbiter of what constitutes obscene, vulgar, threatening, abusive, defamatory, or otherwise objectionable language.

2. That Jefferson Local Schools reserves the right to review any material stored in files which are generally accessible to others and will edit or remove any material which the Jefferson Local Schools staff, in its sole discretion, believes may violate the above standards mentioned in this document. It is expressly forbidden for users to use any Jefferson Local Schools resource to obtain, view, download, store, forward or otherwise access such materials.
3. That the Jefferson Local Schools users who violate the above standards or attempt to log in as another user may have their accounts disabled and be subject to further disciplinary action.
4. Files stored on school computers are restricted to school related assignments only. Personal files may not be stored.
5. That I shall not copy (without authorization), damage, or alter any hardware or software.
6. All non-school software and diskettes must be checked for viruses and approved for use by school personnel before being used on any computer and are subject to inspection and approval by school personnel at any time.
7. That I shall not attempt to establish or aid in establishing computer contact into school district restricted computer nets or any other unauthorized databases.
8. That I shall not attempt to bypass or alter any security measures established by the School District.
9. That the Electronic mail is not guaranteed to be private.
10. Access to any Electronic mail systems other than district owned email are prohibited
11. That I should not reveal my password (if applicable) to anyone.
12. That I should not reveal personal addresses or phone numbers.
13. Cellular phones are to be turned off around any district computer or network equipment (e.g. Bluetooth enabled phone will not be turned on for any reason, anywhere within the district.
14. That the network is a shared resource with finite capacities; that I should be considerate when transferring or storing large files on Jefferson Local Schools resources; that any use of the network which disrupts other users or seriously degrades performance may be determined to be improper by the systems administrator and the appropriate action will be taken.
15. That I will use appropriate and proper judgment when printing to Jefferson Local School printers. Abuse of this privilege would include, but not be limited to excessive printing. Loss of user account privileges along with disciplinary action may be taken.
16. Jefferson Local Schools users need to be aware that the Internet, like television, telephone service, and other forms of mass media, provides access to information and people, representing many different countries, cultures, political, philosophical, moral, religious views, and lifestyles. Students using the Internet in Jefferson Local Schools and its employees can not be responsible for students' inappropriate use of the school's equipment and/or the network system.
17. That all information services and features contained on Jefferson Local Schools networks are intended for the private use of its users, and any commercial or other unauthorized use of those materials, in any form, is expressly forbidden. This includes, but is not limited to, commercial transactions, "for profit" ventures, employee recruiting, extensive personal business, product advertisement, and political lobbying.
18. The internet/intranet is for educational purposes only.
19. That all information contained on Jefferson Local Schools is placed there for educational and general information purposes and is, in no way, intended to refer to, or be applicable to, any specific person, case or situation.
20. That Jefferson Local Schools does not warrant that the functions of the system will meet any specific requirements you may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use the system. Jefferson Local Schools shall not be liable for any damage

incurred due to harmful programs (including computer viruses), which on rare occasions, may propagate through computer networks such as the Jefferson Local Schools network.

21. That I will abide by such rules and regulations of system usage as may be changed from time to time by the administrator of Jefferson Local Schools network.

# 2022-2023 West Jefferson High School Class Fees

English 9	\$12.00	Novels
English 9 Honors	\$12.00	Novels
English 10	\$12.00	Novels
English 10 Honors	\$14.00	Novels
English 11 Honors	\$14.00	Novels
Spanish	\$10.00	
Algebra I	\$12.00	Calculator
Integrated Science	\$ 5.00	Lab Materials
Biology	\$14.00	Lab Materials
Anatomy/Physiology	\$18.00	Lab Materials
Forensic Science	\$10.00	Lab Materials
Chemistry I	\$20.00	Lab Materials
AP Chemistry	\$25.00	Lab Materials & AP Exam
Concepts in Chemistry	\$20.00	Lab Materials
Physics	\$10.00	Lab Materials

All Art Classes are per semester.

Art Foundations	\$25.00	Supplies
Drawing II	\$15.00	Supplies
Advanced Drawing III	\$15.00	Supplies
Painting I Acrylics	\$30.00	Paper & Paint
Painting II Watercolors	\$30.00	Paper & Paint
Ceramics I	\$40.00	Clay & Glaze
Ceramics II	\$40.00	Clay & Glaze
Ceramics III	\$40.00	Clay & Glaze
Sculpture	\$20.00	Clay & Glaze

AP English*	\$96.00	AP Exam (Literature & Composition)
AP English *	\$96.00	AP Exam (Language & Composition)
AP Government*	\$96.00	AP Exam
AP Calculus*	\$96.00	AP Exam
AP Statistics*	\$96.00	AP Exam
AP Chemistry*	\$96.00	AP Exam

\*AP Tests are optional for students taking those classes.

**Students who receive reduced lunch benefits are required to pay 50% of their total fees due.**

General Fee	\$ 5.00	
Student Parking Permit Tag	\$ 10.00	(For Students who drive to school)