

WELCOME STUDENTS:

On behalf of the faculty, we would like to welcome you to Jefferson High School for the upcoming academic school year. As a school, we strive for continuous improvement. Through the cooperative efforts of students, parents, staff and community members, we can maintain the highest standards for our young people to learn at the highest level.

Jefferson High School has a history of fine academic and extracurricular accomplishments. We will do whatever is essential for you to be successful and to make our school a better place. You can benefit from everything Jefferson High has to offer by being actively involved in your classes and co-curricular activities that are offered. We are here to make your year as successful, yet educationally challenging, as possible. Jefferson High School continues to be rich in spirit, tradition, and excellence. We believe every student deserves the opportunity to look back on their high school experience and feel a sense of pride, loyalty and accomplishment. Go Eagles!

Sincerely,
Mr. Dinkel
Principal

MISSION STATEMENT

“...the School District of Jefferson is synonymous with excellence. It is a place where hard work and exemplary character are expected and modeled by students and staff. Character and work ethic are valued as much as intelligence, social aptitude, and athletic ability.”

Eagle Expectations

1. Treat others the way you want to be treated.
2. Accept individual differences of others.
3. Respect yourself, school & others.
4. Embrace the opportunity for education provided.
5. Act with courage to make positive choices for your future.
6. Walk the halls with “Eagle” Pride.

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HIGH SCHOOL FACULTY

Agriculture

Nick Brattlie, B.S.

Art

Julie Marshall, B.S., M.Ed.

Lynn Weyer, B.S., M.Ed.

Business Education

Cory Brummeyer, B.S., M.Ed.

Diane Webber, B.S., M.S.

Counseling Office

Shannon Mooney, B.S., M.Ed.

Nick Whaley, B.A., M.S.Ed.

ELL

Simone McKinney, B.S.E.

English

Ryan Clarksen, B.S.E., M.Ed.

Cathy Crucius, B.A., M.A.

Jordan Gehrung, B.S.

Julie Paucek, B.S.E., M.Ed.

Kathryn Steib, B.A., M.A.E.

F.A.C.S.E.

Kim Hart, B.A., B.S., M.Ed.

Library

Cheryl Kenders, B.S.E.

Georganne Schacht

Math

Joan Fitzgerald, B.S.E., M.Ed.

Barb Munro, B.S.E., M.Ed.

John Stellmacher, B.S., M.Ed.

Mary Wiesen, B.S.B.A., B.A.,

Music

Denise Reichhoff, B.M.,

Rob Cunningham, B.S.

Jennah Smet, B.M.

Kathy Schereck, B.M. M.M.E.D.

PE/Health

Greg Fetherston, B.S. M.Ed.

Dena Smith, B.S., B.S., M.S.

Jane Vogel, B.S.E., M.Ed.

Science

John Gotto, B.S.E.

Taylor Hooker, B.S.E.

Tammy Kuehl, B.S., M.A.E.

Alesa Wontor, B.S.

Steven Wright, B.S., M.S.E.

Social Studies

Tim Babcock, A.B., M.A.T.

Steve Gee, B.S.

Cheryl Kilker, B.S.

Cory Klecker, B.A., M.A.

Peter Oberhelma, B.A.

Spanish

Bridget Foerster, B.A., M.Ed.

Andy Schwei, B.A.

Tech Ed

Gerald Burr, B.S.

E.J. Pilarski, B.S.

Special Ed

Trish Bena, B.S., M.S.Ed.

Trischia Burdt, B.A.

John McCarthy, B.S.

Cori Bollinger, B.S.

2016-2017 SCHOOL CALENDAR (IMPORTANT DATES)

September 1:	FIRST DAY OF CLASS
September 5:	NO SCHOOL – LABOR DAY
September 21:	3-Hour Early Dismissal
October 12:	3-Hour Early Dismissal
October 28:	NO SCHOOL – LABOR DAY
November 4:	End of First Quarter
November 8:	High School Parent-Teacher Conferences, 4-8 PM
November 23-25:	NO SCHOOL-Thanksgiving Break
December 14:	3-Hour Early Dismissal
December 23-30:	NO SCHOOL-Winter Break
January 2:	Classes Resume
January 19:	End of Second Quarter
January 20:	NO SCHOOL-Staff Development Day
February 1:	High School Course Selection Conferences, 4-8 PM
February 2:	High School Course Selection Conferences, 4-8 PM
February 23:	3-Hour Early Dismissal
February 24:	NO SCHOOL or Snow Make-up Day
March 6:	High School Parent-Teacher Conferences, 4-8 PM
March 20-24:	NO SCHOOL-Spring Break
March 31:	End of Third Quarter
April 13:	3-Hour Early Dismissal
April 14:	NO SCHOOL
April 17:	NO SCHOOL or Snow Make-up Day
May 25:	3-Hour Early Dismissal
May 26:	NO SCHOOL-Staff Development Day
May 29:	NO SCHOOL-MEMORIAL DAY
June 9:	Last Day of Classes-Students Dismissed at 12 Noon Afternoon: Staff Development Activities/Checkout End of Fourth Quarter
June 11:	High School Graduation, 2 PM Auditorium

IMPORTANT CONTACT INFORMATION

High School Main Office	920-675-1100
Attendance Office	920-675-1115
School Nurse	920-675-1094
Counseling Office	920-675-1126
Principal Mr. Steve Dinkel	920-675-1105
Athletic Director Mr. Dan Wilharm	920-675-1112

ADMINISTRATIVE RIGHT TO ADJUST

The administration has the right to change/adjust any and all guidelines/procedures in this handbook if the administration feels it is necessary. Written addendums may be issued as determined by administration.

CASES NOT COVERED BY SPECIFIC RULES

It is understood that the rules contained in this handbook are not all inclusive. The administration and teachers may take such action as is necessary and not forbidden by law to ensure the orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which affects the safety and welfare of students either individually or collectively, regardless of the existence or non-existence of a rule covering the offense. School rules apply to all students enrolled regardless of age. Students are allowed to have only one pass book in their possession for the school year.

ACADEMIC ATTITUDE:

Student Achievement

The following are three essential character traits identified as critical to be successful at Jefferson High School. In preparing students to be college and career ready upon graduation we feel the development of these three traits can help in the achievement of any goal a student may aspire to.

Respect

- We value others feelings and property
- We fulfill classroom/study hall expectations
- We follow staff instruction
- We are aware of and kind to all students, staff, and guests
- We are welcoming and kind to visitors

Responsibility

- We arrive to school, class and co-curricular activities on time
- We use the entire period for educational purposes
- We complete assignments on time
- We move directly to class and have a pass when necessary
- We report accidents, damages and vandalism
- We represent ourselves and our school with pride

Resourcefulness

- We submit our original work
- We are positively involved in class
- We develop self-motivation to complete all task

We will develop a positive “I can” attitude
 We recognize that learning requires effort
 We learn to problem solve

ACADEMICS

Graduation Requirements

The following credits are required for graduation from JHS. The minimum distribution of credits per grade level is 7 each year. Complete information on all subjects can be found in the Course Selection Handbook.



- 4 credits of English
- 3½ credits of Social Studies (Class of 2019 and beyond Three (3) credits)
- 3 credits of Science
- 3 credits of Mathematics
- 1 ½ credits of Physical Education
- ½ credit of Health
- ½ credit of Employability Skills
- 1 credit of Vocational (Agriculture, Business, Tech Ed, or FACE courses) (not required for class of 2019 and beyond)
- 1 credit Humanities (Music, Theater, Art, or Foreign Language courses) (not required for class of 2019 and beyond)
- Additional credits are taken in electives areas to reach a grand total of 26 credits.

Grading System

Each letter grade is given the following numerical value please see the following tables:

Table 1 – Grade Point Equivalents and Ranges

A = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.60	B- = 2.60	C- = 1.60	D- = 0.60
B+ = 3.40	C+ = 2.40	D+ = 1.40	F = 0.00

Table 2 – Grade and Percentile Equivalents

A = 92 – 100%	B = 82 – 87%	C = 72 – 77%	D = 62 – 67%
A- = 90 – 91%	B- = 80 – 81%	C- = 70 – 71%	D- = 60 – 61%
B+ = 88 – 89%	C+ = 78 – 79%	D+ = 68 – 69%	F = 0 – 59%

Table 3 - Advanced Placement (AP) Courses Only

A = 5.00	B = 4.00	C = 3.00	D = 1.00
A- = 4.60	B- = 3.60	C- = 2.60	D- = 0.60
B+ = 4.40	C+ = 3.40	D+ = 1.40	F = 0.00

To compute your grade point average, take the sum of the numerical values of the letter grades and divide this total by the number of courses taken.

Quarter, Exam, and Semester Grades

Quarter Grades – Come out once every 9-week grading period. They do not show up individually on permanent transcripts, but rather are used to compute the semester grade and determine honor roll. Each quarter percentage is worth 40% of the semester grade.

Exam Grades – Exams or final projects are given in all classes at the end of each semester. Exams are comprehensive, covering the learning expected over the entire 18-week grading period. Exam grades do not show up individually on permanent transcripts, but rather are used to compute the semester grade. An exam percentage is 20% of the semester grade.

Semester Grades – These are the grades that are used to determine cumulative grade point average, rank in class, post high school education acceptance, etc. It is the semester grade that determines whether you pass a course; earn credit, graduate, or whether or not a student must repeat a course. The semester grade is the grade that is on the student’s permanent transcripts.

1. The Semester I final grade is made up of combining the quarter I grade, quarter II grade, and the final exam grade.
2. Quarter 1 is worth 40% of the percentage earned for the Quarter.
3. Quarter 2 is worth 40% of the percentage earned for the Quarter.
4. Final Exam is worth 20% of the Semester I grade.
5. Here is a sample calculation. Student George earned 73% for quarter 1. He earned an 87% for quarter 2. He earned a 65% on his final exam.
 - a. $.73 \times 0.40 = 0.292$
 - b. $.87 \times 0.40 = 0.348$
 - c. $.65 \times 0.20 = 0.130$
 - d. $0.77 = 77\% = C$ for the semester grade

MONITORING ACADEMIC PROGRESS

1. STUDENT PROGRESS

Can be checked on-line by parents and students. Parents and students will be mailed an on-line user access username and password.

2. REPORT CARDS



1. Electronic Report cards will be sent via E-mail at the end of each quarter.
2. First quarter report cards may also be picked up by parents during parent teacher conferences that take place at the end of the quarter.

3. INCOMPLETE GRADES

Incomplete grades may be changed to an “F” at the end of the second week of the next grading period if work is not made up.

4. **GPA AND CLASS RANK**

- a. GPA - To compute your cumulative grade point average, take the sum of the numerical values of the letter grades and divide by the number of courses taken. Honor graduates will be determined by GPA.
- b. Class Rank - In the interest of encouraging and recognizing outstanding academic achievement, a number of honor students will be selected from each high school graduating class. Honor graduate status will be determined by accumulated grade points. Class rank shall be determined by cumulative Grade Point Average (GPA).

ACADEMIC RECOGNITION

1. **HONOR ROLL**

A student must earn a 3.0 or greater for their quarter GPA.

2. **HIGH HONORS**

A student must earn a 3.50 or greater for their quarter GPA.

3. **ACADEMIC LETTER**

Academic awards are based on semester grades.

A semester GPA of 3.00 to 3.49 equals "1" point. A semester GPA of 3.50 and up equals "2" points.

- a. A total of 6 points earns a letter
- b. A total of 9 points earns a medal
- c. A total of 12 points earns a plaque with the student's name and years at JHS

4. **NATIONAL HONOR SOCIETY**

Students may be considered for selection to The Jefferson Chapter of the National Honor Society if they meet the following minimum criteria for consideration:

- a. Junior or Senior standing
- b. Have attended JHS for at least one full semester
- c. Minimum cumulative GPA of 3.000 at the end of the first semester AND earned 3.0 average in the immediately preceding semester. Students meeting these criteria are invited to be considered for selection. Final selection is determined by a faculty committee with input from the entire faculty. Membership criteria include demonstrated scholarship, character, leadership and service.

5. **SCHOLARSHIPS**

JHS is fortunate to have many organizations sponsor numerous scholarships opportunities. All academic scholarships, including the Academic Excellence

Scholarship, are based on the cumulative G.P.A. of the first seven semesters. Cumulative G.P.A. is based on semester grades earned.

6. **OTHER**

a. TRANSFER STUDENTS

Transferring students must be enrolled for a minimum of 2 semesters before eligibility for an academic letter is calculated. At that point, the student's complete high school transcript will be reviewed.

b. EARLY GRADUATION POLICY

Students who have met graduation requirements per board policy IKF may apply for early graduation. Students who wish to graduate early must contact their school counselor by October 1st of their senior year to make application for early graduation.

c. STUDENT RECORDS

Four types of cumulative records exist on Jefferson High School students:

- i. Progress records
- ii. Behavioral records
- iii. General Health records.
- iv. Patient health care records

The school's counseling department houses behavioral records for 1 year following the graduation of each student. Progress records are kept indefinitely.

ATTENDANCE

School attendance is a responsibility that is shared by the student, parent, and school. Students are expected to be in each class every day that school is in session. Parents must call the attendance office at **(920) 675-1115** to excuse their student from school.

- Please call prior to 9:00 a.m. on the day of the absence/appointment.
- Please report all absences and/or requests to leave the building during the school day to the attendance office only.
- Examples of absences are: illness, appointments, college visits, etc.
- A voice mail service is available for calls prior to 7:30 a.m. and after 4 p.m. Voice mail is checked continuously throughout the school day so please leave a message on the attendance line; do not call the main office for attendance issues.
- Your message should include the following:
 1. Student's name
 2. The date(s) absent
 3. The reason for the absence
 4. The parent's contact phone number
 5. If leaving for an appointment
 - a. The time the student needs to leave the building.

THE 10 DAY RULE

Any student accumulating 10 or more absences per year or its equivalent of 80 class periods will have their attendance pattern examined by administration and counseling. Once a student reaches 10 or more days of missed school, a letter may be sent home giving notice as to the number of school days missed. The student may be required to have a written note from a licensed medical professional or clergy person in order to be excused. We do not count college visits (3 per school year), religious holidays, and/or legal appointments in the 10 day count. All other absences will be counted against the student's attendance record. Please contact the attendance office with any questions about the 10 day rule.

(Wis. Stat. sec. 118.15 (3) (c).-A child may not be excused for more than 10 days in a school year under this provision.)

SENIOR ATTENDANCE

Regular attendance is an important factor in school success. The activities and learning that occur during a class period are not easily made up since the experiences cannot be duplicated. Therefore, it is important that absences be kept to a minimum. State law dictates that a student must attend school until the end of the semester in which s/he reaches 18 years of age. Seniors must be in attendance 90% of the time Semesters I & II to participate in commencement. The 90% is defined as missing ten full days or 80 periods, no more, of which can be nine of any one hour, including study halls. The following absences shall not count towards the 80 periods: School activities, family emergencies communicated to the attendance officer, medically excused illnesses or conditions, pre-approved and documented post-secondary school visits, pre-approved family trips that cannot be scheduled at any other time and funerals.

ATTENDANCE AND PARTICIPATION IN CO-CURRICULARS

If a student is truant from school any part of a school day, he/she may not participate in or attend any after-school programs. If a student misses any part of the school day for the reasons listed below, he/she may not participate in any after-school programs unless otherwise approved by administration. Those reasons are: illness, in-school/out-of-school suspensions, truancy, parent-excused (no reason for absence given), injury, or any student past 10 days of missed school without a medical excuse provided. Administration will make an exception for students who are attending state high school tournaments in support of their sport. We ask that you not excuse your student more than twice a year for tournament spectator participation. We will not include these two days in your student's ten day totals.

ABSENCE RESPONSIBILITIES

1. The school provides the opportunity for the student to make up academic work missed during an excused absence but not an unexcused absence.
2. The attendance of all students is monitored on a period-by-period basis. Parent/Guardian shall be notified when a student is absent for an unknown or unexcused reason. Notification will be made by phone, mail, or in person.

3. The associate principal may request a personal parent/guardian conference regarding a student's truancy.
4. During periods of out-of-school suspension, the following procedures for the make-up of course work shall apply:
 - a. The student is responsible to collect coursework missed from the teacher. The work should be completed the day the student returns to school.
 - b. Exams and major projects missed during the suspension shall be allowed to be made up.

THE SCHOOL STAFF

1. Teachers will provide the opportunity for make-up of academic assignments and evaluation for excused, but may not for truant, absences. Make-up assignments, quizzes, and tests need not be done during regularly scheduled classroom time if the teacher believes providing make-up assignments then would adversely affect the academic progress of other students.
2. Teachers will inform the office of any student that reaches 7, 8, 9, and 10 absences (excused or unexcused) from their class.
3. Parents will be notified in writing, by phone, or in person of poor attendance via the office and/or administration.
4. The administration will contact the students to discuss their poor attendance and consequences if they approach 10 absences.
5. If the student reaches 10 absences in a semester from any one class, the teacher will contact the parents through the administration, and school counselors may put into effect a schedule change upon request by administration.

THE STUDENT

1. Students are required to attend all their scheduled classes, homerooms, assemblies, enrichment time and study halls unless excused by administration.
2. Students should notify classroom teachers in advance of planned excused absences to arrange make-up of academic assignments.
3. Students should contact teachers for make-up work.

THE PARENT/GUARDIAN

1. Parent will contact the school before 9:00 a.m. on the day of the absence.
2. In medical or religious situations, written documentation from the medical or religious agency must be provided on the day the student returns from the absence. Absences not supported by such written documentation within two (2) school days of the student's return shall not be counted as medical or religious.
3. Parent will contact the associate principal or principal to discuss any unusual and/or extenuating circumstances which might exist.
4. Absences not reported within 24 hours of the student return will be counted as unexcused/truant.

MAKE-UP WORK

Students who are absent from school for any reason will be required to make up all work missed in each class. This work should take approximately the same time as the time missed from each class. For excused absences, students will be given the number of days absent plus one to turn their work in. Students truant from school may not be given the opportunity (teacher discretion) to earn credit for work missed. Truant students will be allowed to make up tests, exams, or projects. Only in unique cases of extended absences will more time be granted for completion of work missed. It is the student's responsibility to obtain all make-up work from every teacher immediately upon return to school. Failure to obtain make-up work is no excuse for not doing work missed.

PRE-ARRANGED ABSENCES

Parents/Guardians may excuse their student for up to 10 dates per school year. Written requests from parents/guardians, for prearranged absences, must be turned in to the office at least one day prior to the absence. These may include family vacations, medical appointments, or any absence known ahead of time.

PROCEDURE FOR LEAVING SCHOOL

Students must have permission from a parent before they leave school. Students are never to leave school without first obtaining permission from the attendance office and signing out, no matter what the reason. If the attendance office is closed, students must go to the main office for permission to leave. **Students who fail to follow this policy will be considered truant.**

Students contacting parents to leave the building during class, without first coming to the attendance office, will not be retrieved from class. This is a disruption to the learning environment. Students must come to the attendance office if they wish to leave the building.

TARDINESS

Tardiness Procedure

- #1 Warning
- #2 15 minute Detention with teacher
- #3 15 minute Detention with teacher
- #4 Two noon Detentions (assigned by office)
- #5+ Referral to administration (possible consequences are: detentions, community service, and/or Saturday school detention).

The following may be considered unexcused tardies:

Dropping off younger siblings, oversleeping, car problems, weather and/or bad roads. (We expect student to adjust their home departure time to account for weather related road conditions and/or construction). We understand an occasional morning emergency that may cause a slight delay in arriving at school on time; however, we will only excuse one time (without consequence) per quarter for the reasons listed above. Students arriving late to class are a disruption to the learning environment of other students and require the

teacher to go over material already covered with other students. Please be respectful of classroom instruction time by requiring your student to be at school on time every day. Students who are tardy to class greater than 10 minutes may be considered truant and will need to be excused by a parent. Tardy counts start over at the start of each quarter.

TRUANCY, HABITUAL TRUANCY, AND CONSEQUENCES

1. **Truancy** is defined as any student absence from all or part of any school day in which the student's absence is not covered under the State of Wisconsin's legal definition
Truancy may result in:
 - a. Detention (s)
 - b. Community Service
 - c. Saturday School
 - d. Municipal citation
2. **Habitual Truancy** per Wisconsin Statutes, and school board policy, a habitual truant is any student who earns five (5) truanies in any one semester of school year. At the point of habitual truant status, a meeting will be set up with the Social Worker to discuss student attendance, graduation status, etc. He/she will be referred to the municipal or county court for further action.

2016-2017 DAILY BELL SCHEDULE

Monday Homeroom

- 10 minutes to sign up for flexi schedule
- 25 minutes of Homeroom

Tuesday, Wednesday, Thursday, Friday

35 minutes of I/E time

"A" "B" Lunch Groups

- "A" Group Lunches (Science, Art, PE, Ag, Tech Ed, Auto, FACS, English, Bus. Ed) "B" Group Lunches (Band, ESL, Social St., Latin, Math, Special Ed, Choir, Spanish, Health, St. Hall)

2016-2017 DAILY BELL SCHEDULE

Odd Days:		<i>Mondays and Wednesdays</i>	
P1	7:45 to 9:15	(90)	
P3	9:20 to 10:50	(90)	
P5	<i>A Group</i>		<i>B Group</i>
	<i>Class</i>	10:55 to 11:35 (40)	<i>Lunch</i> 10:50 to 11:20 (30)
	<i>Lunch</i>	11:35 to 12:05 (30)	<i>Class</i> 11:20 to 12:50 (90)
	<i>Class</i>	12:05 to 12:50 (45)	
P7	12:55 to 2:25	(90)	
HR or I/E Time	2:30 to 3:05	(35)	
Even Days:		<i>Tuesdays and Thursdays</i>	
P2	7:45 to 9:15	(90)	
P4	9:20 to 10:50	(90)	
P6	<i>A Group</i>		<i>B Group</i>
	<i>Class</i>	10:55 to 11:35 (40)	<i>Lunch</i> 10:50 to 11:20 (30)
	<i>Lunch</i>	11:35 to 12:05 (30)	<i>Class</i> 11:20 to 12:50 (90)
	<i>Class</i>	12:05 to 12:50 (45)	
P8	12:55 to 2:25	(90)	
I/E Time	2:30 to 3:05	(35)	
All Days:		<i>Fridays</i>	
P1	7:45 to 8:28	(43)	
P2	8:32 to 9:15	(43)	
P3	9:19 to 10:05	(43 + 3 for announcements)	
P4	10:09 to 10:52	(43)	
P5A	<i>Class</i>	10:56 to 11:39 (43)	
	<i>Lunch</i>	11:39 to 12:09 (30)	
P5B	<i>Lunch</i>	10:52 to 11:22 (30)	
	<i>Class</i>	11:22 to 12:05 (43)	
P6	12:09 to 12:52	(43)	
P7	12:56 to 1:39	(43)	
P8	1:43 to 2:26	(43)	
I/E	2:30 to 3:05	(35)	

*There may be adjustments to odd/even days on an as needed basis.

3 HOUR EARLY RELEASE DAY SCHEDULE

Period 1	7:50 - 8:14	Period 6	10:10 - 10:34
Period 2	8:18 - 8:42	Period 7	10:38 - 11:02
Period 3	8:46 - 9:10	Period 8	11:06 - 11:30
Period 4	9:14 - 9:38	**LUNCH	11:30 - 12:05
Period 5	9:42 - 10:06		

**ALL STUDENTS –
have the same lunch period,
There will be NO “A” or “B” lunches.

FEE SCHEDULE

Various fees are set annually by the board of education. Presently the schedule is as follows:

\$45.00 Registration
\$ 5.00 School PE Lock
\$ 5.00 Replacement Student Planner/Handbook
\$ 5.00 Replacement Student Identification Card
\$15.00 Foods Classes Maximum one per student/semester
\$15.00 Art Classes Maximum one per student/semester
\$20.00 Metals Classes Maximum one per student/semester
\$20.00 Woods Classes Maximum one per student/semester
\$20.00 Auto Classes Maximum one per student/semester
\$15.00 Science Classes (AP Biology, AP Chemistry, AP Physics 1 and 2, Anatomy)
\$20.00 STEM, Electronics and Graphics Classes
\$50.00 Athletics (maximum \$100/student/year)
\$50.00 Parking for school year, \$25.00 if only second semester.

SCHOOL COUNSELING SERVICES

School counseling services at Jefferson High School center on a developmental perspective of student growth and achievement. The goal of the developmental guidance curriculum is to enhance student learning through the 3 broad and interrelated domains of personal/social growth, academic achievement, and career exploration and development. Developmental guidance is designed for all students, involves trained counselors providing specialized services, involves all school staff, and is integrated into the total education process. The methods to which the services are provided include, but are not limited to, individual counseling, group counseling, and classroom guidance activities.

Personal/Social Growth

It is the fundamental belief of the counseling department that academic achievement is directly affected by the self-esteem, social relationships, and behavioral choices of our students. Therefore, the counseling department functions from a proactive, preventative, and holistic perspective when dealing with students. In addition to individual counseling with students and families, programs such as Student Assistance Groups/Workshops aid in developing mature social skills and enhancing self-awareness.

Academic Achievement

Our counseling department works with students in the process of course selection and postsecondary planning. Grade reports, progress reports, standardized testing, and teacher feedback provide data to help the counselors in working with the individual needs of the student. Throughout the year, the counselors meet with students and tailor activities that promote and develop effective study skills, conflict resolution strategies, and personal responsibility.

Career Exploration/Development

Through the acquisition of developmental skills and information, students will gain self-awareness. It is a primary function of the counseling department to work with students in developing these skills to aid in the process of career selection and life options. Information regarding colleges, technical schools, military opportunities, youth

apprenticeships, etc. is disseminated to students via announcements, school activities, and individual counseling appointments.

IMMUNIZATIONS

According to State Law, all students entering a school in Wisconsin must be immunized against the following communicable diseases: diphtheria, Hepatitis B, tetanus, pertussis, polio, measles, rubella, mumps and varicella. The following are minimum immunization guidelines for each age/grade level. Additional booster for some of the vaccines may be medically recommended.

STUDENT IMMUNIZATION LAW
GRADE REQUIREMENTS

Age/Grade	Number of Doses
Grades 9 through 12	4 DTP/DTPaP/DT/Td 1 Tdap 4 Polio 3 Hep B 2MMR 2Var

Tdap means tetanus, diphtheria and acellular pertussis vaccine, recommended for adolescents. If your child received a dose of tetanus or diphtheria containing vaccine such as Td within the past 5 years, Tdap is not required.

Var means Varicella (chickenpox) vaccine. A history of chicken-pox disease is also acceptable.

Waivers to these immunizations can be granted for health, personal or religious conviction reasons.

LIBRARY MEDIA AND INFORMATION TECHNOLOGY CENTER

Students may visit the Library Media Center from study hall, from a class with a pass, or as part of a class group. All students who come to the LMC must sign in at the circulation desk. The LMC is for studying, research, and quiet reading. Appropriate behavior is expected. Students who misuse or disrupt the functions of the LMC will lose their privileges to come to the facility.

1. The facility has computers, online resources, books, DVDs, videos and many other items that may be used by students. A wide variety of media equipment such as a copy machine, laptops, video and digital cameras, TVs, and DVD players are also available.
2. Most of the LMC's materials may be checked out. There is five cents a day fine for most overdue items. Please remember that it is your responsibility to return your materials on time so other students may use them. Removal of the LMC's materials or equipment without proper checkout will be considered as theft. Vandalism of furniture, materials or equipment will also be dealt with accordingly.
3. The LMC hours are as follows: Monday - Friday 7:30 a.m. - 3:45 p.m.

DRILLS, AND EMERGENCY WEATHER RELATED ISSUES

Fire Drills

Fire drills are required routinely throughout the school year. When the fire alarm sounds, walk quietly and briskly, in single file, out the designated exit and away from the building. Do not reenter the building until directed to do so by a staff member. Regard a fire drill seriously; any fire alarm signal could be a warning of an actual fire.

Severe Weather Emergencies and School Closings

When school is closed or delayed due to inclement weather or an emergency, the following notifications will be provided:

- Rapid notification service to include an email and voicemail to parents, students and staff.
- Posting of information on the district's website.
- Posting of information on Facebook.
- **Broadcasting of information on the following stations:** WFAW-Fort Atkinson (940 AM and 107.3 FM), WTMJ 620 AM/Channel 4 Milwaukee **WISC-TV (Channel 3)** and WMTV Channel 15 Madison.

Severe weather emergency procedures are published yearly. In the event of severe weather, students will be directed to take cover in the nearest weather emergency shelter. Students are to cooperate with teacher directives in order to ensure safety of all persons.

STUDENT NUTRITION SERVICES



Jefferson High School offers several nutritional breakfast and lunch choices on all school days as well as a la carte items. High school students may purchase food using the computerized lunch account system or cash.

Prices are set annually by the board of education.

Computerized lunch account system

Jefferson School District uses a computerized lunch account system for both breakfast and lunch. Food payments are entered into an individual student account and food items are subtracted when the student(s) goes through the meal line. Food payments are accepted at the high school, preferably before 8 a.m. on any school day. All payments must be in an envelope with the following information visible: student's name(s), and amount to be deposited. **Please note:** You may write one check for all students in your family, but you must designate on the envelope how much money is to be applied to each student account. If this information is missing, the deposit will be equally divided between students listed on the envelope. For example, the following information would appear on the envelope.

The online meal payment option, E_Funds for Schools is available. This allows parents to put money into meal accounts using the internet through the school website using key links under "Nutrition and Fitness." Payments can be set up on a weekly, bi-weekly or monthly schedule.

High school students are responsible to check their food account balance as they go through the food line. If money is not deposited prior to the balance going below \$0.00, the student will not be able to purchase a la carte food items using the student lunch account.

Remember high school cashiers also accept cash during meal service. As always, any parent/guardian who feels the financial condition of their family is such that they are unable to pay for the cost of the meals is recommended to make application for free or reduced priced meals in accordance with federal regulations.

Parents/guardians may request a family meal account statement listing payments and purchases by calling the Director of Student Nutrition at (920) 675-1035. Printout requests must be received before the year-end rollover on June 15th. Parents/guardians are responsible for negative meal account balances resulting from computer “down time” when cashiers do not have access to student account information. Periodically, negative balance notices will be called to parents/guardians.

Senior students will be issued a refund check at the end of the school or by request if the account balance exceeds \$5.00. Senior students with negative meal account balances will be responsible to pay the balance before participating in the graduation ceremony.

Questions, comments and concerns about the district meal program should be directed to: Rebecca Blyth, Director of Student Nutrition, Jefferson High School, 700 W. Milwaukee St.; Jefferson, WI 53549 (920) 675-1035.

SCHOOL RULES

After School

Unless under the direct supervision of an advisor, coach, or teacher, students are expected to leave the building and grounds within 15 minutes of dismissal time at the end of the day. Continued refusal to do so may result in a loitering citation.

Announcements

Announcements should be delivered to the office by 7:45 a.m. of the day you want the announcement to be read. (your teacher or advisor can also e-mail announcements). Be sure announcements are written clearly and in a way that will be easily understood. When announcements are read, students should remain silent and listen carefully. Announcements will also be broadcast via monitors in the commons and upper deck each day.

Antisocial/Criminal Student Activities

The district recognizes that antisocial or criminal acts by individual students or groups of students, interfere with the mission of the school district. The district further recognizes that gangs, gang activities, and gang affiliations cause a disruption, or interfere, with school and school activities. Student antisocial behavior or criminal activities will not be tolerated and will be reported to, and monitored by, the school administration.

Assembly Etiquette

JHS has a beautiful auditorium, and all of us must be willing to do our part to take care of it.

- Proceed to the assembly promptly and find your assigned seating area immediately.
- Refrain from jumping over seats/aisles.
- Refrain from food/drink.
- Refrain from putting your feet on the seats/wall in front of you
- Refrain from wearing a hat.
- Refrain from talking, texting, or using all technology during performances.
- Please silence or turn off all electronic devices.
- Refrain from slouching or sleeping during presentations or performances.

Bicycles, Skateboards, Roller Blades

Students may bring bicycles to school. However, it is the student’s responsibility to lock and secure their bike. Any bike, skateboards, or scooter brought to school must be locked to the bike rack. If it cannot be locked, it should not be brought to school. These items should not be kept in lockers.

Back Packs

In order to assure the safety and security of students, employees and facilities backpacks are not allowed during school hours. Any bag bigger than 9”x 6” will not be allowed. (i.e. tote bags, draw string bags or purses)

Bus Ridership

Riding the bus to and from school or to/from any school activity/event is a privilege, not a right. Poor behavior can result in temporary or permanent revocation of riding privileges. Other consequences may apply be applied also. (Board Policy-EEA)

Cafeteria Guideline

All students are to proceed to the cafeteria without running and to line up in an orderly manner. Students are not allowed to skip in line. It is expected that you will clean your eating area before leaving. Mature behavior is expected at all times while in the cafeteria. Students are not allowed to leave the commons back to the academic wing unless a pass is provided.

Cheating

Cheating is any instance where a person takes credit for work that is not his or her own. Cheating in any form is not acceptable at Jefferson High School. Any student who is discovered to be cheating will receive a “0” for the work on which the cheating occurred. The teacher will have the responsibility to inform the student’s parents of the cheating. Other appropriate disciplinary action may be taken. This also includes plagiarism.

Open Campuses Privilege

All students are required to remain on campus for the entire school day. However, Juniors and Seniors may apply for open campus privilege, which would allow them to leave

campus during the lunch period. Freshman and Sophomores cannot leave campus during lunch. Juniors and Seniors can apply for open campus privilege if they have two of the following:

1. Earned a “B” or better in each class OR have a minimum of a 3.50 GPA
2. No behavioral referrals during the current/previous quarter.

Open Campus can be revoked if:

1. Students do not meet the criteria for open campus.
2. Give my pass to someone else to use.
3. Experience any behavioral issue within our school or at a school event.
4. A direct violation of school rules during lunch.

Students that qualify will be given a pass that must be displayed on student ID card. Without the ID card the student cannot leave the campus. If off campus without permission, students may be subject to Saturday School, suspensions, and possible referral to the Jefferson Police Department for a truancy citation.

Code of Conduct

Per Wisconsin Act 335 pursuant to Section 118.164, Wis. Statutes, the Jefferson School Board has met state compliance by adopting a student code of conduct. This code gives teachers an increase in authority to remove disorderly students from class. This code includes reasons for removal, procedures for appropriate alternative educational placement, and procedures for notifying parent/guardian. For specific questions please refer to the appropriate School Board Policy.

Computer Acceptable Use Policy (AUP)

The AUP document describes the general procedure covering the use of computing facilities that are under the direction of the School District of Jefferson (SDOJ). Computing facilities means any district-owned computing machinery, software related to teaching, learning and research activities, and related facilities. While SDOJ may grant users the privilege of using its computing facilities, SDOJ continues to retain ownership and control of all computing facilities. Every user of computing resources is expected to understand and follow this procedure. Annually, the administration, faculty, and staff will share the computer acceptable use policy via google drive with all students. All users of our computers are expected to follow this policy. The School District of Jefferson has an instructional computer Acceptable Use Policy (AUP). All users of our computers are expected to follow this policy. Internet use is for academic purposes only. Any student found in violation of any of these rules will be dealt with by loss of computer privileges, administrative action and/or possible legal action. Please help make computer use a safe, fun and instructional activity at JHS by following these rules, encouraging others to do so and reporting any violations to a school employee.

Controlled Substances

The possession, distribution, use or selling of alcohol, controlled substances or other drugs or controlled substance look-alikes, being under the influence of alcohol, controlled substances or other drugs, the possession of drug related paraphernalia or the distribution or sale of prescription drugs on school premises, on school-sponsored transportation or at school-sponsored activities is prohibited.

The police department will always be contacted if the alleged conduct is reasonably understood as likely to constitute a violation of the law.

A student may be asked to submit to a breath test to determine the presence of alcohol if a school official or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol in violation of this policy. Such test shall be administered by a law enforcement officer and shall meet state law requirements. A student may be disciplined for refusing to submit to such test.

While students violating this policy may be subject to school disciplinary action, including suspension and possible expulsion from school, the district shall also provide support in the form of information dissemination, guidance and referral for treatment for students who show indications of a behavioral/medical problem associated with alcohol and other drug abuse.

Dances

We want you to enjoy school dances. We also want parents of our students to know that dances are a wholesome source of recreation. All school dances are sponsored by a club or activity, approved by the building principal, and chaperoned by school personnel. If you’re bringing a guest to the dance, a dance permission form needs to be filled out and returned to the main office two days before the dance. Police officers will be available if needed. You may be asked to submit to a breathalyzer test at the dance. All school rules apply to dances as well. Inappropriate music and dancing will not be permitted.

Dangerous Materials/Weapons

Possession/use of weapons and possession/use of explosives, including firecrackers and smoke bombs, are forbidden in the school building, on school grounds, or at school functions. No one shall possess, use or store a dangerous weapon on school premises, (any school building or school grounds), or at any school-sponsored event. According to state law, any person who knowingly possesses or goes armed with a dangerous weapon on school premises is guilty of a misdemeanor or felony, depending upon the seriousness of the offense. A child who violates this law is subject to provisions outlined in Chapter 48, Wisconsin Act 17 and 18 (1991) of the state statutes unless jurisdiction is waived. Violators will be referred to the police, suspended, and may be referred to the district administrator for expulsion.

Detentions

Before school, after school, and noon hour detentions may be assigned by either a classroom teacher or the school administrators. Additionally, Administration may assign after school community service and/or a Saturday school detention. Saturday school is either a 2 hr or 4 hr detention served at the high school. The start time is 8 A.M. and is held twice a month.

Dress Code

(Per Board Policy JFCA) Jefferson High School prides itself as being a place where students can enjoy their freedom to get involved in many activities, choose their classes of

interest, and express their individuality. Although we respect a student's right to make these choices, we also need to set appropriate standards.

In light of recent trends in dress, we, as an educational institution, feel the need to establish a more specific dress code to limit the definition of clothing that is appropriate for our educational setting. As always, garments bearing offensive words or offensive slogans including references to alcohol, tobacco, drugs, gangs or sexual activity are not allowed. Hats and other headgear (other than for religious and/or medical purposes), such as, visors, hoods, or bandannas/headbands on the forehead, are not to be worn in the school building. These items should be kept in your locker during the school day. This excludes; pony tail holders, hair clips, and hair accessories with the purpose of keeping hair out of students' eyes. Building Administrators will have the final decision-making authority in all matters related to the dress code.

The following additional guidelines have been established.

1. No bare midriffs, open-back shirts, halter tops, strapless shirts, spaghetti straps, or single strap shirts may be worn. All shirts must have straps that are at least 2 inches thick. All shirts must cover the back, stomach, and cleavage.
2. Very short mini-skirts, dresses, or shorts are not appropriate for school. Length of garment must be at or below longest finger with relaxed arms at your side.
3. Pants worn in such a way that undergarments are visible will not be allowed. Neither wallet nor hip chains should be worn at school.
4. No coats may be worn in the classroom. In case of colder than usual classrooms, students should be prepared with appropriate clothing.
5. Gang-affiliated jewelry or dress of any kind will not be allowed.

We appreciate your support in helping to maintain a safe and effective educational environment at Jefferson High School. If you have any questions, please call the high school office at (920) 675-1100.

Field Trips

All field trips in which classes or groups participate are to be under the supervision of the school. Only authorized field trips in relationship to an academic class are acceptable for excused absences from school. The cost of such field trips is to be paid by the members of the class or organization. Students must ride in the school sanctioned means of transportation only. Every student going on a school-sanctioned field trip must hand in a signed parent permission form to the teacher. Field trip application forms must be completed and approved by the school administration well in advance of the trip. Field trips are an extension of the classroom and all school rules are in effect. Your attendance record, current grades, and behavior referrals could be used to determine your eligibility to participate in a field trip. Any students with one (1) or more F's will not be allowed to participate in a field trip unless it is a graded requirement for a class.

5th Year Students

In order to qualify as a fifth year student, a student must have attended school for a minimum of two semesters without successfully completing the graduation requirements. The administration will determine if the student may return for a fifth year.

Fighting and Assault

Physical assault or verbal intimidation will not be tolerated at any time. Students may be suspended and/or referred to the police department for disorderly conduct. If the conduct is significant enough, students may be referred to the superintendent for expulsion.

Fines and Fees

All fines/obligations/fees/fund-raising must be paid prior to the student taking semester exams. If fines and obligations are not paid, a student can have their test assigned during an alternate period. Students are responsible for all materials, equipment, and facilities assigned to them or provided for their use.

Harassment

Jefferson High School is committed to providing an educational environment for its students which is free from physical, psychological, or verbal harassment based upon race, religion, color, sex, sexual orientation, creed, national origin, age, arrest and/or conviction record, veteran status, and handicap status. The school will provide an environment free from intimidation and harassment based on any of the following factors:

Any act or attempted act intended to cause physical injury, or emotional suffering or property damage through intimidation, stress, humiliation, bigoted epithets, vandalism, force or threat of any of the above, motivated by, but not limited to hostility towards the victim's real or perceived sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, disability/handicap or any other basis protected by state or federal law. Which can include but is not limited to, the following:

- Physical or Mental Abuse
- Racial Insults
- Derogatory Ethnic Slurs
- Unwelcome Sexual Advances or Touching
- Sexual comments or Sexual Jokes

Any request for sexual favors is strictly forbidden. Any student who believes that he/she has been the subject of harassment should report the matter immediately to a building administrator. Students harassing others may be suspended, referred to the police department, and/or referred for expulsion. Please refer to board policy ACB.

Id Cards

Each student will be provided with a picture I.D. Please make every effort to carry your I.D. at all times. A fee of \$5.00 will be charged for replacement of ID's. Your ID card must be presented to attend all co-curricular events and, for Juniors and Seniors, to leave campus during lunch.

Illness during the school day

1. All ill students must report to the attendance office, or send someone to inform the attendance office of the ill student.
2. Parent/Guardian will be contacted by the attendance office.

3. Students will be allowed to leave school and go home only if a parent gives verbal agreement to send the student home unattended.
4. Students that leave the building and have a parent call them in ill afterwards will be marked truant.

Initiations/Hazing

Activities involving initiations, hazing, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm or personal degradation are prohibited. Students engaged in these types of activities may be suspended from school and/or referred to the superintendent for expulsion if the problem persists.

Lockers

Student lockers are property of the school, and therefore the school district has the right to search lockers at any time for any reason. Each student is responsible for all items in their locker.

1. Keep lockers locked at all times.
2. Do not share your locker combination with other students.
3. Do not share your locker with other students.
4. Students are to purchase a lock for their phy ed locker or may use their lock from middle school. Hall lockers will have permanent locks on them.
5. Please keep the inside of your locker clean.
6. Do not store soda/food containers for long periods of time in your locker.
7. Use only your assigned locker.
8. Locker changes need administrative approval.
9. Do not use your locker to store anything illegal.
10. Do not post anything on the outside of your locker without school approval. Only school principals will approve school related locker decorations. These decorations are to remain posted only until the date of the event/activity.
11. Do not use adhesives that will destroy the paint.
12. Students can be held responsible for any damage to their assigned locker.
13. The school is not responsible for anything damaged or stolen from your locker.

Lost and Found

Students should report the loss of any articles or money to the office as soon as possible. Anyone finding items of value should turn them into the office so that the rightful owners can claim them. All articles will be kept a reasonable length of time and then if unclaimed; they will be donated to a needy family or charity. Lost textbooks should be turned in to the main office and may be claimed there by students upon proper identification.

- Students are reminded the security of their personal items and valuables are their responsibility.

Medications

1. Students are encouraged to take medication at home rather than at school whenever possible.
2. Medication may be dispensed, when necessary, by designated school personnel if the following conditions are met:

- a. The parent submits a signed and dated School District Medication Form for the school to administer medication. The request must include the name of the drug, the exact dose to be given, and the time the medication is to be given. Forms can be obtained from the school office or district web site.
- b. For prescription medication, the School District Medication Form must also be signed by a physician/dentist. Forms can be obtained from the school office or district web site.
- c. Prescription medication to be administered at the school must have a pharmaceutical label giving:
 - i. Child's name
 - ii. Name of drug, dosage, effective date and instructions.
 - iii. Name of pharmacy and telephone number
 - iv. Name of physician. It may be necessary to ask the pharmacy for an extra-labeled container to send to school.
- d. Non-prescription medication to be given at school must be labeled with:
 - i. Child's name
 - ii. Name of drug and dosage. The medication must be sent to school in its original container. Medications in baggies or envelopes will not be administered.
 - iii. Refer to board policy JHCA for specifics regarding self-medicating forms, 18 year olds, and parent responsibilities.

Medication Standing Orders

Dr. David Rutledge, as medical advisor for the School District of Jefferson, has ~~created~~ authorized a medication standing order for the use of Epinephrine (EpiPen) at school. Epinephrine injections are used to treat potentially life-threatening allergic reactions. If a student has an allergic reaction that may be life threatening while at school he/she may be administered an injection of epinephrine. Attempts to contact parent(s)/guardian prior to administration of this medication will be made. However, the severity and emergency nature of the situation may not allow contact with parent(s)/guardian prior to administering the medication. If epinephrine is administered the rescue squad will be called. If you have questions regarding this standing order, please contact the school nurse, Lynn Zaspel RN at 675-1094.

NOTE: While the school will have stock epinephrine on hand, this does not mean students with known allergies do not need to provide their own supply of epinephrine. Students are still required to provide their own medications for known medical conditions.

Parking Lot Regulations and Fee



The use of the parking lot is a Privilege-not a right. The student parking fee is \$50.00 per year or a parking fee of \$25.00 for students driving or attending 2nd semester. A parking tag must hang on your mirror at all times. Any vehicle without a parking tag is subject to a consequence, including a fine. Students are to park their cars in the student lot only during school hours. Students are responsible for keeping the parking lot clean; please use trash barrels for garbage. Students are responsible for keeping the parking lot safe; please drive safely and intelligently.

Students are not to park in the faculty parking lot or the visitor area. Violators will be ticketed or towed at owner's expense. Students are not to park in the grass, or in any other area not specifically designated for parking. Student's parking lot privileges can be revoked. Loitering is not allowed in the parking lot.

PASSES

Individual Room Passes – Will be used at a teacher's discretion. This is an item that the teacher uses to send a student on a request for the classroom. This item may be a block of wood for example with teacher name and room number on it.

Study Hall Passes – Gold passes are for study hall only. Student obtains gold pass from teacher that he/she will be with during SH. Student will take this pass to the study hall and sign in and then sign out. They then take their gold pass to the room that is on their pass.

Student Passbooks – Are to be used for student personal requests. (i.e. going to their locker, bathroom). Replacement cost for lost passbook is \$5.00.

Hall Passes-Any student who is in the halls during classes must possess a hall pass (student handbook) given by the classroom teacher or an office.

Students are expected to go to each class equipped with the appropriate materials. Being prepared will prevent the need to be in the hall during class time. If you are legitimately in the halls during class, be prepared to show your hall pass to any faculty member. Students are allowed approximately 7 passes per week.

Physical Display of Affection

Wholesome relationships are acceptable for the development of social skills. However, overt signs of affection are not considered desirable for the reputation of the individual or the school, and therefore, they will not be permitted at any time. Consequences for violations could result in detentions or suspensions.

Posters and Signs

All signs, posters, or announcements to be displayed anywhere in the school must be approved by administration. Items should be attached only with blue paint tape, located in the main office. The person or organization putting up signs is also responsible for removing them after the event has taken place.

Profanity

Profanity, vulgarity, and defiance of duly constituted authority are examples of unacceptable behavior. The use of profanity will result in disciplinary action and may be referred to the police department for disorderly conduct.

Saturday School

When it is determined appropriate by the administration, a student may be assigned to serve either a 2 hour or 4 hour Saturday School. Saturday School runs twice a month from

8:00 a.m. until 12:00 p.m. Failure to serve an assigned Saturday School may result in a suspension.

Schedule Changes

Very few schedule changes will be allowed after students sign up for/enter a course. The following are legitimate reasons for requesting a schedule change:

1. A graduation requirement needs to be added due to a previous failed attempt.
2. A refocus on career plans/post-secondary requirements.
3. A class needs to be added/subtracted due to the ability level of the student. All legitimate changes need to be completed 1 week prior to the start of a semester. Schedule changes made after the first 2 weeks of a semester may result in an F.

Student Safety & Conduct

The School District of Jefferson is committed to providing a high quality academic atmosphere. In order to assure the safety and security of students, employees, equipment, and facilities, JHS will employ the use of "search and seizure" by following state statute and school board policy.

Locker Searches

School lockers are the property of the School District of Jefferson. At no time does the District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities for any reason, at any time, without student consent, and without a search warrant. The School District of Jefferson does not assume responsibility for the loss, damage, or destruction of any property stored in the student lockers.

Search of Students

If the school authority has reasonable suspicion to believe that the student is violating either the law or rules of the school, and that a student search will turn up evidence of such a violation, a more intrusive search of the student's person may be conducted. Such a search may be conducted in private by a school authority of the same sex with an adult witness of the same sex unless the health or safety of the students will be endangered by the delay, which might be caused by the following of these procedures. This section does not authorize a strip search of any pupil prohibited by Wis. Stat. 948.50.

VENDING MACHINE REGULATIONS

1. There will be no beverages or beverage containers in the hallways, or other areas of the building, other than the cafeteria. Only water is allowed in the classrooms, study halls, etc.
2. No food will be allowed in classrooms for student's consumption unless approved by teacher and/or administration.
3. If students abuse these policies or if the school becomes littered due to lack of student responsibility in picking up trash and cleaning up spills, the vending machines may be turned off.
4. Vending machines are on electronic timers during the school day.

SUSPENSION

In-school

When it is determined appropriate by the administration, the student will complete work in the in-school suspension area. Before being readmitted to classes and other school activities, the student must serve the assigned time in a manner acceptable to the administration. The student will be responsible for any and all actions while assigned to this facility. The following procedures must be followed.

The student will not be allowed to:

1. Eat, drink sleep or talk without permission.
2. Walk around.
3. Read any non-school materials until all school work is completed.
4. Disobey a direction given by a teacher, administrator, or supervisor.
5. Sit and do nothing.
6. Leave the In-School room without permission.
7. Have any electronic devices in their possession without permission.

When a student is suspended more than a class period in school he/she may not participate in or be a spectator at after school practices, activities, or games the evening of the suspension.

Out-Of-School

When it is determined appropriate by the administration, a student may be suspended from school for up to 5 consecutive school days. Parents will be notified prior to the student being removed from school for the set period of time. While students are suspended from school, they are not allowed on any school grounds at any time until the suspension is completed. They are also not to participate or be a spectator at practices, activities, or games during the time of the suspension. The student or their family is responsible for requesting work appropriate for completion during absence.

TELEPHONE, CELL PHONE, AND TWO-WAY COMMUNICATION DEVICES

The use of two-way communication devices by students on school premises during school hours is prohibited, except as specifically authorized by the building principal. Students violating this policy shall be disciplined in accordance with established procedures. Individual building guidelines will be provided to parents/guardians and students annually.

JHS Guideline:

1. What is an electronic two-way communication device?
 - a. Any electronic device capable of sending and/or receiving communication.
 - b. For the purposes of these guidelines, electronic two-way communication devices and two-way communication devices are synonymous.
 - c. For the purposes of these guidelines, two-way communication devices refer to student owned devices, not district owned devices.
 - d. Examples are, but not limited to:
 - i. Cell phones, Beepers, Walkie Talkies.

- ii. Laptops, Tablets, Kindles, iPads, iPods, Chromebooks.
- iii. Cameras.

2. Can two-way communication devices be brought to school?
 - a. Yes
3. Where and when can two-way communication devices never be used?
 - a. Never use an electronic two-way communication device in a bathroom.
 - b. Never use an electronic two-way communication device in a locker room.
 - c. Never use an electronic two-way communication device during a school emergency such as a fire, tornado, lockdown, or bomb threat.
 - d. Two-way communication devices are allowed in JHS hallways as a privilege. Students abusing this privilege may have the privilege revoked on an individual and case-by-case basis. On a larger scale, if the cell phone and/or other two-way communication device usage during hall passing time becomes a disruption to the learning and/or safety environment of JHS, the privilege may be revoked building wide.
4. Can two-way communication devices ever be used in the classroom?
 - a. Yes, with teacher approval.
 - b. Teachers are the decision-makers regarding appropriate uses of technology in classes. Use of personal devices unrelated to assigned learning tasks is not permitted.
 - c. Teacher approval can be on a case-by-case and student-by-student basis.
5. What are the consequences for violation of the two-way communication device policy and guidelines?

1st offense = Device is confiscated by the teacher and may be returned at the discretion of the teacher.

2nd offence = Device is confiscated, stored in the office, the event is logged, and the student can pick the device up at the end of the school day.

3rd offense = Device is confiscated, stored in the office, the event is logged, and the parent/guardian may pick up the device at their earliest convenience, when they pick the device up, a copy of the policy is provided to the parent/guardian.

4th offense = Device is confiscated, stored in the office, the event is logged, and the parent/guardian may pick up the device at their earliest convenience, when they pick the device up, a copy of the policy is provided to the parent/guardian.

5th offense = Student must drop device off in the main office to start the day and pick the device up at the day's conclusion, for a time period determined by administration. Students who do not abide by this may earn an in-school or out-of-school suspension.

Other = Students who use a device to access information or sites that are not appropriate for school may earn greater consequence. Students who use a device to harass or bully someone may earn greater consequences.

Tobacco Use

Smoking, chewing, and/or the possession of tobacco products or paraphernalia (e.g. lighters) in the school building, on school grounds, in automobiles parked in the high school parking lots are not permitted at any time. The rules related to smoking, chewing, or possessing tobacco products apply to any school-sponsored activity, whether on or off campus. Consequences can range from detentions, suspension, and/or referral to police for citation.

Vandalism

1. Vandalism, such as intentionally defacing school or personal property, as well as theft of school or personal property will not be tolerated. Anyone willfully damaging or destroying school property through arson, vandalism, or larceny, or creating a hazard to the safety of others, may be suspended from school, face restorative justice consequences, face possible expulsion, and may be referred to the proper law enforcement agency.
2. Students should not mark school furniture, equipment, walls, ceilings, or floors with pens, pencils, paints, or other marking devices.
3. Tampering with fire alarms and extinguishers is a violation of state law and will prompt a referral to the police for citation and significant school discipline consequences.
4. All textbooks, library books, and equipment remain the property of the school district. Students must pay for lost books or equipment and/or pay for damages to these materials. Students are also responsible for “stolen” books and equipment.

Visitors to the School

All visitors must report to the high school attendance office immediately upon entering the building and obtain a visitor pass. All visitors must receive permission from an administrator to be on school property. Permission to have a student visitor must be obtained from an administrator at least two days prior to the requested visit. Student visitors are rarely allowed, but allowed if it will be solely for educational purposes or possible transfer to the Jefferson High School.

Equal Educational Opportunities

The state of Wisconsin and the School District of Jefferson are committed to equal educational opportunity for all students. The Jefferson Board of Education, as an agent of the state, acknowledges this commitment and shall ensure that a program of equal educational opportunity exists for all students in the School District of Jefferson.

It is the policy of the School District of Jefferson, that no person, on the basis of sex, race, religion, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap, may be harassed or denied admission to any school in this district or be denied participation in,

be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity. This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race, national origin, color), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act of 1973 (handicap) and the Americans with Disabilities Act of 1990 (disability).

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The district shall provide for the reasonable accommodation of a student’s sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, and released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

Students who have been identified as having a handicap or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled under this policy even if they are not covered under the district’s special education policies and procedures.

The district further assures that all contractors, subcontractors, sub grantees or others with whom it arranges to provide services or benefits to its students in connection with its educational programs or activities are not discriminating in violation of Title VI, (race, national origin, color), Section 504 (handicap), Title IX (sex) or the Americans with Disabilities Act (disability) and related regulations, guidelines and standards.

It shall be the responsibility of the High School Principal to examine existing policies and develop new policies where needed to ensure that the School District of Jefferson does not discriminate pursuant to state and federal law. The High School Principal is designated annually to receive complaints filed under this policy. He/she shall assure adoption of a complaint procedure to resolve complaints alleging violation of state and federal laws, assure that an evaluation of the district’s compliance with state law is completed as required and submit the necessary forms as required by state law.

JEFFERSON HIGH SCHOOL ATHLETIC CODE

I. PHILOSOPHY

The School District of Jefferson recognizes that our athletic program is an integral part of the high school experience. It provides certain opportunities and emphasizes definite goals that are difficult to duplicate in other activities of later

life. Athletic experiences are educational; they are, in fact, one important aspect of our educational system. The privilege of participating in our athletic program is extended to all students, provided they are willing to assume certain responsibilities and comply with the provisions of this code.

II. WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION (WIAA)

The rules and regulations of the WIAA pertaining to student eligibility apply to all athletes participating in the Jefferson High School athletic program. Students must abide by current WIAA rules.

III. JEFFERSON HIGH SCHOOL ELIGIBILITY

In order to represent Jefferson High School in any athletic activity, students must meet guidelines set forth by the School District of Jefferson. Each participating student is responsible for following the rules of the Jefferson High School Athletic Code. An athletic code contract, insurance/pledge card and a parent participation card must be turned in prior to the first day of practice in each sport. This contract is in effect for 12 months. The signed contract will also indicate acceptance by the student and parent/guardian of all guidelines and provisions contained in the athletic code.

IV. ATTENDANCE REQUIREMENTS

Students are allowed to participate in activities, practices and contests on a specific school day only if they attend the entire scheduled school day. Exceptions to the attendance requirement will be granted for pre-arranged medical appointments during the school day and funerals held during the school day. Other exceptions to the attendance requirement must be approved by the administration.

V. ACADEMIC REQUIREMENTS FOR GRADES 9-12

- A. For the purposes of academic eligibility determination, a grading period is any 9-week (quarter) or 18-week (semester) term. Please note that semester grades take precedence over 2nd and 4th quarter grades.
- B. All incoming students who transfer to Jefferson High School at the beginning of the school year or at any point during the school year are held to all JHS eligibility requirements. All incoming students must also meet all WIAA eligibility requirements.
- C. If a student drops a class with an "F" during the previous grading period he/she will need administrative approval to participate in the upcoming sport.
- D. Any student who earned two or more "F" grades for the previous grading period will be ineligible for the next 9-week grading period.
- E. Any student who earned one "F" and/or who earned below a 1.75 GPA for the previous grading period may continue to practice but is ineligible for competition for a minimum of 10 calendar days. After 10 calendar days have passed since the grades were posted, the athletic director will evaluate current grades to determine if the student is earning a minimum of a 1.75 GPA and has no failing grades. If that status is achieved, the student will be eligible for the remainder of the grading period. If that status is not achieved, the student is ineligible for the remainder of the grading period and may not practice or compete during that time.
- F. In all academic ineligibility consequences, students will miss a minimum of two contests even if those two contests fall outside of the 10 calendar day period.

VI. CODE OF CONDUCT/TRAINING RULES

It is without question that top performance comes from individuals who prepare themselves mentally and physically to the best of their abilities. It is reasonable to assume that individual students should take care of their bodies in such a manner that should allow them to perform at peak efficiency at all times. It has been substantially documented that certain substances, namely alcohol, tobacco, and controlled substances, can be detrimental to performance, general health and emotional well-being. Abstinence from these substances, along with good moral decisions regarding behavior, conduct, and attitude, can enhance the mental and the physical performance of all individuals. Adherence to these expectations is a matter of individual self-discipline. The following types of conduct are determined to be violations of the Jefferson High School Co-curricular Code. Violations of the Co-curricular Code are monitored 12 months out of the year, and they are cumulative throughout the student's 9-12 educational experience. Students who violate this Code of Conduct may be suspended from games, and/or practices. By choosing to participate in athletics, the student-athlete is choosing to follow this code of conduct. That choice should especially reflect the character traits of honesty, responsibility, and courage in the choices that they make during their athletic career.

A. CLASS I VIOLATIONS AND CONSEQUENCES

If a student is arrested and charged for a violation(s) of criminal state statutes, the athletic director and high school administration will determine if the illegal act was/is serious enough to warrant Class I violation consequences. Examples of such violations would include felonies, such as sexual assault, drug trafficking and/or selling, child enticement, burglary, theft, armed robbery, assault with a weapon, etc. The high school administration, and when appropriate, the athletic director, will determine, based on the seriousness of the offense, to what level the violator shall be denied the privilege of athletic participation. The student may be denied the privilege of participating in athletic activities for the remainder of his/her high school career (up to the age of 21) at a maximum. At a minimum, the violator shall be denied participation for 12 months. If the student is charged by the law, the school will administer consequences. If the court system later finds the student not guilty, the school-related consequences may be dropped.

B. CLASS II VIOLATIONS

1. Selling, Distributing, Possessing, Consuming, or Using: Alcohol, illicit drugs, controlled substances, drug paraphernalia, illegal controlled substance look-alikes, misuse of prescription drugs, anabolic steroids or other illegal performance enhancing drugs (PED), tobacco.
2. Illegal Actions as defined by law enforcement authorities that result in circumstances that the high school administration would deem to be unbecoming of a student-athlete.

CLASS II CONSEQUENCES

Upon the determination of a Class II violation of the athletic code the student-athlete will be subject to the following consequences.

1. Violation #1 during high school athletic career:

The student-athlete will be suspended from $\frac{1}{3}$ of the regularly scheduled contests for the sport they are currently participating in or the next

season they choose to participate in. The number of contests, when determined,—will be served in consecutive order, including WIAA playoff games or the beginning of the next season if the suspension is not completed during the current season. The student-athlete will be allowed to practice during this suspension.

2. Violation #2 during high school athletic career:

The student-athlete will be suspended from $\frac{2}{3}$ of the regularly scheduled contests for the sport they are currently participating in or the next season they choose to participate in. The number of contests, when determined, will be served in consecutive order, including WIAA playoff games or the beginning of the next season if the suspension is not completed during the current season. The student-athlete will be allowed to practice during this suspension

3. Violation #3 during high school athletic career:

The student-athlete will be suspended from all athletic participation for one calendar year commencing with the date contained in the letter of suspension. The student- athlete will not be allowed to be a member of any athletic team during this time.

4. Violation #4 during high school athletic career:

The student-athlete will forfeit all remaining athletic participation opportunities at Jefferson High School.

C. GUILT BY ASSOCIATION VIOLATION AND CONSEQUENCE

In cases where the student-athlete has been deemed by high school administration to have exceeded a reasonable time frame for removing themselves from the presence of activities prohibited in Class II, the consequence will be suspension from athletic contests at a level of up to $\frac{1}{3}$ of regularly scheduled contests. The determination of the length of the suspension will be made by high school administration on a case by case basis.

D. CONDUCT UNBECOMING OF AN ATHLETE

In cases where the student-athlete has participated in activities which are deemed to be severe enough to be judged as detrimental to the individual reputation and collective reputations of all JHS athletes, the program, and community, the following consequence is applied:

High School administration retains the authority to determine if the unbecoming behavior warrants any one of the following:

- *Zero athletic suspension
- *A specific number of contests
- *Class II consequences equivalent to Violation 1
- *Class II consequences equivalent to Violation 2
- *Class II consequences equivalent to Violation 3

Each case will be judged independently by high school administration and any decision will reflect the severity, repetitiveness, and intention of the unbecoming conduct. These cases will not necessarily always be increasing in consequences—each case will be evaluated on current facts and previous actions taken. Some examples of unbecoming conduct are: bullying/harassment, hazing, Inappropriate/offensive use of social media, insubordination/disrespect of faculty/staff, repeated school rule violations (i.e. cheating, profanity, vandalism), lying to school administration, offenses resulting in out-of-school suspensions. These are only examples of behavior that demonstrate conduct unbecoming of an athlete. This is not an exclusive or exhaustive list of these types of offenses.

VIII. PROCESS FOR DETERMINING VIOLATIONS OF THE ATHLETIC CODE

Mandatory Reporters Professionally, it is all SDoJ employee's responsibility to report to the administration any co-curricular participant who is violating the code.

A student reported for a violation of the Code of Conduct Rules shall have a fair hearing and the following process shall be used:

1. Violations of the co-curricular code are to be reported to the athletic director and/or administration within 60 days of the alleged incident. The administration and/or athletic director will conduct an investigation and meet with the student in person within 15 school days to determine the validity of the violation and the consequence, if necessary. Incidents outside of this timeline will be dealt with at the discretion of the administration for Class I and Class II violations. The more severe the violation, the more likely investigation and consequences shall result.
2. The student shall be informed he/she is in violation and the consequences, if necessary.
3. The parent/guardian shall be contacted by phone and/or in person.
4. A written record of the incident shall be made and kept on file at school.
5. A letter explaining the violation and the consequences shall be sent home and kept on file at school.

APPEALS PROCESS

A student or the student's parent/guardian may appeal the determination of the administration that a violation of the co-curricular code has occurred by delivering a written notice of intent to appeal to the administration/athletic director by 3:00 p.m. on the fifth business day subsequent to receipt by the student/parent/guardian of written notice of the violation. An appeals board made up of 3 members will hear the appeal:

1. One coach who coaches outside of the season for which the penalty is in question.
2. One counselor or teacher who has not been involved in the investigative process of the alleged violation selected by the high school principal.

3. One elementary principal, middle school principal, or school board member.

The high school principal shall chair the appeals board as a non-voting member. The ruling of the appeals board will prevail. The ruling of the appeals board will be read orally at the conclusion of the appeals hearing and shall be confirmed by letter addressed to the student and the student's parent or legal guardian and to the building principal. At the appeals hearing, the building principal or designee shall be provided with an opportunity to describe the evidence that forms the basis for the determination that a code violation was committed. The student and the student's parent/guardian will be provided an opportunity to explain the basis for the appeal. Each side will then be provided with an opportunity to rebut the position of the other. If, at any time during the appeal hearing, new information is provided that was not available to the administration before the violation was determined, the building administrator will be given an opportunity to state whether or not he/she wishes to change the determination. The decision of the hearing board to the appeal shall be final.

JEFFERSON HIGH SCHOOL STUDENT HANDBOOK AND PLANNER

2016-2017

Name: _____

920-675-1100

IX. ADDITIONAL RULES BY SPORT

Students are expected to follow all rules established by their coach and approved by the athletic director/associate principal accordingly. Coaches reserve the right to write their own team rules and policies relevant to their sport. The team must, however, follow the school policies in this document regarding eligibility and code violations.

X. TRANSPORTATION

Students must travel with the team/club on a school-authorized vehicle to and from contests, practices, etc. that require transportation. The Athletic Travel Release form should be signed by parent and returned to school the day before an event if the student is to ride home with the parent. If a parent/guardian is present at the contest, the student may ride home with his/her parent/guardian provided the parent/guardian gives a written statement directly to the coach in charge before departure from the contest. Students are not allowed to ride with someone other than their own parent/guardian unless previous approval has been received and granted from the principal or designee.

ADMINISTRATIVE RIGHT TO ADJUST

The administration has the right to change/adjust any and all policies in this handbook if the administration feels it is necessary.

CASES NOT COVERED BY SPECIFIC RULES

It is understood that the rules contained in this handbook are not all inclusive. The administration and teachers may take such action as is necessary and not forbidden by law to ensure the orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which affects the safety and welfare of students either individually or collectively, regardless of the existence or non-existence of a rule covering the offense. School rules apply to all students enrolled regardless of age.

Co-Curricular Clubs

Research continues to support that students who are actively engaged in co-curricular activities in high school tend to perform better academically. Additionally, co-curricular participation helps to provide a more positive experience. Jefferson High School provides a rich tradition of co-curricular clubs for students to be engaged in. The following is a list of co-curricular clubs that students can join.

JEFFERSON HIGH SCHOOL ENRICHMENT

ACADEC (Academic Decathlon) Team
AAHC (African American History Club)
AFS
BASIC
Book Club
Chess Team
Dollars 4 Collars Club
Drama Club
Europe Trip
Equestrian Team
FBLA & DECA
FFA
Forensics Team
GSA
History Bowl
J-Club
Latino Club
NAHS (National Arts Honor Society)
NHS (National Honors Society)
Photo Blog
Philosophy Club
Psychology Club
Skills USA
Spirit Club
Student Ambassadors
Student Council
Tomorrow's Hope
Trapshooting Team
Tri-M