

JEFFERSON HIGH SCHOOL

**7 Blue Jay Way
Festus, MO 63028**

Phone: 636.933.6900

Fax: 636.933.2663



STUDENT HANDBOOK 2022-2023

**Mascot: Blue Jays
www.jr7.k12.mo.us**

JEFFERSON HIGH SCHOOL MISSION STATEMENT

Our mission is to produce independent adults who possess the skills and desire to attack and conquer their future.

Jefferson High School Administration

Mr. Alex Rougely, Principal

Jefferson R-VII School District Administration

Mr. Clint Johnston, Superintendent

Mr. David Haug, Deputy Superintendent

Mr. Wayne Donjon, Technology

Mr. Jim Almany, Transportation

Mr. Steve Walters, Building and Grounds

Jefferson High School Counseling Services

Mrs. Debra Runzi

Director of Student Services, Including A+ Coordinator

Mr. Chris Buenniger

Jefferson R-VII School District Student Services

Mrs. Karen Kappel, Special Education Coordinator

Non-Discrimination Policy

(BOE Policy File: AC)

Jefferson County R-VII School District does not discriminate on the basis of race, color, national origin, gender, age, marital status, religion, socio-economic status, or disability. Any person having inquiries concerning the District's compliance with regulations that pertain to discrimination should contact Cindy Holdinghausen, Title IX Coordinator at holdinghausenc@jr7.k12.mo.us

Accessibility Notice

Any person, including persons with impaired vision or hearing, having inquiries concerning the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons is directed to contact Clint Johnston, ADA Coordinators, 1250 Dooling Hollow Road, Festus, MO 63028, (636) 937-9188, johnstone@jr7.k12.mo.us, who has been designated to coordinate Jefferson R-VII School District efforts to comply with the regulations implementing the Americans with Disabilities Act.

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2022-23 Jefferson High School Bell Schedule

Regular Day			Early Out	
1st	7:25-8:15		1st	7:25-7:55
2nd	8:21-9:11		2nd	8:00-8:30
3rd	9:15-10:05		3rd	8:35-9:05
4th	10:09-10:59		4th	9:10-9:40
Advisory	11:03-11:23		5th	9:45-10:15
Lunch	11:29-11:51		6th	10:20-10:50
5th	11:57-12:47		7th	10:55-11:30
6th	12:51-1:41		Lunch	11:30-11:50
7th	1:45-2:35		Dismiss	11:50
			No Advisory. Parent Pick-up may start at 11:30AM. Buses at 11:50 AM.	

2022-23 SCHOOL CALENDAR

(BOE Policy File: IC)

1st Semester	2nd Semester
August 16	New Teachers Workday
August 17, 18, 19	Workdays
August 23	School Begins
September 5	No School - Labor Day
September 19	Workday - No School
October 20	Midterm
October 21	Workday - No School
November 3	No School - Parent/Teacher conf.
November 4	No School
November 23	No School
November 24-25	No School Thanksgiving Break
November 28	School Resumes
December 20	End of Sem. 1
Dec. 21-Jan. 3	No School - Christmas Break
	January 2-3
	January 3
	January 4
	January 16
	February 17
	February 20
	March 10
	March 17
	March 18
	April 6-11
	May 19
	May 22
	End of Sem 2/Early Out/Last Day*
	Workday - No School

*Subject to change

SCHOOL CLOSING

(BOE Policy File: JEDB)

When closing school becomes necessary for the safety of students and staff, a message will be sent to all parents/guardians through the district's Infinite Campus System. In addition, closing will be posted on the district's website and a voice message may be retrieved by calling the school office.

School Closing will also be posted on the following news media stations:

KTVI - Channel 2 - www.myfoxstl.com

KMOV - Channel 4 - www.kmov.com

KSDK - Channel 5 - www.ksdk.com

KMOX - 1120 AM - www.kmox.com

ATTENDANCE

(BOE Policy File: JEA)

State and federal laws require all children participate in an educational program. Attendance significantly correlates with good grades and graduation rates. Students are expected to attend regularly; when absent it is required that parents/guardians contact the school and provide information regarding the reason for the absence. The District is bound by law to maintain accurate attendance records, investigate suspected truancy, and report suspected incidences of educational neglect to the Children's Division of Social Services. (BOE Policy File: JHG).

Absence and Excuses

(BOE Policy File: JED)

Because a well-educated citizenry is a requirement for a democratic society, Missouri statutes (RSMo 167.031, 167.061) mandate school attendance and compel school officials to monitor compliance. The Jefferson County R-7 Board of Education has established policy (File JED) in order to ensure that each student, at a minimum, complies with state mandates on attendance and punctuality.

Part of being professional is the communication between the student, parent and the school. Great communication addresses many attendance issues. Parents are required to contact the office via email or phone to verify missed class time. Students are required to stay in contact with teachers about missed assignments.

The attendance policy has been developed to meet the state attendance expectations of a 168 day school year. Jefferson is in the unique position to have a shorter school year than other school districts. Failure of the Jefferson R-VII School District to meet the state attendance expectations may result in a longer school year.

The attendance policy will be divided into a note about the A+ Program, Definitions in Infinite Campus, Attendance Categories and Violation of Attendance Policy. Students and parents will be directed to each category depending on the reason for missed class time.

NOTE ABOUT THE A+ PROGRAM

It is important to note that students who wish to maintain a 95% attendance for A+, can only miss 8.4 days *per year*, with a full 168 day schedule, to maintain the 95% requirement during the student's High School career. A+ does not distinguish between verified, unexcused or documented absences. The A+ program only looks at the percentage of days attended, not reasons for missed class time. Please refer to Category #2 for extended illness as our procedures have changed and aid during the appeals process.

Beginning in the 2022-23 school-year, Jefferson High School is reviewing options for senior students with 95% attendance or more to be considered to earn up to two hours of virtual credit and allowed to earn the virtual credit off-campus. For attendance purposes, the school may recover 94% of the completed virtual course. Students eligible for this option must sign an agreement that includes notification that the virtual course may have an impact on their overall attendance and A+ eligibility.

DEFINITIONS OF INFINITE CAMPUS DOCUMENTATION (BOE Policy File: JED)

Definition of an Absence: An absence is defined as missing ½ or more of one class period up to an entire school day. There are five types of absences: 1) Unexcused 2) Verified 3) Documented 4) Homebound and 5) Classroom Exempt

Unexcused (U): An absence where no notification by the parent is received. Unexcused absences may lead to disciplinary measures including truancy. Unexcused absences affect attendance in the following ways:

- Missed time counts toward total attendance
- Students are subject to lose credit at 6 days of absences or specific hours
- Students are subject to disciplinary measures, including truancy
- Students are subject to lose credit for missed assignments in class for unexcused absences

Verified (V): An absence where notification from the parent is received. Verified absences are similar to unexcused, with the exception of discipline measures and the ability to make-up missed assignments in class. Verified absences allow the school to know the child is not truant. Verified absences count toward the ability to earn credit. Verified absences affect attendance in the following ways:

- Missed time counts toward total attendance
- Students are subject to lose credit at 6 days of absences or specific hours

Documented (D): An absence where notification and documentation from another source, i.e. physician's note is received. Documented absences allow the Administrative Team to account for missed time and take into consideration the time missed toward the ability to earn credit.

Documented absences count toward the six days of attendance to earn credit, however, the Administrative Team may look at total time missed toward six days instead of individual hours.

It is recommended for parents to contact the High School Office to discuss missed class time due to medical issues or medical appointments with regard to class time. Documented absences affect attendance in the following ways:

- Missed time counts toward total attendance
- Students are subject to lose credit at 6 days of absences, however an Attendance Review Committee will review the loss of credit at 6 for individual hours depending on the combination of unexcused, verified and documented absences.

Homebound (HB): Homebound will be considered as an option, along with the array of services including a 504, when a situation occurs for a student to miss an extended period of time. A request from the student or parent to the Administration is recommended. In some cases, the Administration will notify the family of this option, along with other options.

Classroom Exempt (CE): Classroom Exempt is a designation for a student who is attending school, but not in the normal assigned class. An example is a student on a field trip or band performance. They are considered in attendance, but not in the assigned class.

ATTENDANCE CATEGORIES

Category #1: Verified/Documented/Unexcused absences as documented in Infinite Campus: Students have 6 days per semester until attendance is reviewed for the student to earn credit for class. Any verified/documented/unexcused absence will count toward the 6 days.

The Attendance Review Committee will review each student who is in violation of the 6-day attendance policy, per hour, per total hours or per total days. Upon review, communication from the parents and documentation from a physician is considered for the student to earn credit.

Category #2: Absences for Review. Absences that are out of the normal operation of a school day fall into this category. Circumstances as a funeral, extracurricular competitions not related to school, College Visits, or any absence that does not fall into the 1st category are subject to Administrative Review and how they apply to the 6 days. It is important to communicate when such absences arise to aid the Administrative Team in making a decision.

Field Trips: Students who are absent during the 1st hour on a day they are scheduled to attend a field trip will not be allowed to attend the trip that day, unless there is permission from the Principal.

Attendance Review Committee and No Credit: Students who are found to be in violation of the Attendance Policy, will be subject for review by an Attendance Committee. The Attendance Committee will be designated staff members from the Jefferson R-VII School District. Students and their families will be notified, by letter, the process to recover credit or that credit will be removed. The Attendance Review Committee will meet at the end of each semester.

OTHER ATTENDANCE INFORMATION:

College Visits: College visits are arranged with the High School Counselor and High School Principal. In order to be considered Documented (D) by the school, the student and parent must have this approved one week in advance, have a career plan on file with the Counselor and must be in good standing academically, attendance and discipline.

Pre-arranged Absences: Count toward the 6 days of absence per semester and will be documented as Verified (V). In order to maintain consistency with academics, a pre-arranged form is necessary to provide consistent instruction for the student. Parents and students are to complete a Pre-arranged absence form one week in advance to ensure work is provided or arranged for the student to complete.

Tardy Policy: Prompt attendance to school and class is essential for student success, any student who is not in the classroom when the start bell rings is considered tardy. Repeated tardiness to school and class will result in disciplinary action.

Arriving Late: Students arriving late to school must sign in at the main office and receive a hall pass permitting them into their class. Miss ½ or more of any class period constitutes an absence. The school tardy policy will be enforced for students arriving late to school whether tardy or absent (½ or more).

Illness While At School: Students who become ill during the school day are not to miss class without permission from the school nurse or administrator. A student must obtain a pass from his or her teacher to receive treatment from the school nurse during class time. Using a cell phone to contact parents when feeling ill is unacceptable and disciplinary action may be taken.

Leaving School During the Day: If it is necessary to leave school during regular class hours, the student must receive permission from the principal or administrator on duty. Students are required to have a note from a parent or guardian, or have a parent or guardian call the office, or a health form from the school nurse, in order to receive permission to leave school. Students who leave the school grounds without permission, for **any** reason, will be considered truant. Students leaving during the day must sign out in the main office.

Absence Limit: The state of Missouri and Jefferson High School maintain a compulsory attendance policy. Students are expected to attend 90% of class time to earn credit. Attendance at JHS is taken each class period.

Parents will be notified when their student has missed three, four, and six class periods during a semester. Students who are absent from a class six or more times in a semester will be required to present adequate documentation to the student attendance review team. Adequate documentation includes doctor's notes and other written information confirming a valid absence from school.

Foreign Exchange Student Guidelines (Board Policy JECA/JECA-AP)

Foreign exchange students living within the boundaries of the school district who have obtained a J-1 visa and who are sponsored by an organization listed on the Council on Standards for International Educational Travel (CSIET) Advisory List will be allowed to enroll in the school district. Such enrollment will be conditioned upon approval of the superintendent and in accordance with procedures set forth by the superintendent or designee. The Board of Education reserves the right to limit the number of foreign exchange students enrolled in a given year. Attendance by foreign exchange students is a privilege, not a right.

The Jefferson School District has developed the following guidelines in accordance with Board Policy to outline a process for local families who wish to participate, companies that place foreign exchange students and local administration.

- Enrollment of Foreign Exchange Students is for the attendance at the High School only and for incoming Foreign Exchange Students.
- The number of Foreign Exchange Students in the building shall approximate 1% of the school population. The number shall round up when the population exceeds .5% of the next highest enrollment from the previous year's fall attendance data. The enrollment count used will reflect the fall official count with the Missouri Department of Secondary Education.
- Families who wish to host a Foreign Exchange Student and enroll at Jefferson High School must have applied by February 1st of the current school year for the upcoming school year
- Decisions on enrollment will be made by February 15th after the applications are accepted.
- If the number of applications by February 1st exceed the number of slots allotted by the 1% guideline, the guidelines below will be followed to determine attendance:
 - Consideration will be given to Organizations who have an arrangement with Jefferson High School, i.e., shared program in which a Jefferson Student will attend a foreign high school and Jefferson will accept a student in return.
 - Consideration will be given to a company who has placed students at Jefferson High School in previous years.
 - A drawing of names will determine if the other guidelines do not apply.

Families who do not meet the deadline of February 1st are welcome to apply, however, the Administration reserves the right to deny enrollment after the deadline for any reason.

ACADEMIC INFORMATION

(BOE Policy File: IK-ILA)

Graduation Requirements

To meet high school graduation requirements, a student must successfully complete a program which shall satisfy legal requirements, as prescribed by the State Department of Education and by Jefferson R-7 School District, and which shall contain a distribution of credit as indicated in the following chart. Besides the number of credits, specific courses are required by the State of Missouri and/or Jefferson High School.

In addition to the credit requirements, students are required by the State of Missouri to pass the United States and Missouri Constitution Tests prior to graduation. Students are expected to carry a full academic load of 3.5 units for each semester of attendance. Jefferson High School regards a high school program as a full-time, four-year endeavor.

Jefferson High School Graduation Requirements

Subject	Credits	Specifics
English Language Arts	4.0	Eight semesters of ELA Courses
Mathematics	3.0	Six semesters of Math courses
Science	3.0	Two semesters of Principles of Physics Two semesters of Biology Two semesters of Science Elective
Social Studies	3.0	Two semesters of World History Two semesters of American History Two semesters of Government/Civics
Physical Education	1.5	Three semesters of P.E. Courses
Health	0.5	One semester of Health
Fine Arts	1.0	Two semesters of Art or Music
Practical Arts	1.0	Two semesters of Business, Family and Consumer Science or Industrial Technology
Personal Finance	0.5	One semester of Personal Finance
Electives	6.5	Suggested Career Path Electives
TOTAL:	24.0	Credit Required for Graduation from JHS
Constitution Tests:		Passing both the U.S. & Missouri Tests

Special Needs or Handicapped Students

(BOE Policy JGE)

Contact Mrs. Karen Kappel, Director of Special Education Services, regarding any questions. Students with disabilities will be disciplined in accordance with the district's discipline code applicable to all students, subject to the modifications mandated by law.

Individualized Education Programs (IEPs) And Section 504 Accommodation Plans: It is the intent of the Board of Education to ensure that all eligible students in the district who have been identified, assessed, and placed in programs for students with disabilities will have written IEPs or, in the case of students identified under Section 504, accommodation plans. These programs will provide for appropriate educational experiences using the district's regular education programs as well as special education classes. The district also serves some students with more advanced needs that do not allow the student to be successful in the regular classroom setting.

Graduation Credits and Diplomas for Special Education Students: The opportunity to obtain credit for a high school diploma shall be made available to all students, regardless of the nature or severity of the disability. Depending on the student's disability(ies), however, course requirements may be modified, waived, or varied through the IEP process. The IEP committee should address and document:

1. Varied or modified requirements;
2. Whether credit is general education (regular credit or special education (modified credit));
3. Grading, including responsibilities for evaluation and assigning grades;
4. Adaption or modifications to content and methodology;
5. Uses of alternative curriculum;
6. Goals and objectives

Grades and credits will be based upon completion of the various requirements stated in the IEP and the extent to which the modified goals and objectives are met. Credit will be transcript in the same manner as students who complete the same courses without modification; however, the fact that the courses were modified shall be noted on the transcripts. The IEP guidelines will be developed to ensure that, whenever appropriate and possible, special education course work will parallel the JHS curriculum. The IEP committee, JHS instructional staff, and special education staff will work collaboratively to ensure curricular integrity to JHS curriculum.

End of Course Exams(EOC) and Statewide ACT

The Missouri Department of Elementary and Secondary Education may require EOC exams for the following courses offered at Jefferson High School:

English Language Arts I and II Biology Algebra I Gov't
Students will participate in EOC exams during the semester in which the curriculum will be completed. Jefferson High school juniors will be offered an ACT or Jefferson College placement test (currently Accuplacer) during the spring of their Junior year.

Grade Reporting

Semester grades will be recorded on the permanent student transcript. Grade report cards will be mailed home each semester and parents can monitor student progress by using the Infinite Campus Parent Portal. Four week progress reports will be sent home with the student four times a year. Only semester grades are recorded on the permanent transcript. All other grades are indicators of the student's progress for a semester grading period.

Grading System

The school year is divided into two semesters of two grading periods each. Report cards are issued at the end of each grading period, and are reports of student progress to both the student and the parent. Final Exams/EOC tests will make up 10% of the final semester grade. Grades and their corresponding percentages and points are listed below:

Grade	Percentage	Points	Honors	Misc. Notes
A	100% - 95%	4	A	P = Passing
A -	94% - 90%	4	A-	NC = No Credit
B +	89% -87%	3	A - (4)	I = Incomplete
B	86% - 83%	3	B +	
B -	82% - 80%	3	B	All grades are passing
C +	79% -77%	2	B - (3)	except "F." No credit
C	76% - 73%	2	C +	or grade point is given
C -	72% -70%	2	C	for a semester "F"
D +	69% -67%	1	C - (2)	grade.
D	66% - 63%	1	D +	
D -	62% - 60%	1	D	
F	59% - 0%	0	D - (1)	
	56% - 0%	0	F	

Incomplete Work:

The grade "I" is assigned when sickness or other legitimate cause beyond the control of the student prevents completion of major course work. In such cases, a reasonable time extension will be allowed. An "I" may be used in designated courses by the Principal based on student progress. If the requirements are not met, the parents and student will be informed and the "I" will be changed the grade earned.

Final Exams

Final exams will be comprehensive exams given at the conclusion of each semester. The final exam scores will make up 10% of the final semester grade. The tests will cover Course Level Expectations (CLEs) met during the semester. In a course requiring a state EOC, the EOC will account for 5% of the 10% final exam weight.

<u>Graduation Honors</u>		<u>Academic Honors</u>	
Summa cum laude	4.0 cumulative GPA	Academic Prestige	4.0 cumulative GPA
Magna cum laude	3.99-3.6 cumulative GPA	High Honor Roll	3.99-3.6 cumulative GPA
Cum laude	3.59-3.0 cumulative GPA	Honor Roll	3.59-3.0 cumulative GPA

Grade Level Classification

At the beginning of each school year, students are assigned to advisory and grade level based on the number of credits they have earned.

Freshman: 0-5.5 credits

Sophomore: 6.0-10.5 credits

Junior: 11.0-17 credits

Senior: 17-24 credits

A student transferring to Jefferson High School will be entered into the appropriate grade upon receipt of transcripts from previous schools. Changes in grade level classification will be made only at the beginning and conclusion of each school year. No grade level changes will be made at the conclusion of first semester.

Early Exit

It is strongly recommended that students complete a four-year high school curriculum and pursue the completion of the College Preparatory Certificate which maximizes a student's opportunities for success in the future. However, a student who has earned 24 credits and has met the graduation requirements before the eighth semester may petition for early exit at the end of the seventh semester by working with his/her counselor to submit a proposal to the principal for early exit. Early exit proposals must be submitted to the principal within the first 5 days of the semester in which a student plans to graduate. Students will be notified within 10 business days of the deadline. Students who do not submit a proposal on time may graduate early if designated by the high school principal. Early exit students are eligible to participate in the graduation ceremony. Students wishing to attend second semester or participate in the graduation ceremony must include that information in their early-exit proposal to the principal. If a student is approved for early exit, the student is considered a graduate at the end of the 1st semester and is no longer eligible to participate in extracurricular activities, such as athletics, dances, and prom.

A+ Program

Jefferson High School has applied to become a part of the A+ program. To meet the Department of Elementary and Secondary Education's A+ criteria, students must:

1. Sign an A+ Program Contract.
2. Enroll in and attend an A+ designated high school for three years immediately prior to graduation.
3. Maintain at least a 2.5 grade point average (c+), on a 4-point scale.
4. **Maintain a cumulative attendance record of 95%, for four years in high school.**
5. Perform 50 hours of unpaid academic tutoring/mentoring of students.
6. Maintain a record of good citizenship.
7. Avoid the unlawful use of drugs and/or alcohol.
8. Make a good faith effort to first secure all available federal post secondary student financial assistance funds that do not require repayment.
9. Register with the Selective Service.
10. Beginning with the class of 2015, students must achieve a score of advanced or proficient on the Algebra I End of Course Exam.

Assuming that state funds are available, students who comply with the criteria to meet A+ standards may be eligible for two years of free tuition from any Missouri public community college, vocational school, or technical school.

At Risk: (BOE Policy File IGBD) Students at risk of failure may be suffering from personal, social, emotional, or behavioral problems that cannot be addressed in the regular classroom setting. The At Risk program has been established to meet the additional needs of students who are in danger of failing. The goal is to address the issues that are weighing on the students and pulling the grades(s) down to failing levels. JHS uses care team procedures to assist At Risk students. For more information, please see the school At-Risk Coordinator.

Credit Recovery: Jefferson High School will provide opportunities for students who fall behind in credits toward graduation. Options may include computer based credit recovery, summer school and traditional classes reported.

Jefferson College Area Technical School (ATS): Students enrolled in vocational/technical classes at Jefferson College are required to ride the school bus to and from Jefferson College. The bus leaves at or about 8:20 am from the front of JHS and will leave Jefferson College ATS at or about 11:20 am returning ATS students to JHS. Attendance is taken on the bus to and from ATS, those not on the bus are considered absent. Students who sign up for Jefferson College ATS are expected to attend ATS every day. Good attendance is required to remain in the ATS program. On days that Jefferson College is not in session, students will be required to report to the library or office where attendance will be taken and students will be required to participate in a job shadow experience.

ACTIVITIES AND ATHLETICS

(BOE Policy File: IGD and IGDJ)

Clubs

*All clubs must have a JHS faculty sponsor and be approved by the principal.
Activities and Clubs include but are not limited to the groups listed below.*

Allies Club: Allies Club is a club to welcome students from any and all backgrounds and to increase social awareness and inclusion. Social, economic, and cultural differences are laid aside for an open discussion of topics that arise nationally around race, socioeconomic status, religion, sexual orientation, politics, and more.

Art Club: Designed to promote the love of art and art-related activities in both the school and community.

Family, Career, and Community Leaders of America (FCCLA): The goal of this club is to promote personal growth and leadership development through Family and Consumer Sciences education.

Future Business Leaders of America (FBLA): FBLA is a club designed for those interested in pursuing a business career in the future.

Game Club: The focus of the group is to promote gaming in the Jefferson R-7 community, meet new people, and have fun. Special events and tournaments are occasionally held for a small entrance fee.

National Honor Society: NHS is an elite recognition program open to sophomores, juniors, and seniors who excel in academic excellence, character, leadership, and service. Students are invited to apply based on maintaining a 3.4 or higher Cumulative Grade Point Average and then must endure the rigorous process scrutinizing the student's character, leadership, and service.

Theatre Club: The Theatre Club annually plans to have 2 performances. One in the fall and one in the spring.

Social Events

Social Events are open to Jefferson High School students only. Some social events may be exempt from this rule. For social events exempt from this rule, students will be required to complete an "outside guest" form to be completed one week before the event.

Homecoming	STUCO
Courtwarding Dance	STUCO
Prom	Junior Class

Student Council

STUDENT COUNCIL (STUCO): Student Council is the official student government of Jefferson High School. STUCO provides a forum for student expression, plans social affairs, organizes special programs, and seeks to open channels of communication and improve school and community relations. Student Council will consist of four elected officers, four elected representatives from each class and any JHS student that attends three consecutive Student Council meetings. To maintain membership, students must meet the guidelines established by the STUCO Representatives and Sponsor.

Student Council officers include president/vice president or two co-presidents, one secretary and one treasurer. Students interested in running for an officer position need to complete an application packet that includes an essay and the signature of support from 10 classmates. Officer elections will be held in May of each school year.

Students interested in running for Student Council representative also need to complete an application packet that includes an essay and the support signature from 10 classmates. Student Council representative elections will be held in May following the officer elections.

Students not interested in running for Student council but still wish to be members may do so by attending three consecutive Student Council meetings.

Elected officers, elected representatives and member representatives must meet the criteria each year. For more information please contact the Student Council sponsor Kristin Wilkey.

Student Elections

No student shall hold an elected position during the same school year in the following organizations: Student Council, National Honor Society or Class Officer. The elections will be held annually in this order: Student Council, National Honor Society, Class Officers.

Extracurricular Activities

An interscholastic activities program is conducted at Jefferson High School to further the development of students as competitors and spectators through friendly interscholastic contests. The purpose of the program is to develop leadership, good sportsmanship, personality development, new friendships and a friendly rivalry with other schools. Students participating in extracurricular activities must meet all eligibility standards established by (MSHSAA) to compete. Students must be in school at least four periods to be eligible to participate that day in a contest per MSHSAA guidelines. Students must also have been enrolled in and passed 3 credits the previous semester.

Students who apply and are offered courses through MOCAP, must be enrolled in four (4) in-person classes and attend regularly in order to be eligible for MSHSAA sponsored extra-curricular activities. Students enrolled in MOCAP courses must meet all MSHSAA eligibility requirements including, but not limited to, credits earned, citizenship, and attendance. If there is a class associated with the activity, the student must be enrolled in that course in order to participate.

Athletics

Fall Sports	Winter Sports	Spring Sports
Football, Cross Country, Volleyball, Softball, Cheerleading, Academic Team, Air Rifle	Basketball, Dance, Cheerleading, Academic Team, Archery	Baseball, Track and Field, Golf

All Athletes must have a signed parental permission slip, physical examination form and a photo release form on file with the Activities Director before participating in a given sport.

Awards and Letters

Academic Letter: Students must maintain a 3.0 or above cumulative GPA for four consecutive semesters and have no grade lower than a “C” for semester grades. Academic Letters will be awarded at the beginning of 1st semester each year.

SUPPORT SERVICES

Guidance and Counseling

(BOE Policy File: JHD)

Jefferson High School guidance services are available to all students. Counselors will work with students on a personal, social, academic, and career development. Students will work with counselors to develop and maintain a personal plan of study. Counselors will provide academic advisement through the course selection process each year. Students needing assistance from the counselors are encouraged to make an appointment before or after school, or during a class period with teacher permission and counselor approval. The counseling center is open from 7:15 am - 3:15 pm daily and other times by appointment.

Health Services/Nurse

(BOE Policy File: EBB-EBBA and JHC-JHCE)

The school nurse is available for emergencies, sudden illness, or other health concerns during the school day. All students, at the beginning of each year, as well as all new enrollments within the school year, are required to submit medical records. Updated immunization records must be on file with JHS.

Medication

Students who take **ANY** medication during school hours must turn in the medicine to the principal, nurse, or secretary at the beginning of the day. This regulation includes over-the-counter medications. Students are not to have any medicine in their possession. A label affixed by a pharmacy, physician, or dentist must accompany prescription medicine, and a completed Medical Consent Form signed by the parent or guardian will be required. Medicine is to be taken only under the supervision of the nurse, principal, or secretary. The note from the parent or guardian must include the child’s name, name of medication, time and date(s) to be administered, dosage, side effects, if any, and duration for taking the medication.

Self-Administration of Medication

Procedures are in place for students with health concerns that require regular monitoring and/or medication. If a student’s Individualized Healthcare Plan (IHP) indicates the student is cognitively and behaviorally able to do so, students with asthma may carry and administer their metered-dose inhaler; students with diabetes may carry and administer their insulin; students with life threatening allergies may carry and administer their Epi-Pen. Students must have written permission from a parent or guardian and his or her physician to self administer medications. Please contact the school nurse to initiate the development of an IHP if needed.

Examinations

Students entering 9th and 11th grade will have vision screenings as resources permit. Students entering 10th and 12th grade will have hearing screenings as resources permit. Height, weight and blood pressure will be taken on all students. Screenings can also be done by special request.

Library

(BOE Policy Files IIA-IIAC-R)

Library materials are loaned to students. No library material may be taken from the library unless properly checked out. Students are solely responsible for any books, videos, materials or technology equipment, which includes chargers, cases and chromebooks, borrowed from the library. Lost, stolen, or unusable items will be assessed at current replacement value. A refund of fine money will only be refunded if the library or technology materials are found and returned in the current school year.

Students are allowed to check out two books, one magazine, and one video at a time. Students are allowed a one month loan period on books and a one week loan period for magazines and videos.

PARENT PARTNERSHIP

Homework

Homework (assignments to be completed outside of the classroom) is important for academic success. The purpose of homework is to provide students with continued practice, exercise or drill in order to develop, reinforce, improve or enrich skills. Homework also gives students some responsibility for their own learning. Homework also provides parents with an opportunity to know about, or participate in, their child's education.

Failure to complete homework assignments will result in an intervention. Interventions include, but are not limited to the following: a before or after school study session, referral to the school counselor or disciplinary consequences.

Infinite Campus Parent Portal

Jefferson County R-7 School District uses Infinite Campus to post grades for students and families. Infinite Campus has a parent portal to allow parents/guardians the ability to view the records of their child(ren) via the Internet. Access to student information empowers parents to have improved communication with their children about their academic achievement.

Information available includes:

- Assignments and the grades for each assignment
- Missing assignments
- Attendance
- Behavior
- Schedule of classes
- Progress of grades
- Lunch balances
- Pay lunch account

This tool is not meant to replace personal contact with students and families. This tool can enhance communication between home and school. The Infinite Campus Parent Portal must be maintained by the school and families. Please provide accurate email information to the school. Parent Portal agreement forms can be obtained from the main office.

Parent Organizations

Boosters: The Booster Club supports a wide variety of extracurricular activities involving students and the community. Boosters meet the second Wednesday of each month. Everyone is invited to catch the Blue Jay spirit and join the fun! Contact the High School office for more information.

Volunteers: (BOE Policy File IICC) JHS values and appreciates the help obtained by volunteers in the building. All volunteers must provide a criminal background screening. Please contact the office and/or the website for more information on how to donate your time and talents to our district.

Parent Pick-Up and Drop-Off

Staff parking spaces are allotted to the parking areas in the back of the building. Student parking is in front of the main entrance. Vehicles parked on school campuses are subject to search per BOE policy file JFG. Parent pick up and drop off will occur at the Performing Arts Center (PAC) entrance.

Fall and Spring Parent Conferences

Fall Conferences

Jefferson High School will hold “Student Led Conferences” in the fall of each school year. Conferences will be held with the Advisory teachers and students will follow an agenda to review academic progress, course selection and other important grade level information. Parents will have the opportunity to consult with each teacher regarding student progress as requested.

Spring Conferences

Spring Student Led Conferences (SLC’s) times will be available for Individual Career and Academic Plan (ICAP) review and the course selection process. Course selections and ICAP will be updated by the student and counselor or advisory teacher prior to the SLC. All students, grades 9-11, must schedule a spring planning conference.

Change of Address, Contact Information, Guardianship

Withdraw From School

A parent or guardian wishing to withdraw a student from JHS must complete a Withdrawal Form in the school’s office. All books, materials, chromebooks and equipment must be returned and any outstanding fines/debts owed must be paid before transcripts will be issued.

Privacy and Confidentiality

(BOE Policy File: JHDA and JO)

It is necessary for the district to maintain extensive and sometimes personal information about students and families to ensure appropriate educational services. In accordance with the Family Educational Rights and Privacy Act (FERPA) the district has established policy to ensure the privacy and confidentiality for our students and their families.

Military and Higher Education Access

(BOE Policy File: JO)

The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent, or a secondary school student who is at least 18, submits a written request, the district will not release the information without first obtaining written consent from the parent or the student. The district will notify parents, and secondary school students who are at least 18, that they may opt out of these disclosures.

SERVICES

Announcements

Announcements will be emailed out to staff and students. Announcements must be submitted to the office by 8am. Announcements are limited to JHS activities and concerns only.

Cafeteria

(BOE Policy File: EF-EFB)

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. To file a program of complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027)

Cafeteria rules include but are not limited to the following:

- Be courteous to others by entering at the end of the line.
- Do not take food or drinks from the cafeteria.
- Do not put other students' purchases on your account.
- Clean the table area and put all trash in the appropriate containers.
- Return trays and silverware to the designated space/container.
- Refrain from running and/or horseplay in the cafeteria.
- Keep a positive balance in your lunch account.

A high school tray consists of one entree', 2-3 side items and milk. All priced items (cookies, ice cream, Gatorade, etc.) are considered a la carte and are not considered a side item. The cost of a high school student breakfast is \$1.80 and lunches are \$2.95 each. Milk cartons are now \$0.40.

Negative Balances:

- If a child has accumulated ten or more unpaid meal charges, they will not be able to receive the lunch tray of their choice, however, they will be offered an alternative meal choice for the day. Lunch accounts may be checked online through the district's student information system, Infinite Campus. Please call the school for more information on obtaining a username and password.
- Any child who has a zero balance or owes, will not be able to receive extra items. This includes milk for brought lunches. Extra items are defined as any item not included on a meal tray.
- A la carte' items are a privilege. Any student with a negative balance or if the child does not have enough money to cover the a la carte' item selected will not be able to buy that item.
- Students who receive Free or Reduced meals are also subject to line B. If you want your child to be able to get an extra item you must send money for their account for them to receive the item.
- All negative balances must be paid before the end of the school year.
- High school students are subject to non-participation in school sponsored dances.

Food Deliveries

For safety purposes, with the amount of traffic and visitors in the high school office, food deliveries from restaurants are not allowed at Jefferson High School. School Personnel will not sign for or accept outside deliveries. Parents are welcome to bring in food for their child for lunch.

Field Trips and Excursions

(BOE Policy File: IICA)

Field trips require authorization from an administrator. Field trips must substantially contribute to academic achievement and desirable educational goals. All field trips will require a permission form.

Lockers

Jefferson High School provides a locker to each student for his or her convenience and daily storage of necessary items free of charge. Lockers are property of JHS and are expected to be used and cared for appropriately. Students are expected to keep their lockers neat and clean. Do not bring valuables or keepsakes to school. Items should not be posted on the outside of a locker without permission from an administrator. Do not use tape or glue on lockers. Students should not share lockers or combinations for their own protection. **Lockers should be locked at all times. Combinations are confidential and should not be shared. Disciplinary action may ensue if storage problems persist. JHS is not responsible for lost or stolen items.**

Gym Lockers

Students are not allowed in the locker rooms without appropriate supervision. All of the previous information regarding lockers applies to gym lockers. Students must take their gym/practice clothes home at least once a week for laundering. JHS is not responsible for lost or stolen items.

Lost and Found: The lost and found is located in the office. The school is not responsible for lost, stolen, or damaged items. The school will donate lost items to a charitable organization after a reasonable amount of time.

Telephone and Messages

Office telephones are available to students for emergencies only. Students need to explain the circumstance that warrants making the call and receive permission from the secretary to use the phone.

Textbooks

(BOE Policy File IIA)

Textbooks are provided for students' use if requested and approved by the Principal. Textbooks are expected to last a minimum of five to seven years. Students are expected to protect textbooks from theft, abuse, and damage and to return the books at the end of the year in the condition that they were issued. If textbooks are lost or excessively damaged, the student will be charged a replacement fee. Students may not be permitted a parking permit or the opportunity to participate in some school functions and extracurricular activities until all fines and fees are paid.

Code Of Conduct: Policies and Procedures

Conduct which takes place on school grounds or school property; on the way to and from school; on school buses and at bus stops; and at school activities on or off school property are subject to the code of conduct and discipline procedures. The school district reserves the right to impose disciplinary consequences for any student conduct which interferes with the educational process. The district reserves the right to suspend any student who has been charged, convicted, or ple guilty in a court of general jurisdiction for the commission of a felony violation of federal or state law. The school board has the authorization to immediately remove a student upon a finding by the principal, superintendent, or school board that the students poses a threat of harm to him/herself or others, as evidenced by the prior conduct of such student. Removal of any student is subject to state and federal procedural rights.

Complaints/Concerns (BOE Policy File: JFH and KL)

The Jefferson R-7 Board of Education recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved through communication with the appropriate staff members and administrators of the district, such as faculty, principals, supervisors, the superintendent, or the Board of Education. Listed below are the proper procedures to be followed by persons with questions or complaints regarding the operation of the district:

1. Matters that involve classroom concerns should be addressed with the teacher(s).
Matters concerning maintenance or grounds should first be addressed with the Director of Maintenance. Matters that concern transportation should be addressed with the bus driver or the Director of Transportation.
2. Unsettled matters from the above, or problems and questions concerning individual schools, should be directed to the principal of the school involved.
3. Unsettled matters from the above, or problems and questions concerning the district, should be directed to the superintendent.
4. If a matter cannot be settled satisfactorily by the above, it should be brought to the Jefferson County R-7 Board of Education. Written correspondence to the Board will be read and addressed by the entire Board. If necessary, following written correspondence, the Board will schedule a hearing to resolve the complaint. The decision of the Board will be final.

Due Process (BOE Policy File: JFG-JFH)

Due process procedures have been developed to protect each student's individual rights. If a student and/or their parent or guardian believes a situation requires additional scrutiny, the following procedures have been to address their concerns:

Due Process Procedures: (BOE Policy File: JGD)

1. The disciplinarian will inform the student of the reasons and evidence for disciplinary action(s). Depending on the seriousness of the offense the principal, parents, or guardian, and/or state law enforcement may be notified immediately.
2. The student may request parent contact.
3. The parent or guardian may **request** a meeting with the principal, the disciplinarian, and the student.
4. The student and the student's parent or guardian may **request** a meeting with all JHS staff involved and the superintendent.
5. The student's parent or guardian may **request** a meeting with the Jefferson County R-7 Board of Education, the superintendent, and all other JHS staff involved.

DISCIPLINE REFERENCE GUIDE

The discipline procedures and examples in this handbook are illustrative and not an exclusive listing of acts of misconduct and consequences.

Philosophy: Jefferson High School strives to develop our students to become responsible citizens. Our building-wide goal is to develop a process that will encourage a change in behavior and habits. We review data yearly to see what is effective in making change. In 2014-15, our data review found that 80% of our students in In-School Suspension (ISS) were two or more grades lower in their reading scores. Starting with the 2017-18 school year, we replaced the daily use ISS with academic programs geared toward improving the student as a whole, not just with discipline. A Character Education program was implemented that focused on improvement. The Character Program has been a welcome addition as it promotes growth. Below is an example of the Character Education terms used along with their assigned teacher for improvement:



JEFFERSON HIGH SCHOOL 10 CHARACTER TRAITS FOR SUCCESS

TRAITS THE JHS TEACHING STAFF BELIEVES WILL HELP OUR STUDENTS ACHIEVE
SUCCESS IN THEIR PROFESSIONAL CAREER

HONESTY: 1. The quality of being honest; uprightness and fairness. 2. Truthfulness, sincerity or frankness 3. freedom from deceit or fraud.

RESPECT: 1. To hold in esteem or honor 2. To show regard or consideration for 3. to refrain from intruding or interfering with 4. To relate or have reference to

DEPENDABLE: 1. Capable of being depended on; worthy of trust; reliable.

RESPONSIBLE: 1. Answerable or accountable as for something within one's power, control or management (often followed by to or for)

CARING: 1. To be concerned or solicitous; have thought or regard 2. To be concerned or have special preference 3. To make provision or look out

WORK ETHIC: 1. A belief in the moral benefit and importance of work and its inherent ability to strengthen character.

COMPASSION: 1. A feeling of deep sympathy and sorrow for another who is stricken by misfortune, accompanied by a strong desire to alleviate the suffering

COMMUNICATION: 1. The act or process of communicating; fact of being communicated 2. the imparting or interchange of thoughts, opinions or information by speech, writing or signs.

ACCOUNTABLE: 1. Subject to the obligation to report, explain, or justify something; responsible; answerable 2. Capable of being explained.

INTEGRITY: 1. Adherence to moral and ethical principles; soundness of moral character; honesty 2. The state of being whole, entire, undiminished

Definitions for Traits from Dictionary.com

Types of Discipline most commonly used, but not limited to:

After School Detentions (ASD)	Character Education Plan
Loss of Privileges: (Includes Cell Phone)	Removal from Extracurricular Activities
Out-of-School Suspension (OSS)	Parent/Principal/Student Conference
Verbal Warning	Time Out in Alternative Placement

Behavior/Offense	Consequences
<p>Academic Dishonesty</p> <p>Plagiarism: Taking ideas or writings knowingly from another and presenting them as one's own. Plagiarism is an integrity violation and unacceptable at Jefferson High School.</p> <p>Copyright: (BOE Policy File: EGAA) A protection of "original works of authorship" that are fixed in a tangible form of expression. Students should assume that all printed work, whether hard copy or electronic text or images, is copyrighted.</p> <p>Students should be aware of, and subject to, the Educational Fair Use Guidelines, which allow for an exemption of copyright law if all of the following factors are met: the purposes must be used for the creator's intended purposes; the student is using only a portion of the work, never the entire work and never to avoid purchasing the original.</p> <p>Acceptable Behavior in the Creation Process:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Discussing the assignment with others for clarification. <input type="checkbox"/> Exchanging drafts of work for critical peer response. <input type="checkbox"/> Participating in classroom activities pertaining to the writing process; prewriting, drafting, revising, editing and publishing. <p>Unacceptable Behavior:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Plagiarizing. <input type="checkbox"/> Surrendering one's work to another student to use without ensuring that the use will be consistent with the provisions of the instructor. <input type="checkbox"/> Knowingly allowing another student to plagiarize one's work. <input type="checkbox"/> Taking someone else's work in any form (e.g. copying or downloading files). <input type="checkbox"/> Using additional sources when not properly credited and identified. <input type="checkbox"/> Assuming the accuracy of the information of a web site without verifying the accuracy of that information. All information included in websites is copyrighted. <p>Possible Consequences of Unacceptable Behavior:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Whenever a teacher reasonably believes, based upon significant evidence, that a student has plagiarized part or all of an assignment or infringed upon copyright protection the teacher shall evaluate the nature and extent of the plagiarism, or copyright infringement, advise that student of the existence of the violation, and state the penalties to which the student may be subject. <input type="checkbox"/> The teacher will indicate in writing to the student and the student's parent or guardian, with a brief statement of the circumstances that the teacher has a reasonable belief that the student has engaged the violation. <input type="checkbox"/> The teacher may reduce the credit that the student would otherwise receive for the assignment by a degree commensurate with the severity of the violation. <input type="checkbox"/> The teacher may refuse to give the student any credit for the assignment. <input type="checkbox"/> The teacher may require the student to rework the assignment entirely, using his or her own ideas and style. <input type="checkbox"/> The teacher may refer the student to the proper authority for any additional counseling or discipline consistent with any other policy of Jefferson High School. <p>When it is necessary to use another's work this can be accomplished by means of a reference or attribution in the body of the text or speech, according to instructions provided by the teacher. The following guidelines should be used in complying with this code:</p> <ul style="list-style-type: none"> <input type="checkbox"/> All quotations of exact words must be enclosed in quotation marks, and the exact source from which they were copied must be indicated. <input type="checkbox"/> The source of all summaries or paraphrases must be acknowledged. 	<ul style="list-style-type: none"> • No Credit for Work • Parent Meeting • Loss of Privileges • Character Education Plan • Multiple Offenses will move to the 'Failure to Meet Conditions of Suspension, Expulsion or other Disciplinary Consequences'

<ul style="list-style-type: none"> ❑ The sources of factual material beyond common knowledge must be indicated. ❑ Any assistance given to the student writer through books, films, lectures, Internet sources, computer programs, or direct interviews should be properly and clearly credited. ❑ Students should assume that all written assignments are to be completed independently unless the teacher’s instructions explicitly permit collaboration. <p>Violating the plagiarism policy may disqualify the student from school awards or honors.</p> <p>Cheating: Behaviors that are considered cheating include, but are not limited to, the following:</p> <ul style="list-style-type: none"> ❑ Using any kind of written, mechanical, electronic, or other unauthorized aids is cheating. ❑ Copywriting work (homework or class work- assignments, quizzes, tests) assigned to be done independently, or letting others copy one’s work. ❑ Providing others with quiz or test, or receiving test information from someone else. <p>Referral of Incidents of Academic Dishonesty: Students who are aware of incidents of academic dishonesty have a responsibility to report such incidents to a teacher or administrator. Confidentiality and anonymity will be reported.</p>	
<p>Alcohol/Drugs (Board Policy File: JFCH)</p> <p>A. Possession and/or use of unauthorized prescription or non-prescription drug, alcohol, illegal drugs, tobacco, over the counter drugs, herbal preparation or imitation drug or herbal preparation or other narcotics and/or drug paraphernalia</p> <p>B. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription, alcohol, illegal drugs, or other narcotics.</p> <p>C. Sale of drugs or supplying a controlled substance on school grounds or buses. (Includes misrepresenting legal substances)</p> <p>D. Medication: Students who take <u>ANY</u> medication during school hours must turn in the medicine to the principal, nurse, or secretary at the beginning of the day. This regulation includes over-the-counter medications. Students are not to have any medicine in their possession. A label affixed by a pharmacy, physician, or dentist must accompany prescription medicine, and a completed Medical Consent Form signed by the parent or guardian will be required. Medicine is to be taken only under the supervision of the nurse, principal, or secretary. The note from the parent or guardian must include the child’s name, name of medication, time and date(s) to be administered, dosage, side effects, if any, and duration for taking the medication.</p> <p>E. Self-Administration of Medication: Procedures are in place for students with health concerns that require regular monitoring and/or medication. If a student’s Individualized Healthcare Plan (IHP) indicates the student is cognitively and behaviorally able to do so, students with asthma may carry and administer their metered-dose inhaler; students with diabetes may carry and administer their insulin; students with life-threatening allergies may carry and administer their Epi-Pen. Students must have written permission from a parent or guardian and his or her physician to self-administer medications. Please contact the school nurse to initiate the development of an IHP if needed.</p>	<ul style="list-style-type: none"> ● Parent/Principal/Student Conference ● Confiscation ● Report to Law Enforcement ● ISS ● 1-180 Days of OSS ● Refer to Superintendent ● Refer to Superintendent-Expulsion
<p>Arson—starting or attempting to start a fire, or causing or attempting to cause an explosion</p>	<ul style="list-style-type: none"> ● Parent/Principal/Student Conference ● Confiscation ● Report to Law Enforcement ● ISS ● 1-180 Days of OSS ● Refer to Superintendent

	<ul style="list-style-type: none"> ● Refer to Superintendent-Expulsion
<p>Assault</p> <p>A. Hitting, striking and/or attempting to cause injury to another; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person</p> <p>B. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.</p>	<ul style="list-style-type: none"> ● Parent/Principal/Student Conference ● Report to Law Enforcement ● ISS ● 1-180 Days of OSS ● Refer to Superintendent ● Refer to Superintendent-Expulsion
<p>Automobile/Vehicle Misuse – Discourteous or unsafe driving on or around the district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.</p>	<ul style="list-style-type: none"> ● Parent/Principal/Student Conference ● ASD ● Loss of Privileges ● Report to Law Enforcement ● Multiple Offenses will move to the ‘Failure to Meet Conditions of Suspension, Expulsion or other Disciplinary Consequences’
<p>Bullying/Cyberbullying</p> <p>Bullying, Harassment, Aggressive Behavior, Hazing <i>(§ 160.775 RSMo. 2006, Amends §160.261, 565.090 and 565.225)</i> Jefferson County R-VII School District (<i>BOE Policy File: JFCF</i>) has established a policy against aggressive behavior. Any form of bullying or intimidation on school grounds, during school hours, at school-sponsored events, in any school context, against personnel or students will not be tolerated. Bullying and harassment are not permitted in any form to include, but not limited to physical, written, emotional, or technological.</p> <p>Bullying may include, but not limited to: -repeated and systematic intimidation; intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.</p>	<ul style="list-style-type: none"> ● Parent/Principal/Student Conference ● Character Education Program ● Referral to Counselor ● Report to Law Enforcement ● Loss of Privileges ● Loss of Extra-Curricular Activities ● 1-180 Days of OSS ● Refer to Superintendent ● Timeout in Alternative Placement ● Bully Report filed
<p>Bus Referral</p> <p>Bus Rules and Regulations <i>(§ 569.155 RSMo. 2000 and BOE Policy File: EEA, EEAB, and JFCC)</i> Bus services are provided to all Jefferson County R-VII School District students free of charge. Riding the bus is a privilege, not a right. The school bus driver represents the school authority and is responsible for the health and safety of passengers on the bus. Students are required to follow all <i>school</i> and <i>bus</i> rules and regulations. Inappropriate behavior may result in loss of privilege of riding the bus. If items are accidentally left on the bus, check with the driver first and then the school’s lost-and-found.</p> <p>Improper bus behavior includes, but is not limited to.</p> <ul style="list-style-type: none"> ● Throwing objects or spitting out of the windows. ● Standing, moving around on the bus, or trying to get on or off while the bus is in motion. ● Using inappropriate language or a loud voice. ● Putting any body part outside of the school bus while the bus is in motion. ● Riding an unassigned bus without permission. ● Lack of respect to the driver or other riders. ● Bringing any item that is not allowed in the school building onto a school bus. <p>JHS faculty and staff expect our students to assist the drivers in caring and setting an example for younger bus passengers.</p> <ul style="list-style-type: none"> ● Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student’s assigned school. In addition, transportation privileges may be suspended or revoked. 	<ul style="list-style-type: none"> ● Parent/Principal/Student Conference ● Character Education Program ● Loss of Privileges ● Loss of Extracurricular Activities ● ASD ● 1-180 Days of OSS ● Refer to Superintendent ● Multiple Offenses will move to the ‘Failure to Meet Conditions of Suspension, Expulsion or other Disciplinary Consequences’

<p>Cell Phone/Electronic Device Referral</p> <p>Cell Phones and Electronic Devices Acceptable and responsible use of cell phones and electronic devices are allowed during non-instructional time of the school day, including lunch, passing periods, before and after school.</p> <p>Classroom teachers have discretion on the use of cell phones and electronic devices during instructional time. For example, a teacher may use the red and green card system to manage the use of electronic devices.</p> <p>Students are expected to follow teacher instructions on the use of cell phones and/or electronic devices. Irresponsible use of cell phones or electronic devices will result in disciplinary action.</p> <p>Beginning the 2014-15 school-year, Chromebooks will be used by all students. The Chromebook usage handbook must be followed.</p>	<ul style="list-style-type: none"> ● Parent/Principal/Student Conference ● Character Education Program ● Loss of Privileges ● Loss of Extracurricular Activities ● ASD ● 1-180 Days of OSS ● Refer to Superintendent
<p>Dishonesty – Any act of lying, whether verbal or written, including forgery.</p>	<ul style="list-style-type: none"> ● Parent/Principal/Student Conference ● Loss of Privileges ● Loss of Extracurricular Activities ● ASD ● Character Education Program ● Timeout in Alternative Placement ● 1-180 Days OSS ● Referral to Law Enforcement ● Referral to Superintendent
<p>Disrespectful or Disruptive Conduct of Speech – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.</p>	<ul style="list-style-type: none"> ● Parent/Principal/Student Conference ● Loss of Privileges ● Loss of Extracurricular Activities ● ASD ● Character Education Program ● Timeout in Alternative Placement ● 1-180 Days OSS ● Referral to Law Enforcement ● Referral to Superintendent
<p>Dress Code Violation</p> <p style="text-align: center;">Dress Code <i>(BOE policy file: JFCA)</i></p> <p>Jefferson County R-7 School District Board of Education, administrators, faculty, and staff expect student dress and grooming to be neat, clean, and in good taste, so that each student may share in promoting a positive, healthy, and safe atmosphere within the District. This expectation includes the school day and school-sponsored extracurricular activities. The dress code is designed to allow for student comfort while maintaining an environment conducive to learning and appropriate for the <u>educational setting</u>.</p> <p>Guidelines for Appropriate School Dress:</p> <ol style="list-style-type: none"> 1. Dress and grooming must meet the reasonable standards of health, cleanliness, safety and modesty, and should not be disruptive to the educational process. 2. Appropriate and acceptable clothing shall be defined as that which is not revealing. Clothing which exposes the midsection of body below the armpits, cleavage (cut-up or sleeveless shirts), and see-through sheer or lace sheer apparel are considered inappropriate for school. Altered clothing (cut-off sleeves, jeans and shorts) is also considered inappropriate for school. 3. Undergarments must be worn and must be covered. 4. Tops: No spaghetti straps, strapless, tank tops or similar clothing styles. All tops must cover the top of the shoulders. 5. Dresses and Skirts: Mini-skirts (tight, form fitting style dress/skirt) or Mini-skirt style dresses are not appropriate for school and are not allowed. All other skirts or dresses must be of appropriate length. Skirts or Dresses that do not meet the dollar bill test, must have an athletic short or non-skin colored leggings underneath. 6. Dress and Jean Shorts (no cut-offs): Must have a 3” inseam and square cut. 7. Athletic Shorts: Must have a 3” inseam. Soffee shorts are not considered athletic shorts. 	<ul style="list-style-type: none"> ● Verbal Warning ● Parent/Principal/Student Conference ● Loss of Privileges ● Loss of Extracurricular Activities ● ASD ● Character Education Program ● Timeout in Alternative Placement ● Multiple Offenses will move to the ‘Failure to Meet Conditions of Suspension, Expulsion or other Disciplinary Consequences’

<p>8. Clothing that has inappropriate holes should not be worn. Any clothing that has been torn, ripped or has holes that expose areas of the body or holes above the knee that can be considered offensive will not be allowed.</p> <ol style="list-style-type: none"> 1. Footwear must be worn at all times. 2. Swimming attire will not be permitted. 3. Jewelry or accessories that may be used as a weapon including, but not limited to, two or three finger rings that are joined, fanged teeth, chains, etc. shall not be permitted. 4. Articles of clothing which display sexually-suggestive wording or symbols will not be permitted. 5. Clothing or other articles that contain racial, sexually suggestive, or other patently offensive words, emblems or insignias are not permitted. 6. Head covering (i.e. hats, sunglasses, hoodies, or other headgear) may not be worn within the building. If head covering is required for religious observance or medical conditions, please discuss the matter with an administrator. 7. Masks may not be worn on campus. 8. Pants or shorts may not be worn below the waistline. 9. Biker shorts, spandex shorts, compression shorts or bike pants are not permitted. 10. It is expected that apparel be worn as it was intended. 11. Some activities may warrant requiring students to adjust hair and/or clothing in the interest of safety. <p>This list is not all inclusive. As new fashion trends arrive, they will be evaluated by building administrators and announcements will be made to the student body regarding their appropriateness for school.</p> <p>The final decision of what constitutes acceptable grooming/dress lies with administration. If an item is deemed inappropriate, the student will be referred to the office and denied entrance to classes until the situation is remedied.</p> <p>Possible Remedies:</p> <ul style="list-style-type: none"> • The student already has something to change into in their locker or gym locker. • The student can borrow something to wear from the gym coach or the nurse. • A parent or guardian can be called to bring appropriate clothing to school. <p><u>PE Dress Code:</u> Students are required to dress out for PE. PE attire will consist of a t-shirt and short set purchased at the school. Dressing out every day will be part of the participation grade.</p>	
<p>Extortion-Threatening or intimidating any student for the purpose of obtaining money or anything of value.</p>	<ul style="list-style-type: none"> • Parent/Principal/Student Conference • Character Education Program • Referral to Counselor • Report to Law Enforcement • Loss of Privileges • Loss of Extracurricular Activities • 1-180 Days of OSS • Refer to Superintendent • Timeout in Alternative Placement • Bully Report filed
<p>Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student’s presence is destructive to the educational process or undermines the effectiveness of the district’s discipline policy.</p>	<ul style="list-style-type: none"> • Parent/Principal/Student Conference • Report to Law Enforcement • ISS • 1-180 Days of OSS • Refer to Superintendent • Refer to Superintendent-Expulsion
<p>False alarms—Tampering with emergency equipment, setting off fire alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of property.</p>	<ul style="list-style-type: none"> • Parent/Principal/Student Conference • Confiscation • Report to Law Enforcement • ISS • 1-180 Days of OSS • Refer to Superintendent • Refer to Superintendent-Expulsion

<p>Fighting— Mutual combat in which both parties have contributed to the conflict either verbally or by physical action</p>	<ul style="list-style-type: none"> ● Parent/Principal/Student Conference ● Loss of Privileges ● Loss of Extracurricular Activities ● ASD ● Character Education Program ● Timeout in Alternative Placement ● 1-180 Days OSS ● Referral to Law Enforcement ● Referral to Superintendent
<p>Fines/Fees(including lunch/breakfast fees) Fees Some classes (i.e. shop, art, home economics, P.E. Uniforms etc.) may have project fees. Lunch/Breakfast fees over \$20.</p> <p>Fines It is the responsibility of each student and his or her family to insure that all fines and debts are paid in full.</p>	<ul style="list-style-type: none"> ● Loss of privileges includes: denial of a parking permit, ineligibility for special school activities, school dances, extra-curricular activities, withholding participation in graduation ceremonies and withholding of diploma.
<p>Fireworks/Incendiary Devices/Matches—Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.</p>	<ul style="list-style-type: none"> ● Parent/Principal/Student Conference ● Confiscation ● Report to Law Enforcement ● ISS ● 1-180 Days of OSS ● Refer to Superintendent ● Refer to Superintendent-Expulsion
<p>Gambling – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.</p>	<ul style="list-style-type: none"> ● Parent/Principal/Student Conference ● Confiscation ● Report to Law Enforcement ● ISS ● 1-180 Days of OSS ● Refer to Superintendent ● Refer to Superintendent-Expulsion
<p>Gangs and Gang Behavior <i>(BOE policy file: JFCE)</i> Students are prohibited from participating in or promoting any gang-related behavior. This includes the use of gang signs, writing, graffiti, paraphernalia, colors, or clothing.</p>	<ul style="list-style-type: none"> ● Parent/Principal/Student Conference ● Character Education Program ● Referral to Counselor ● Report to Law Enforcement ● 1-180 Days of OSS ● Refer to Superintendent ● Timeout in Alternative Placement ● Bully Report filed
<p>Harassment, including Sexual Harassment Sexual Harassment [HB 1689 2006 (Amends § 566.086, RSMo. Supp. 2005)] Jefferson High School is committed to providing a safe working and learning environment free from intimidating, hostile or offensive behavior. Sexual harassment is strictly prohibited throughout Jefferson County R-7 School District (BOE Policy File: AC). Sexual harassment is defined as unwelcome sexual advances, requests for ssexual favors or other verbal or physical conduct of a sexual nature by anyone - employees, students, or others. This definition includes, but is not limited to, both overt and subtle types of harassment such as uninvited letters, telephone calls, looks, gestures, e-mail, text messages, touching, teasing, jokes, epithets, remarks, and questions of a sexual nature. Further prohibited is any uninvited pressure for dates, explicit or implicit suggestions of sexual favors as a condition of employment or academic status, or attempted or actual sexual assault. Administrative have the direct responsibility of setting the expectations that sexual harassment does not occur. Those who witness or who are the victims of sexual harassment shall immediately notify the proper authority. For students, that authority is a teacher, counselor, or the principal. For employees and others, the authority is their immediate supervisor or the next level administrator. If the offender is a person in authority, the next level administrator is informed. The teacher, counselor, supervisor, or administrator receiving such complaint shall discreetly investigate the allegation, including an interview with the accused person, and transmit a full written report to the superintendent as soon as possible. Persons who are the accused in the complaint shall not supervise or conduct such an investigation. Superintendent shall conduct further investigation of the</p>	<ul style="list-style-type: none"> ● Parent/Principal/Student Conference ● Character Education Program ● Referral to Counselor ● Report to Law Enforcement ● 1-180 Days of OSS ● Refer to Superintendent ● Timeout in Alternative Placement ● Bully Report filed

<p>incident as necessary and, if substantiated, shall take disciplinary action up to and including dismissal or expulsion of the offender.</p> <p style="text-align: center;">Harassment</p> <p>A. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.</p> <p>B. Unwelcome physical contact of a sexual nature that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching, exposing, or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.</p>	
<p>Hazing – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district –sponsored activity. Hazing may occur even when all students involved are willing participants.</p>	<ul style="list-style-type: none"> ● Parent/Principal/Student Conference ● Character Education Program ● Referral to Counselor ● Report to Law Enforcement ● 1-180 Days of OSS ● Refer to Superintendent ● Timeout in Alternative Placement
<p>Horseplay—(Roughhousing) physically bothering others with hands, arms, feet, legs, or body. (does not include fighting)</p>	<ul style="list-style-type: none"> ● Parent/Principal/Student Conference ● Loss of Privileges ● Loss of Extracurricular Activities ● ASD ● Character Education Program ● Timeout in Alternative Placement ● 1-180 Days OSS ● Referral to Law Enforcement ● Referral to Superintendent ● Multiple Offenses will move to the ‘Failure to Meet Conditions of Suspension, Expulsion or other Disciplinary Consequences’
<p>Inappropriate language or gestures</p>	<ul style="list-style-type: none"> ● Parent/Principal/Student Conference ● Loss of Privileges ● Loss of Extra-Curricular Activities ● ASD ● Character Education Program ● Timeout in Alternative Placement ● 1-180 Days OSS ● Referral to Law Enforcement ● Referral to Superintendent ● Multiple Offenses will move to the ‘Failure to Meet Conditions of Suspension, Expulsion or other Disciplinary Consequences’
<p>Indecent Exposure</p>	<ul style="list-style-type: none"> ● Parent/Principal/Student Conference ● Character Education Program ● Referral to Counselor ● Report to Law Enforcement ● 1-180 Days of OSS ● Refer to Superintendent ● Timeout in Alternative Placement
<p>Missing assignments</p>	<ul style="list-style-type: none"> ● Parent/Principal/Student Conference ● Character Education Program ● Referral to Counselor ● Timeout in Alternative Placement ● Multiple Offenses will move to the ‘Failure to Meet Conditions of Suspension, Expulsion or other Disciplinary Consequences’

<p>Nuisance Items A. Possession or use of toys, games, MP3 players and other electronic devices (other than cell phones) that are not authorized for educational purposes.</p>	<ul style="list-style-type: none"> ● Parent/Principal/Student Conference ● Character Education Program ● Loss of Privileges ● Loss of Extracurricular Activities ● ASD ● 1-180 Days of OSS ● Refer to Superintendent ● Multiple Offenses will move to the 'Failure to Meet Conditions of Suspension, Expulsion or other Disciplinary Consequences'
<p>Public Display of Affection – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.</p>	<ul style="list-style-type: none"> ● Verbal Warning ● Parent/Principal/Student Conference ● Loss of Privileges ● Loss of Extracurricular Activities ● ASD ● Character Education Program ● Timeout in Alternative Placement ● Multiple Offenses will move to the 'Failure to Meet Conditions of Suspension, Expulsion or other Disciplinary Consequences'
<p>Sexting and/or Possession of Sexually Explicit, Vulgar, or Violent Material – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.</p>	<ul style="list-style-type: none"> ● Parent/Principal/Student Conference ● Character Education Program ● Referral to Counselor ● Report to Law Enforcement ● 1-180 Days of OSS ● Refer to Superintendent ● Timeout in Alternative Placement
<p>Sexual Activity – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.</p>	<ul style="list-style-type: none"> ● Parent/Principal/Student Conference ● Character Education Program ● Referral to Counselor ● Report to Law Enforcement ● 1-180 Days of OSS ● Refer to Superintendent ● Timeout in Alternative Placement
<p>Striking a staff member—hitting or throwing objects</p>	<ul style="list-style-type: none"> ● Parent/Principal/Student Conference ● Character Education Program ● Referral to Counselor ● Report to Law Enforcement ● Loss of Privileges ● Loss of Extracurricular Activities ● 1-180 Days of OSS ● Refer to Superintendent ● Timeout in Alternative Placement ● Bully Report filed
<p>Tardy or Truant—absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.</p>	<ul style="list-style-type: none"> ● Parent/Principal/Student Conference ● Verbal Warning ● Loss of Privileges ● Loss of Extracurricular activities ● Multiple Offenses will move to the 'Failure to Meet Conditions of Suspension, Expulsion or other Disciplinary Consequences'
<p>Technology Misconduct A. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering /blocking device. B. Violations of Board policy EHB and procedure EHB-AP other than those listed in A or B above.</p>	<ul style="list-style-type: none"> ● Parent/Principal/Student Conference ● ASD ● Character Education Program ● Referral to Counselor ● Report to Law Enforcement ● 1-180 Days of OSS ● Refer to Superintendent ● Timeout in Alternative Placement ● Restitution ● Multiple Offenses will move to the 'Failure to Meet Conditions of Suspension, Expulsion or other Disciplinary Consequences'

<p>C. Use of audio or visual recording equipment in violation of Board policy KKB.</p>	
<p>Theft – Theft, attempted theft or knowing possession of stolen property.</p>	<ul style="list-style-type: none"> ● Parent/Principal/Student Conference ● Character Education Program ● Referral to Counselor ● Report to Law Enforcement ● Loss of Privileges ● Loss of Extracurricular Activities ● 1-180 Days of OSS ● Refer to Superintendent ● Timeout in Alternative Placement ● Restitution
<p>Threats or Verbal Assault to another student or staff member — Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.</p>	<ul style="list-style-type: none"> ● Parent/Principal/Student Conference ● Character Education Program ● Referral to Counselor ● Report to Law Enforcement ● Loss of Privileges ● Loss of Extracurricular Activities ● 1-180 Days of OSS ● Refer to Superintendent ● Timeout in Alternative Placement ● Bully Report filed
<p>Tobacco – Possession or use of any tobacco products, electronic cigarettes, imitation tobacco or cigarette products on all district facilities, on district transportation, and on all district grounds at all times and at any district-sponsored event or activity while off campus.</p>	<p>1st Offense</p> <ul style="list-style-type: none"> ● Parent/Principal/Student Conference ● Confiscation ● Possible Report to Law Enforcement ● Loss of Extracurricular Activities-2 weeks <p>2nd Offense</p> <ul style="list-style-type: none"> ● Parent/Principal/Student Conference ● Confiscation ● Possible Report to Law Enforcement ● 3 Days OSS and 45 Day Loss of Extracurricular Activities <p>Following Offenses:</p> <ul style="list-style-type: none"> ● Parent/Principal/Student Conference ● Confiscation ● Report to Law Enforcement ● 1-180 Days of OSS ● Refer to Superintendent ● Refer to Superintendent-Expulsion
<p>Unauthorized Entry – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.</p>	<ul style="list-style-type: none"> ● Parent/Principal/Student Conference ● Character Education Program ● Referral to Counselor ● Report to Law Enforcement ● Loss of Privileges ● Loss of Extracurricular Activities ● 1-180 Days of OSS ● Refer to Superintendent ● Timeout in Alternative Placement
<p>Vandalism</p> <p>A. Willfully causing damage or attempting to cause damage to real or personal property belonging to the district, staff, or students.</p> <p>B. Graffiti is considered destruction of public property, a crime punishable by arrest and fine, as well as restoration of that which was vandalized.</p>	<ul style="list-style-type: none"> ● Parent/Principal/Student Conference ● Character Education Program ● Referral to Counselor ● Report to Law Enforcement ● Loss of Privileges ● Loss of Extracurricular Activities ● 1-180 Days of OSS ● Refer to Superintendent ● Timeout in Alternative Placement
<p>Weapons—illegal (possession of)</p> <p style="text-align: center;">WEAPONS IN SCHOOL (§ 571.030 RSMo. Supp. 2005)</p> <p>The possession or use of a weapon, except where authorized by law, is prohibited in all school buildings, on or about school grounds, and at all school-sponsored activities. A weapon is defined as any instrument or device commonly used to inflict physical</p>	<ul style="list-style-type: none"> ● Parent/Principal/Student Conference ● Confiscation ● Report to Law Enforcement ● ISS ● 1-180 Days of OSS ● Refer to Superintendent ● Refer to Superintendent-Expulsion

injury or harm to another, or used to defend against an adversary. Violators will be referred to legal authorities and subject to suspension/expulsion from school in accordance with school district policy (*BOE Policy File: ECA and JFCJ*) and the Missouri Safe Schools Act.

1. State and local responsibility under the Gun Free School Act of 1994 legislates that local educational agencies expel from school, for a period of not less than one year, a student who is determined to have brought a weapon to school. State law also allows the chief administering officer of the LEA (Local Educational Agency) to modify the expulsion policy on a case-by-case basis

For the purpose of the GFSA, a “weapon” means a firearm as defined in Section 921 of Title 18 of the United States Code. According to Section 921, the following are included within the definition:

- Any knives, including switchblade, dagger, dirk, stiletto, or bladed hand instrument
- Any weapon (including a starter gun) which will or is designed to or say readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any weapon described above.
- Any firearm muffler or firearm silencer.
- Any destructive device, which includes:
 - (a) any explosive, or poison gas
 - (1) bomb
 - (2) grenade
 - (3) rocket having a propellant charge of more than four ounces
 - (4) missile having an explosive or incendiary charge of more than one-quarter ounce
 - (5) mine, or similar device
 - (b) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, which has any barrel with a bore of more than one-half inch in diameter.
 - (c) any combination or parts either designed or intended for use in converting any device into any destructive device.

RULES AND REGULATIONS

Emergency Procedures

All students are required to have current emergency information on file in the main office. It is imperative that a working telephone number be provided to the school so that immediate parent/guardian contact can be made when necessary, and that changes to emergency information are updated through the school office and/or school nurse. Using the emergency information provided by the parents /guardians, a school representative will take the following steps:

1. Call a parent or guardian.
2. Call a designated contact if parents can't be reached.
3. If it is a medical emergency, the school nurse or if not on campus an advisor on the scene will determine the order of the phone calls. If transportation by ambulance is required, a school official will accompany the student
4. Circumstances involving misdemeanor or criminal issues necessitate that law enforcement be contacted.

Hall Procedures

All students must abide by hall procedures. Upon arrival at school in the morning, before the first bell, all students must go directly to the gymnasium, cafeteria or designated area. Students are not allowed in the hallways before the first bell without written permission from a faculty member. During lunch period, students must stay in their assigned lunch area unless written permission is provided by a faculty member. Throughout the day, students may have hall privileges for emergency purposes with permission from their teacher. Loitering anywhere on campus is not permitted. Exceptions to these procedures are allowed with faculty supervision only.

Posters and Flyers (BOE Policy File: IGCB-IGDBA and KI)

No posters, flyers, mailings, advertising, or other media may be posted or distributed on school grounds or at school-sponsored events without the approval of the principal. The person or persons responsible for posting are also for the removal of posting immediately following the event.

Publications

(BOE Policy File: IGDB-IGDBA)

All publications for distribution must be approved by the principal before distribution. Distribution must take place at an appropriate and convenient time and place so as not to disrupt learning or school functions. Publications may not contain:

- Obscenity for minors
- Libel
- Indecency or vulgarity
- Advertisements of any product or service that is not permitted to minors
- Fighting, hate or racist words
- The potential for causing a disruption of learning or discipline.

School Property

Chromebooks, electronic devices, textbooks, lockers, library books, desks, uniforms, etc. are school property that is on loan to students without charge. It is the responsibility of each student to protect and maintain all school property.

The students must abide by building and grounds rule:

- No loitering on school property
- Students are not allowed in woods
- No littering
- No cafeteria food outside of the cafeteria
- No drinks other than water in the classrooms, unless approved by faculty
- No skateboarding, bicycles, scooters, dirt bikes, 4-wheeling, etc.

Schedule Changes

Students will receive schedules on the registration days prior to the start of the school year. Once students receive their schedules, students and parents should review the assigned coursework to verify progress toward academic and career goals.

No schedule change request will be considered without a valid reason. Valid reasons include, but are not limited to: course needed for graduation or course already passed. If there is a schedule conflict before the school year begins, students will fill out a conflict form and the counselor will make adjustments if they follow the valid reasons. If a schedule change is requested after the school year begins, parents and students must consult with the counselor within three days of the semester. This procedure is in place to ensure continuity of coursework and to allow teachers to focus on the course level expectations once student rosters are final.

School Spirit Assemblies, Pep Rallies, Games, Etc.

Students are expected to have fun, learn, and be safe at Jefferson High School and all school-sponsored event. Jefferson High School students should be good sportsmen at all times whether in the game or in the stands. Competitors are friendly rivals, not enemies, and will be treated with respect.

MSHSAA Recommendations:

1. No amplified noisemakers (this includes horns, bells, clickers, clackers, whistles or similar noisemakers) are permitted at any time.
2. No stomping on bleachers will be permitted regardless of location of the event.
3. No derogatory chants or cheers will be allowed.
4. No throwing of any object onto the floor or field, from the bleachers is acceptable.
5. Only cheerleaders and coaches are permitted to use megaphones.
6. At no time will profane or obscene language be allowed.

Search and Seizure (BOE Policy File: JFG)

School officials have the authority to search students' property (including purses, backpacks, gym bags, vehicles, etc.), provided that the search is justified at its inception and reasonable under the circumstances. School officials will exercise discretion to perform searches as they deem necessary to maintain the safety and welfare of students and staff, to prevent violations of discipline policies, or to prevent interference with the educational process. Strip searches will NOT be conducted under any circumstances by school officials. Lockers and desks assigned to students remain the property of the District and may be searched by the school officials without notice.

Social Networking Sites

Certain social networking sites are blocked by the discretion R-7 technology department. If there is activity on social networking sites substantially interferes with the school day, action may be taken by JHS administration. The students carry the burden of proof when allegations of harassment or other activities on social networking sites occur.

Technology Usage (BOE Policy File: EHB-AP)

Jefferson County R-7 School District has established a technology policy for all the campuses within the District. No student will be given access to the district's technology resources until the district receives *User Agreements* signed by the student and the student's parent/guardian. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign the *User Agreement* without additional signatures. Students who do not have a *User Agreement* on file with the district may be granted permission to use the district's technology resources by the superintendent or designee. Refer to the policy listed above for rules and responsibilities.

VEHICLES AND PARKING

(BOE Policy File: ECD)

Student parking is located in front of the building. Student parking is available on school property as a privilege, not a right. Jefferson R-VII administrators retain the authority to conduct routine patrols of the student parking lot and inspections of the exteriors of student automobiles on school property. Administrators may inspect inside student vehicles, on school property whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained within the vehicles. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant. A student, who fails to provide access to the interior of the car upon request by a school official, will be subject to school disciplinary action and possibly law enforcement notification.

A \$10 parking fee will be charged. The permit shall be placed on the rearview mirror of the vehicle. Students must sign a driving contract along with a parent/guardian signature in order to receive a parking permit. Money will not be refunded if driving privileges are lost.

Students who drive to school must observe the following regulations:

1. Students must have a valid driver's license.
2. Students must obtain a parking permit from the high school office.
3. Information provided will include the name of the student, age, birth date, driver's license expiration date, and the name of the insurance company, the agent's name, and phone number.
4. The student must provide the make, model, color, and license plate number of all vehicles that will be parked at school.
5. Parking permits are non-transferable.
6. The principal reserves the right to deny parking privileges for disciplinary matters.
7. Students must park in designated parking spot.
8. Students are not allowed to sit in parked cars. Once arriving at school, students must immediately vacate their vehicles.
9. Students must drive safely and follow driving regulations. Students who do not follow driving regulations or endanger others will have their driving privileges withdrawn.
10. Vehicles' sound systems must be set at a low volume while on school property. Audio from vehicles should not be heard inside the building.
11. Vehicles are not lockers. Students will not be permitted to go to their vehicles throughout the school day.
12. In the event of an emergency, students should contact an administrator.

VISITORS

(BOE Policy File: KK)

The purpose of this policy is to ensure a safe school as well as to prevent disruption to the teaching and learning process at JHS.

All visitors must sign in with the office and receive a Raptor “Visitor” badge. There should be a sound educational reason for the visit. Students are not allowed to bring students from other school districts to Jefferson High School without prior approval from the principal or JHS administrators.

FUNDRAISING

(BOE Policy File: IGDF)

The High School Administration will be directly responsible for all district-sponsored fundraising activities conducted in the district or sponsored in any manner by the district. All district-sponsored fundraising activities must first be approved by the building principal and/or the superintendent or designee and must comply with the requirements set out in district policies.

Students may not sell items on school grounds that are non-fundraising items.

MOCAP

(BOE Policy File: IGCD)

For students who would like to request online courses, visit the counseling center or online resources on the district website and use the key word ‘MOCAP.’

Reminders for MOCAP:

- Due date to request fall MOCAP courses is June 10th
- Due date to request spring MOCAP courses is November 1st
- Students who apply and are offered courses through MOCAP, must be enrolled in four (4) in-person classes and attend regularly in order to be eligible for MSHSAA sponsored extra-curricular activities. Students enrolled in MOCAP courses must meet all MSHSAA eligibility requirements including, but not limited to, credits earned, citizenship, and attendance. If there is a class associated with the activity, the student must be enrolled in that course in order to participate.

Notice of Non-Discrimination

The Jefferson R-VII School District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law and as required as required by Titles VI and VII of the Civil

Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person is designated and authorized as the District's Non-Discrimination and Title IX Coordinator to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding the District's non-discrimination policies:

Cindy Holdinghausen, Danby Middle School Principal and Title IX Coordinator
1250 Dooling Hollow Road, Festus, MO 63028
Phone: 636-937-7940 / Fax: 636-937-9189
Email: holdinghausenc@jr7.k12.mo.us

For information regarding how to report or file a claim of discrimination, harassment, or retaliation, see Board of Education Regulation AC. Policy and Regulation ACA shall govern the grievance procedures, process, and response for complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district's Non-Discrimination and Title IX Coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816) 268-0550; TDD (877) 521-2172.

Accessibility by Disabled Persons for the Jefferson R-VII School District



Readily accessible programs—

The Jefferson R-VII School District will create programs or activities that shall be operated in a manner which ensures that, when viewed in their entirety, are readily accessible to disabled persons. The District is not, however, required to make each existing facility, or every part of a facility, accessible to and usable by disabled persons.

[34 CFR § 104.22\(a\)](#)

Compliance—Compliance with these requirements may be achieved by:

- Redesigning equipment.
- Reassigning classes or other services to accessible buildings.
- Assigning paraprofessionals to qualified disabled persons.
- Home visits.
- Delivery of health, welfare, or other social services at alternate accessible sites.
- Alteration of existing facilities.
- Constructing new facilities in conformance with [34 CFR § 104.23](#).
- Any other methods that would result in making programs and activities accessible to disabled persons.

Structural changes in existing facilities need not be made when other methods will achieve compliance with the handicap requirements. In choosing among available alternatives for meeting these requirements, the Board shall give priority to methods that offer programs and activities to handicapped persons in the most integrated setting appropriate.

[34 CFR § 104.22\(b\)](#)

Notice—The District shall adopt and implement procedures to ensure that interested persons, including those with impaired vision or hearing, can obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons.

[34 CFR § 104.22\(f\)](#)