

Jefferson High School

2200 Talbot Rd. SE

Jefferson, Oregon 97352

Phone: (541) 327-3337 (option 6)

Visit our Website: <https://www.jefferson14j.com/domain/15>



Student - Parent/Guardian Handbook

2022-2023

Updated January 2023

Welcome to the 2022-2023 school year!

We are excited to embark on the 2022-2023 school year here at Jefferson High School! We are once again in person and will follow our 7 period schedule with an early release day on Wednesdays. Health and safety are a top priority for us, and we will continue to follow guidance outlined by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). We will also continue to communicate any updates regarding our health and safety protocols.

As communication is a top priority at Jefferson High School, we have updated our Student/Parent/Guardian Handbook so that you have access to key information your student will need as a Jefferson High School student. Our handbook is a living document and we will continue to reflect, seek input, and revise as needed. We will also note these changes in our monthly communication.

We realize the needs of the students and families we serve are much different from the needs in years past. The staff across our district has been working very hard to ensure we have strong systems of support in place to meet these ever-changing needs. This aligns closely with our District Vision and Mission:

VISION: For each student, a joy of learning is fostered, a positive vision for their future is nurtured. Each student is valued, and their physical, emotional, and social needs are supported.

MISSION: We will prepare all students to successfully navigate their transition to life beyond high school by providing qualified, rigorous instruction, providing a safe environment, and fostering a culture of student learning.

We look forward to a successful 2022-23 school year. As always, you can contact us with any questions or concerns.

Thank you.

Your Jefferson High School Administrative Team

Melissa Groninger
Principal
(541) 327-3337 ext. 1250

Laura Pierce-Cummings
Vice Principal
(541) 327-3337 ext. 1249



Jefferson School District #14J Leadership Team

Board of Education

Kaye Jones Terry Kamlade Dewey Robbins Tracy Roe Fred Sondermayer

Superintendent

Brad Capener
1328 N. 2nd Street
Jefferson, Oregon 97352
541-327-3337

Administrators

Cathy Emmert - Special Initiatives Director

1328 N. 2nd Street
Jefferson, Oregon 97352
Phone: 541-327-3337 ext. 1011

Katrina Womack - Special Education Director

1328 N. 2nd Street
Jefferson, Oregon 97352
Phone: 541-327-3337 ext. 1045

Chris Sullivan, Principal – Jefferson Elementary School

615 N. 2nd
Jefferson, Oregon 97352
Phone: (541) 327-3337 ext. 1650

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Jefferson, Oregon 97352
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Phone: (541) 327-3337 ext. 1250

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Jefferson, Oregon 97352
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Preface

The material covered within this student handbook is intended as a method of communication to students, parents and guardians regarding general district information, specific high school information, rules and procedures. It is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement. *Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.*

Jefferson School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII and Title IX and other civil rights or discrimination issues, Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

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Student Rights & Responsibilities

Jefferson High School has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under federal and state constitutions and statutes. All classes will be offered regardless of race, color, native origin, sex, sexual orientation, disability or English language proficiency. Students, parents and guardians have the right to know school expectations and subsequent consequences.

Student Rights:

1. The right to receive an education free from discrimination, harassment and bullying.
2. The right to report any incidents of bullying, harassment, abuse, and verbal or physical threats.
3. The right to talk with your teachers, counselor, administrators, and other school staff about any questions or concerns.
4. The right to privacy, which includes privacy in respect to school records.
5. The right to receive fair discipline without discrimination.

Student Responsibilities:

1. The responsibility not to discriminate, bully, or harass others.
2. The responsibility to attend school regularly, arrive on time, bring appropriate materials, and be prepared to participate in class and do homework.
3. Respect the rights, feelings, and property of other students, parents/guardians, school personnel, visitors, guests, and school neighbors.
4. Follow classroom, school, and district rules on school grounds, school buses, at bus stops, at any school-related activity, and in the classroom so as not to interfere with teaching and learning.

Parent/Guardian:

Parents/Guardians have a right to:

- Receive regular official reports of your student's academic progress and attendance.
- Make recommendations and give input about your student's educational planning.
- Participate in conferences with teachers and/or administration.
- Receive explanations from teachers about your student's grades.
- Access all your school records, within appropriate guidelines.
- Obtain further clarification on student rights, responsibilities, and discipline.

Parents/guardians have a responsibility to:

- Ensure your student's attendance is prompt and regular while also providing the school with explanations for absences or tardiness.
- Stay informed of your student's progress.
- Help support your student's compliance with school rules.
- Review and discuss student rights, responsibilities, and behavior expectations with your student.

The rights and responsibilities of students, including expectations, will be made available to students and their parents in this handbook which is distributed annually. **Partnering with parents and guardians to support students in engaging and accessing their education is a priority of this administration.**

Child Find – Identifying Children with Disabilities

Jefferson School District believes that every child is entitled to a free appropriate public education regardless of the nature or severity of his or her disability. As a district we value all students and seek to locate, identify and evaluate children who may be in need of special education services from birth to age 21.

As a district we are proud to serve our students with disabilities. If you are a parent, guardian, staff member or community member and you know anyone with a disability that is not receiving education services please notify our Student Services Department.

Section 504

The Americans with Disabilities Act, often referred to as Section 504, requires Jefferson School District to make accommodations to meet the needs of individuals with "a physical or mental impairment that substantially limits one or more of the major life activities of such an individual." The needs of such an individual can typically be met through modifications and accommodations in the environment and do not require special instruction.

When a student is suspected of having a disability that interferes with receiving an education a referral should be made to the Student Support Team. (SST). The SST team makes determination and if needed, a referral is made to the building 504 coordinator.

If you have questions, concerns or comments about 504 for your student, please contact Student Services Director, Katrina Womack or JHS school counselor, Holly Rahn.

Title IX

State and federal laws prohibit discrimination based on gender and sexual orientation. Schools have an obligation to protect students, teachers, staff and other people within the school community. Schools also have an obligation to ensure that its programs and curriculum are free of bias and prejudice.

JHS Counselor:

Holly Rahn
541-327-3337 ext. 1261

504 Coordinator and Special Education Director

Katrina Womack
541-327-3337 ext. 1045

Title IX Coordinator:

Brad Capener
541-327-3337 ext. 1050

Dates of Interest

Labor Day (No School)	Sept 5, 2022
School Begins (9th grade only)	Sept 6, 2022
School begins for all students	Sept 7, 2022
Early Release/Staff Development	Sept 14, 21 and 28, 2022
Financial Aid Night (Details TBD)	TBD
Early Release/Staff Development	Oct 5, 12, 19 and 26, 2022
In-Service Day (No School)	Oct 7, 2022
Evening Parent/Teacher Conferences	Oct 12, 2022 4 - 8pm
Parent/Teacher Conferences	Oct 13, 2022 8am - 8pm
No School	Oct 14, 2022
Early Release/Staff Development	Nov 2, 9, 16 and 30, 2022
Grading Day (No School)	Nov 10, 2022
Veteran's Day (No School)	Nov 11, 2022
Thanksgiving/No School	Nov 21 - 25, 2022
Early Release/Staff Development	Dec 7 and 14, 2022
Winter Break (No School)	Dec 19, 2022 - Jan 2, 2023
School Resumes	Jan 3, 2023
Early Release/Staff Development	Jan 4, 11, 18 and 25, 2023
Martin Luther King Day (No School)	Jan 16, 2023
Early Release/Staff Development	Feb 1, 8, 15, and 22, 2023
Semester 1 Finals	Feb 1 and 2, 2023
End of First Semester	Feb 2, 2023
Grading Day (No School)	Feb 3, 2023
President's Day (No School)	Feb 20, 2023
Early Release/Staff Development	Mar 1, 8, 15 and 22, 2023
Evening Parent/Teacher Conferences	Mar 22, 2023 4 - 8pm
Parent/Teacher Conferences	Mar 23, 2023 8am - 8pm
No School	Mar 24, 2023
Spring Break (No School)	Mar 27 - 31, 2023
Early Release/Staff Development	Apr 5, 12, 19 and 26, 2023
Grading Day (No School)	Apr 14, 2023
Early Release/Staff Development	May 3, 10, 17, 24 and 31, 2023
Memorial Day (No School)	May 29, 2023
Graduation	Jun 2, 2023
Early Release/Staff Development	Jun 7, 2023
Semester 2 Finals	Jun 13 and 14, 2023
Last Day of School/Early Release (12:30 pm)	Jun 14, 2023
Grading day	Jun 15, 2023

Bell Schedule

We will offer Second Chance Breakfast during our morning breaks.

Regular Schedule: Monday/Tuesday/Thursday/Friday

Period 1 7:55 - 8:43
Period 2 8:47 - 9:35
BREAK 9:35 - 9:45
Period 3 9:49 - 10:38
Period 4 10:42 - 11:30
PRIDE 11:34 - 12:04
LUNCH 12:04 - 12:34
Period 5 12:38 - 1:26
Period 6 1:30 - 2:18
Period 7 2:22 - 3:10

WEDNESDAY Early Release Schedule:

Period 1 7:55 - 8:35
Period 2 8:39 - 9:19
BREAK 9:19 - 9:29
Period 3 9:33 - 10:13
Period 4 10:17 - 10:57
LUNCH 10:57 - 11:27
Period 5 11:31 - 12:11
Period 6 12:15 - 12:55
Period 7 12:59 - 1:40

Jefferson High School 2 Hour Delay Schedule

1 9:55 - 10:32
 2 10:36 - 11:13
 3 11:17 - 11:54
L 11:54 - 12:26
 4 12:30 - 1:07
 5 1:11 - 1:48
 6 1:52 - 2:29
 7 2:33 - 3:10

Jefferson High School 2 Hour Delay On Wednesday Schedule

1 9:55 - 10:19
 2 10:23 - 10:47
 3 10:51 - 11:15
 4 11:19 - 11:43
L 11:43 - 12:16
 5 12:20 - 12:44
 6 12:48 - 1:12
 7 1:16 - 1:40

Assembly Schedule: Monday/Tuesday/Thursday/Friday

Period 1 7:55 - 8:41
Period 2 8:45 - 9:31
BREAK 9:31 - 9:41
Period 3 9:45 - 10:31
Period 4 10:35 - 11:21
ASSEMBLY 11:25 - 12:10
LUNCH 12:10 - 12:40
Period 5 12:44 - 1:30
Period 6 1:34 - 2:20
Period 7 2:24 - 3:10

Academics

Academic Progress

We value strong, two-way communication with parents and guardians regarding academic progress. We have several ways in which we can communicate with each other throughout the school year:

- Monitoring Pinnacle - online grade reporting
- Reviewing progress reports and report cards
- Having conversations about academic progress throughout the year and at conferences
- Contacting teacher through email or by phone

Requirements For Class Standing

After the ninth grade, students are considered on track to graduate with the following number of credits entering the grade year:

Sophomore Year	completion of 6 credits
Junior Year	completion of 12 credits
Senior Year	completion of 18 credits
Graduation Standing	completion of 24 credits

Computer/Internet Use

All students are issued a Chromebook to be used solely for the purpose of accessing their education. It is the student's responsibility to follow all policy expectations regarding technology.

The high school's electronic communications system meets the following **federal Children's Internet Protection Act requirements**:

1. Technology protection matters have been installed and are in continuous operation to protect against internet access by both adults and students to visual depictions that are obscene, child pornography or, with respect to the use of the computers by students, harmful to students
2. The on-line activities of students are monitored.
3. Access by students to inappropriate matter on the internet is denied.
4. Procedures are in place to help ensure the safety and security of students when using email, chat rooms, and other forms of direct communication.
5. Unauthorized access, including so-called "hacking" and other unlawful activities by students online is prohibited.
6. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited.
7. Measures designed to restrict students' access to materials harmful to students have been installed.

Privacy: It is important to respect the privacy of others. Do not **read the** email or files of others without their permission; do not take pictures of others without their permission or text those pictures to friends or post online; do not voice record conversations of peers or adults (teachers, staff, administrators) without their knowledge.

Students who violate administrative regulation, including general system user prohibitions shall be subject to discipline up to and including expulsion and/or revocation of high school system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.

Conferences

Daytime and evening parent-teacher conferences are scheduled annually in the fall and spring to review student progress. Either parents, guardians or teachers may request a conference at any time. We welcome all families to attend and learn about their student's experience and progress.

Credit By Examination (proficiency)

A procedure has been established to allow students to challenge a course required for graduation. **Students must apply and receive counselor and administrator approval before enrollment in the course** and receive a minimum of 70% on the challenge exam. This is a graded exam; it is not a pass/fail. It will be computed into your GPA and placed on your transcript as a letter grade. For additional details, see the school's counselor.

Field Trips

Field trips are for the purpose of introducing and supplementing classroom learning experiences. Field trips may be scheduled for educational, cultural, or other extracurricular purposes. All students are considered "in school" while participating in district-sponsored field trips. This means that students are subject to the school's student conduct rules, applicable board policy, and other such rules as may be deemed appropriate by the field trip supervisor. Students are responsible for work that is missed in class.

Transportation will be provided as per district policy. Siblings may not accompany parents on field trips. **All chaperones must be cleared volunteers and must be on the District Approved list.**

Grading Procedures

Each teacher will review their specific course grading policy with all students at the beginning of each course and have it reflected on their syllabus. Grades are updated weekly.

Grading Scale

100-90%= A	89-80%= B	79-70%= C	69-60%= D
≤ 59%=F	≥ 60%=P (pass)	≤ 59%=N (did not pass)	

Graduation

Graduation requirements differ for graduation years and diplomas. Please see [graduation requirements](#) located in our [Course & Curriculum Guide](#) located on the Jefferson School District website for complete details. You may also refer to your transcript for this information.

Homework & Makeup Work

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process.

When a student is absent due to illness or family emergency, the student will be allowed a minimum of one day for each day absent to make-up back assignments without penalty. Teachers may allow more time when deemed appropriate. **It is the student's responsibility to request work the day they return to school.** If an assignment such as a term paper or test is announced well in advance, absences prior to the due date will not change the due date.

Incompletes at the end of a grading period will be made up within two weeks of the date grades are issued unless arrangements are made with an administrator.

Detailed information regarding [Make up Work](#) for Absences in our attendance section.

Honor Roll

At the end of each semester, an Honor Roll is compiled and published. The following grade point averages will qualify for Honor Roll:

High Honors	4.00
Honor Roll	3.50-3.99

Progress Reports

Each student is expected to make satisfactory academic progress. Progress Reports and Semester Grades are sent home throughout the year.

End of Progress Report grading period:

11/10/2022

4/14/2023

End of Semester grading period:

2/3/2023

6/15/2023

Schedule Change Procedure

Students may be allowed to drop a class without penalty during the first three school days of a new semester for the following reasons.

- A family or medical emergency
- Enrollment in another school
- An administratively directed change in schedule that requires the student to drop the class
- A transfer to an alternative placement

Students will earn full credit for classes added within three days of the new semester. To change a schedule, a student must apply through the school's counselor. Before approving a student's request, the counselor will consider class loads, teacher resources, and course content. If a schedule change is approved, a student must make up all the necessary work before the end of the grading period.

If a student requests adding a class after more than three days, they must apply through the counselor. The counselor will consult the teacher and administrator about the appropriateness of late entry to the class before making a decision.

NOTE: Students must continue to attend their current class until the process has been finalized. Students will be notified of the date their schedule will change.

Schedule Change for Year-Long Classes:

If a student has signed up for a year-long class, the student has committed to be in the class for the year. The master schedule is determined around students' initial course selections and cannot be changed mid-year. **Only academically sound reasons will be considered in making an exception to this policy.**

To change a year-long class at semester,

- 1) student must apply through the counselor,
- 2) the counselor will consult with the teacher and administrator, and
- 4) parental permission will be obtained.

If a student makes a change to their schedule outside the time allowed for schedule changes the student may receive an "F" on their transcript for that class.

Valedictorian/Salutatorian

The valedictorian and salutatorian will be the student(s) with the highest cumulative grade point averages after seven semesters who earn a **Jefferson High School Honors Diploma**. Seventh and/or eighth grade classes do not count toward GPA in high school.

To be eligible students:

- **must attend Jefferson High School at least two semesters (during their senior year)**
- **have 21 credits or more from the National Honor Society's list of classes,**
- **be eligible to obtain a Jefferson High School Honors Diploma.**

In case of a tie, co-valedictorians and/or salutatorians will be honored. For more information on weighted classes and honors diplomas, see the credit and forecasting guide at the Jefferson School District's website: www.jefferson.k12.or.us.

Attendance

Oregon State Law

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. Schools must monitor and report attendance as required by our state compulsory attendance law.

Research tells us that when students miss school for any reason, excused or unexcused, this creates a gap in their learning. This learning gap becomes significant when a student misses 10% or more of school. Though these absences may be excused, the student would still be considered chronically absent. We value strong partnerships between school and families to support attendance.

Attendance and Academic Success

There is a direct correlation between academic success in class and consistent attendance. As you schedule events throughout the year, please be mindful of student attendance and work with the school calendar to the greatest degree possible. Absences result in missed instructional learning days that make up work cannot replace. This can impact grades, graduation and most importantly, LEARNING.

While there are excused and school related absences, students are still not in class learning and this does impact their overall Attender Rate. Students are expected to be in school 90% of the time.

- Excused absences
 - Illness
 - Serious illness/ death of a family member
 - Medical appointment that cannot be scheduled outside of the school day
 - Religious reasons
- Unexcused absence
 - Oversleeping
 - Missing the bus
 - Car difficulties
 - Truancy
- Activity/school related absences
 - Field trips and activities
 - School activities that prevent the student from attending class

Once students have missed 10 consecutive days, we must inactivate enrollment per state requirements. We will re-enroll students once they return.

We are in this together! The following will detail our work as a team to support student attendance.

School Support

Student attendance is important to us! This is what you can expect from Jefferson High School.

- We want students in school, and we will take the time to notice when your student is not here.
- We will take attendance every class period, every day.
- You will receive an **automated attendance call** if your student is unexcused for one or more periods. Calls home are sent out at 10:00am and 4:55pm.
- Each progress and grading period, all families can expect a letter home with attendance information. These notifications can help families support their student's attendance.
- We will work with you to support all students in attending regularly.

Family Support

We are a team and want to work with you to support your student's attendance.

- If your student will be late due to an appointment, please call **(541-327-3337 ex 1252)** or send a detailed note upon your student's return.
- Please include the following information if you send in a note:
 - Full name of the student
 - Calendar date(s) of absence
 - Reason(s) for absence
 - Signature of parent (if note is sent)
- Contact JHS to share concerns and questions about absences that will help us support your student. Please call our Student Support Specialist at 541-327-3337 x1053.
- Please follow the guidance for pre-arranged absences:
 - Pre-arranged Absences require that a parent or legal guardian call or write a note and give it to the attendance office.
 - If a student will be out of school more than 10 consecutive days, please contact the attendance office as this requires approval from the administration.
 - Just a reminder, students who are absent 10 days in a row will need to be re-enrolled upon return to school. This is a state requirement.

Student Responsibility

Students, attendance is important to your school experience. If you do need to miss a class, please do the following:

- Check your teacher's google classroom to learn about what was assigned.
- Speak with your teacher when you return to make sure you know what you need to make up.
- Ask a classmate if you have questions.

Make up Work for Extended Absences

Students are expected to make up missed work from an absence. If a student is absent for more than three consecutive days, please call our Student Support Specialist who will contact teachers for missing work. ***Parents should allow 24 hours from the time of the request.***

Pre-Arranged Absences

Students must request the appropriate form from the main office when requesting a pre-arranged absence. The request for a form must be accompanied by a note from the parent/guardian that includes the following information:

- Dates of the absence
- Reason for the absence
- Parent/Guardian signature

Students need to take the pre-arranged absence form to each of their teachers and have them assign work to be done during their absence. Students should try to complete work before leaving or have it ready to turn in upon their return to school. A maximum of one day per day absent will be allowed to complete work (up to a maximum of 5 school days).

School Activity Absences

Students absent due to a school activity are expected to turn in assignments prior to leaving the school. Arrangements to complete tests, etc. must be made with the teacher prior to departure.

Students on athletic teams or other field trips need to see the teachers in the classes they will miss before they miss them. Students are responsible for missed work.

Closures

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students. Decisions about closure due to weather conditions will generally be made by 7:00am. Radio and television stations will be notified of the closure or delay and will announce the decision as they receive it. The district will also send out communication via Blackboard.

Enrollment

Admission

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, and other eligibility prerequisites for admission as set forth in state law, board policy, and administrative regulations. Students and their parents should contact the main office for admission requirements.

The district may deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a non-resident student.

The district shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal law and who subsequently becomes a resident of the district or who applied for admission to the district as a non-resident student.

Alternative Education

Alternative education program options have been established and approved by the Board for students whose needs and interests are best served by participation in an alternative education program. Alternative education programs implemented by the district are to maintain learning options that are flexible with regard to environment, time, structure and pedagogy. More information can be found in our Board Policy IGBHB.

Education For All Children

The Jefferson School District complies with all state and federal laws and regulations regarding the free appropriate education of all children in the least restrictive environment. The district wants to find and evaluate children under the age of 21 years who have significant learning, communication, physical, mental, emotional or behavioral challenges that impede educational progress so that appropriate services may be provided. Contact the building principal if you have concerns about your child's development.

While parents have the option of placing their children in a private school or obtaining additional services (such as tutoring) from a private individual or organization, the district is not obligated to cover resulting tuition or costs. The district will not pay for private services or tuition for any student unless required to do so by state or federal law. If a parent wishes the district to consider a publicly funded private placement or private services, the parent must give the district notice and opportunity to propose other options available within the public school system before the private placement or services are obtained.

Fees

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide their own supplies of a binder, pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including:

ASB Card / Class Dues	\$10.00 (\$2.00 goes to the student's graduating class)
Locker and Towel	\$5.00 (One time fee charted to new students. <i>Non-refundable</i>)
Book and Incidental Security Fee	\$20.00 (One time fee, charged to new students. <i>Non-refundable</i>)
Agriculture, Art, Welding, Horticulture, Woods, Choir, Band	\$10.00 per class
Athletic Registration Fee	\$100.00 per sport (\$200.00 maximum per year)

Immunizations

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents/Guardians will be notified of the reason for exclusion. A hearing will be afforded upon request.

Insurance For Students

At the beginning of each school year, the district makes available to students and parents a low cost student accident insurance program through an independent carrier. Parents are responsible for paying premiums (if the coverage is desired) and for submitting claims.

The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury. Insurance brochures are offered and available to parents. It is important to note that the policy provides limited coverage.

Students who participate in athletics are required to provide proof that they are covered by some form of insurance.

All accidents or injuries must be reported to the supervising teacher and the Principal's office within 24 hours of the occurrence. A claim form for students who have insurance purchased through the school will be issued after it is determined that a doctor is needed.

Media Access To Students

Parents who do not want their student interviewed, photographed or videotaped should opt out when registering their student or call the main office.

District employees may release student information only in accordance with applicable provisions of the education records law and board policies governing directory information and personally identifiable information.

Policies

Animals on School Grounds

Animals are not allowed on school grounds without prior approval from the building administrator.

Complaints, Questions, or Concerns

We value open, strong two-way communication. When a concern or question arises, here are steps to take to proactively address a situation.

Regarding the School System

1. Minor criticism should be referred to the proper administrative officer.
2. Parent with questions or complaints regarding teacher-student relationships are encouraged to first discuss the problem or situation with the teacher involved and, if necessary, with the administration.
3. If criticisms or complaints would affect costs, major changes in services or programs, personnel status, or School Board policy, administrative officers will be asked to prepare a written statement about the concern.
4. Complaints alleging violations of State standards will be submitted in writing, stating a standard violated and reasons the complainant believes the standard has been violated.
5. A person wishing to make a complaint at a School Board meeting is encouraged to make arrangements with the Superintendent and be scheduled on the agenda.
6. If a student under 18 years of age is involved, the student must be accompanied by parents or legal guardians.
Legal counsel will be allowed.

Regarding Athletics

1. Concerns and questions need to be discussed with the appropriate coach by appointment. This will allow resolution at the best level and in the shortest time period.
2. If after the discussion with the coach, there are still unresolved issues, they should be taken to the Athletic Director.
3. Unresolved issues in #2 should be placed in writing in a concise manner and discussed with the building Principal.
4. Remaining concerns should be again be placed in writing and then discussed with the Superintendent.
5. If after a meeting with the Superintendent issues still remain, they will be presented to the School Board. Issues need to be in writing and presented to the District Office at least one week prior to the next scheduled School Board meeting. If the issue involves personnel or students, the Board will meet in Executive session to hear the concerns and to discuss the issues.

Americans With Disabilities Act (A.D.A.) Complaints

1. The individual(s) must file a written complaint with the building Principal. The complaint should describe the alleged violation and requested remedy. Within ten (10) working days of the receipt of the complaint, a meeting will be scheduled. Within

- ten (10) working days after the meeting, a written response will be mailed (certified, return receipt requested) to the complainant.
2. Should the individual not be satisfied with the response in #1, or should the Principal be the source of the complaint, the written complaint will be forwarded to the Superintendent [within ten (10) working days of receipt of the response in #1]. A meeting will be scheduled within ten (10) working days of receipt of the complaint and a written response mailed within ten (10) working days after the meeting (certified, return receipt requested).
 3. Should the complainant not be satisfied with #2, the written complaint may be sent to the School Board [within ten (10) working days of receipt of the response in #2]. The Board will schedule a hearing within thirty (30) working days. If appropriate, the hearing will be in Executive Session. A written response will be sent by the Board within ten (10) working days of the hearing.

Distribution of Material

All aspects of school-sponsored publications, including newspapers and/or yearbooks, are completely under the supervision of the teacher and building administrator. Students may be required to submit such publications to the administration for approval.

Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on school property by a student or a non-student without the approval of the administration.

Materials under the editorial control of the district must be submitted to the principal for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction or approval of the district.

Disapprovals may be submitted to the superintendent; material not approved by the superintendent may be appealed to the Board at its next regular meeting.

Fundraising

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal at least two weeks prior to the fund raising activity. There may only be one major fundraiser per month in the building. All funds raised or collected by or for school approved student groups must be turned in to the Student Services Office. A receipt will be given to the student and a copy to the advisor.

Non-School Fundraisers

Students are not allowed to sell candy, cookies, or any other fundraiser items that are from non-school organizations at school.

Personal Property

The district assumes no responsibility or liability for loss or damage to personal property brought to school. This includes, but is not limited to: bicycles, clothing, toys, radios, cameras, eyeglasses, calculators, books, or other personal effects. Insurance claims for lost or stolen property while on school grounds are the responsibility of the family. The district does not carry insurance for the personal property of students.

Records

Student records can be obtained by contacting our main office.

Visitors

Upon arrival, ALL VISITORS **MUST** REPORT TO THE MAIN OFFICE. This is to ensure the safety and welfare of students and staff.

Please call ahead to arrange to meet with teachers, a counselor, or an administrator. Students **are not permitted** to bring visitors to school without prior approval of the building administrators (at least 24 hours notice).

Safety

Bullying/Harassment/Menacing

Everyone at Jefferson High School is committed to making our school a safe and caring place for all students. Harassment of students by a member of the staff to a student, by a student to another student or by a student to a staff member will not be tolerated. This remains in effect while students are on school grounds, school property, or on property within the jurisdiction of the school; while on school buses, district owned or operated vehicles, or chartered busses; while attending or engaged in district activities; and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school or district.

Bullying is defined by our school as behavior that is unwanted, one-sided and repeated. It can be physical, verbal, non-verbal or written.

Harassment includes but is not limited to, harassment on the basis of race, color, national origins, sex, sexual orientation, gender identity, religion, age or disability.

Students and parents may be asked to sign a no contact order.

As a parent, you are the most important advocate for your student. Please share any information you learn regarding harassment, intimidation, or bullying with administration or our counselor.

Child Abuse Reporting

Any school employee who has reasonable cause or reasonable suspicion to believe that any child with whom they have come in contact has suffered abuse or neglect, as defined in state law, or that any adult with whom they are in contact has abused a child, will immediately notify the Services for Children and Families/Child Welfare Division, or the local law enforcement agency. The school employee shall also immediately notify the building counselor, principal or vice-principal.

Drug Free Zone

By law, a drug-free zone of 1,200 feet has been established around the high school campus. The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco are strictly prohibited. This includes substance abuse and drug paraphernalia **including inhalant devices**. This prohibition applies during the regular school day and/or at any school-related activity, regardless of the time or location and while being transported on school-provided transportation. Students in violation of the district's drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

Tobacco Prohibited

Our district recognizes that the use of tobacco could create a health-hazard for users as well as non-users. In order to protect the health of students, staff, and the general public, provide a healthy learning environment, and promote good health habits for students, the use of tobacco and tobacco products will be prohibited in school facilities and on school grounds or at any school activity.

Emergency Drills

Students and staff will participate in and receive instruction in emergency drills or rapid dismissal throughout the year. This includes earthquake, lockdown and fire drills.

A map of the fire escape route is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion. Students must wait for the all-clear signal to sound before returning to the classroom.

Emergency Medical Treatment

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. **In the case of a serious illness or injury, the school will attempt to notify parents according to the information provided on emergency forms and submitted by parents to the school.** Parents are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to the student's parents/guardians or to another person as directed by parents/guardians on the student's emergency form.

School staff may administer emergency or minor first aid if possible. The school will contact emergency personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

Medications For Students At School

The main office is not allowed to administer medication to students without a written authorization. For more information, please contact the main office for information and the forms to complete.

Searches

District officials may search a student, their personal property and property assigned by the school for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is a reasonable suspicion to believe evidence of a violation of a law, board policy, administrative regulations or the Student Code of Conduct is present in a particular place. Searches will not be excessively intrusive in light of the age, sex and maturity of the student and nature of the infraction.

District officials may also search when they have reasonable information that emergency or dangerous circumstances exist.

District-owned storage areas assigned for student use, such as lockers and desks may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety, and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation or Student Code of Conduct may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

Student Life

Assemblies

We will have a variety of assemblies throughout the year to celebrate students and build community. A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the high school's code of conduct during an assembly shall be subject to disciplinary action.

Bicycles

Students may ride bikes to school. They should provide their own locks for security and park in designated areas only. Students should observe all bicycle safety rules when traveling to and from school.

Clubs & Organizations

Student clubs and performing groups, such as the band, choir, drama, and athletic teams may establish rules of conduct – and consequences for misconduct – that are more strict than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the high school shall apply in addition to any consequences specified by the organization. **Students/parents will be asked to sign an acknowledgement of stricter standards of behavior as a condition of participation in certain clubs and organizations as needed.**

Counseling

Counseling at Jefferson High School is available to help students with personal crisis, academic, and career/college issues. Students may request an appointment by completing an "Appointment Request" slip found in the main office, or by stopping by the counselors' office. Credit information and forecasting guide is available on the Jefferson School District website.

Dances/Social Events

There are several opportunities to enjoy dances and social events throughout the school year. Some may be formal, casual or semi formal. We will communicate appropriate dress, cost, and other needed information prior to each activity.

All Dances

1. No student may leave the dance and return, unless approved by the gate chaperone.
2. No middle school students are permitted to attend high school dances.
3. All individuals are expected to **conduct themselves in a manner consistent with Jefferson High School rules. JHS staff reserves the right to refuse admittance to students and guests or ask them to leave if their behavior is inappropriate.**
4. Students who have not been in school on the day of the dance may not attend unless the absence was pre-arranged. Friday absences will be reviewed prior to Saturday dances.
5. In order to promote safety and to provide a secure environment, students may be asked to submit an alcohol screening (test) at high school dances/activities.
6. Students who are not currently enrolled at JHS are not considered students and may attend as a "guest" if they meet all of the requirements of a guest as listed below.

Guests

JHS students may be permitted to attend high school dances under the following guidelines:

7. A JHS student must complete a guest pass application obtained from the main office. These applications must be returned to administration at least three days before the dance. **Guest passes will not be issued at the dance and applications that are filled out late may be denied.**
 - a. High school-aged guests must be enrolled in a high school program and in good standing for a minimum of ten (10) school days prior to the dance.
 - b. Non-students may be permitted to attend up through the age of twenty (20).
8. All guests will be required to show a photo I.D. proving age.
9. Guests are required to have an approved JHS guest pass to attend **formal dances**, including Prom. *Prior to purchasing formal wear, students desiring guest passes for formal and semi-formal dances need to consider that their guest pass application may be denied.*
 - a. **JHS students who are in 9th or 10th grade are considered guests at the Prom and must have an approved guest pass to participate.**
10. *Permission to attend is at the discretion of the high school's administrative team.*

Flag Salute

Students will be provided an opportunity to salute the United States flag at least weekly by reciting the *Pledge of Allegiance*.

Lunch & Breakfast Programs:

Jefferson High School provides breakfast and hot lunch daily. Students are encouraged to participate in the meal program. Qualified families can receive free or reduced prices for both breakfast and lunch. Please contact the school office for information and an application.

- Breakfast is served from 7:30-7:55, and 9:35-9:45 (break). Cost: \$1.55
- Lunch is served from 12:04-12:34. Cost: \$3.30
- Students may purchase a second breakfast/lunch/milk at the above pricing
- Parents are invited to eat lunch with their children. Adult lunches (milk included) cost \$4.71. (Please call the main office for more information.)

PLEASE PAY FOR MEALS IN ADVANCE. All students shall purchase their lunch and milk before school in the cafeteria or at the office from 7:30-8:00am. Students are encouraged to purchase more than one lunch or milk at a time. Checks payable to Jefferson High School will be accepted for this purpose. **Charging meals is allowed only in emergency situations.**

Lunch Off Campus for SENIORS:

To celebrate the senior year, students in grade 12 may leave campus for lunch. Students are expected to return on time for their next class. Leaving campus at lunch is a privilege that may be revoked if a student is not adhering to school and district policies.

Students who are in grades 9-11 must stay on campus during lunch and eat in the designated areas. If students need to go to their car during lunch, they are to get a pass from the main office.

Out Of Bounds Areas

Students are welcome to use the picnic table area behind the commons or the breezeway during lunch and break. Administrative or teacher approval is needed for accessing other areas.

Physical Examinations

Students in grades 9-12 must have a physical examination completed on an **“OSAA approved form”** performed by a physician prior to practice and competition in athletics and shall additionally have a physical examination once every two years, and after either a significant

illness or a major surgery prior to further participation. The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student.

Records of the examination must be submitted to the Athletic Director and will be kept on file and reviewed by the coach prior to the start of any sport season.

Students will not participate without a completed school sports pre-participation examination form on file.

School Offices

Office personnel are available to help students. Students are reminded that these are places of business and are not to be used for social purposes. Office hours are 7:45-3:45.

STUDENT EXPECTATIONS

Alcohol/Drugs: Possession of, Dealing, Selling and/or Distribution:

Using, possessing, selling, distributing or being under the influence of alcohol, drugs, or other intoxicants or possessing drug paraphernalia (including facsimile) will not be tolerated. When it is determined by a school official that a student has violated District Policy will result in **disciplinary actions in accordance with the Jefferson High School Discipline Matrix.**

Assault

Any student who physically assaults an employee or another student will be subject to disciplinary actions according to the **JHS Discipline Matrix**, referral to appropriate law enforcement officials and possible expulsion.

Automobiles

Vehicles parked on District property are under the jurisdiction of the District. The District requires that before parking privileges are granted,

- the student must show that they hold a valid driver's license,
- the vehicle is currently registered
- the student driving the vehicle is insured under a motor vehicle liability policy

Additionally, the student must adhere to all school rules and regulations pertaining to speech, behavior, and conduct in and on their vehicle. Violations of vehicle policies may result in loss of privileges to park in student lots, loss of ability to bring vehicles onto school property, disciplinary actions, immobilization of auto (booting), or referral to law enforcement authorities.

Parking permits can be obtained by completing the [JHS Parking Policy Form](#) and turning it into the main office. A student will be issued a parking permit.

Backpacks & Lockers

Backpacks are to be kept in lockers during the school day. Students can access lockers during passing times. Students can go to their lockers during class if they have a pass from their teacher.

Cell Phones/Electronic Devices

Students should keep their electronic devices out of sight in their lockers, backpacks, or designated areas in classrooms at all times. Cell phones, smart watches, and other electronic devices may only be used during **passing time, breaks, breakfast and lunch and before and after school.** During class time, headphones and earbuds may only be used with teacher permission AND with a Chromebook. Headphones and earbuds may not be plugged into any other electronic device.

Students are allowed to use the phone in the main office for emergencies with teacher and office permission. **Students who need to use their cell phones for emergencies during class time may ask for a pass to the main office.**

Cell phone policies will be taught and reinforced schoolwide. If students continue to disregard the cell phone policy, the following will occur:

1. Prior to disciplinary action, conferencing and reteaching will occur.
2. **First Citation:** Staff will contact families to share concerns.
3. **Second Citation:** The phone will be confiscated and sent to the main office. The student can pick up the phone at the end of the school day.
4. **Third Citation:** The phone is sent to the office. A parent will need to pick up the cell.
5. If a student continues to not follow the school policy, the school will discuss next steps with the parent/guardian.
6. ***If a student refuses to turn items into the office, they may face additional discipline.***

Staff will review cell phone procedures throughout the school year.

Cheating, Plagiarism & Forgery

Cheating includes but is not limited to the following:

- The sharing of work that is intended to be individual.
- The utilization of work that was created by another individual or group.
- Obtaining or using copies of test or answer sheets not permitted by the instructor.
- The use of notes, outside sources, inappropriate forms of communication (signals, talking, etc.) which are not permitted by the instructor during quizzes, tests, or exams.
- Cheating may also include the use of a translator and other on-line sources.

Plagiarism is the copying of another's ideas, writings, etc., and offering them as your own. To plagiarize on a term paper will result in an "F" on the project. Copying or cheating on an assignment will also result in an "F" on the assignment and additional disciplinary consequences.

Violation of the District Policy will result in disciplinary actions in accordance with the JHS Discipline Matrix.

Discrimination/Harassment/Bullying

Any action directed at another person based on race, color, sex, marital status, religion, national origin, age, sexual orientation, gender identity, or disability in any educational program, activity, or employment will not be tolerated at Jefferson High School. Violation of this nature will be responded to in a very serious manner.

Violation of the District Policy will result in disciplinary actions in accordance with the JHS Discipline Matrix. It is our intent to establish a positive environment for all students and staff based on the belief that everyone can be successful.

Dress Code

The Jefferson School District Dress Code Policy has been revised. Please see the following link for specific guidelines. [Updated District Dress Code.](#)

Student dress and grooming is the responsibility of the individual and his/her parents under the following guidelines:

1. Basic Principle: Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with non-transparent fabric. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

2. Students Must Wear*, while following the basic principle of Section 1 above:
 - A Shirt (with fabric in the front, back, and on the sides under the arms), AND
 - Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
 - Shoes

*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).

3. Students May Wear, as long as these items do not violate Section 1 above:

- Hats and other head coverings that do not create a distraction in class
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

4. Students Cannot Wear:

- **Clothing and hats with:**
 - Clothing and hats with:
 - Violent language or images.
 - Gang-affiliated symbols/graphics.
 - Images or language depicting or is associated with drugs or alcohol (or any illegal item or activity).
 - Hate speech, profanity, pornography (this includes images/language that imply or is associated with)
 - Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
 - Anything that disrupts the learning environment.
 - Link to ODE’s [“Every Student Belongs”](#) document:
- Hoods pulled up on top of the head*
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears
 - Examples - Halloween masks / sunglasses (except for medical reasons)
 - Exceptions - face masks to prevent the spread of diseases / religious observances

*Adjustments to the dress code may be made on a case-by-case basis for a student’s IEP/504, medical or social and emotional learning needs.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom.

Violation of the District Policy will result in disciplinary actions in accordance with the JHS Discipline Matrix.

Fan Behavior

Students and parents are reminded that they represent the school as a fan at an athletic event. Showing pride in our teams and being enthusiastic in a positive way is an expectation at Jefferson High School.

Fighting

Student combat including horseplay will not be tolerated at school. Students who fight, scuffle or wrestle inappropriately at school will be subject to disciplinary sanctions as noted in our **JHS Discipline Matrix**. Students who are upset or angry should seek assistance from a staff member or see the counselor to remedy the situation without having to resort to violence. In most cases anyone involved will be subject to disciplinary sanctions regardless of the cause.

Food/Drink

The only food or drink permitted in the classroom is water. All other food and drink should be consumed prior to class or kept in the student's locker. This includes items bought through the school store or cafe. Vending machines are not available during class times. Any exception to this rule must be cleared by a building administrator. **Please contact our counselor or administration for special needs regarding the food or drink during the school day.**

Gangs

No student on district property or at a district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. **No student shall use any speech, either verbal or non-verbal (gestures, handshakes, etc.) signifying gang membership or affiliation.** No student shall solicit other students for membership in any gangs. Students in violation of the District's Gang Policy will be subject to discipline in accordance with the **JHS Discipline Matrix**.

Hall Passes

Students moving throughout the building at times other than regular passing periods **must have an appropriate hall pass. Students will be required to sign in and out of class and have a pass with them while outside of the classroom.** Students will not be permitted to use lockers, rest rooms, other classrooms, library, the offices including the counseling office, or any other area without a hall pass. Students will be sent back to their classroom teacher to obtain a hall pass when they are found to be without one.

To ensure safety, we have the following hall pass process:

- obtain a pass from your teacher
- sign out and sign in when your return
- return the hall pass when you return

Leaving Campus

A student is not to leave campus without administrative approval. **To check out during the school day, either a note or telephone call from a parent/guardian will be required.** All students will need to sign out in the main office prior to leaving.

Only seniors, with parental/guardian approval who meet school requirements, will be allowed to leave campus at lunch. Seniors do not need to sign out to leave campus at lunch unless they are being excused for the day by a parent/guardian.

Profanity (Use of Appropriate Language)

The district and community believe that students in the Jefferson School District shall behave in a positive, socially acceptable manner, which includes using suitable language, free from profanity. This includes gestures, actions or unacceptable decorations on clothing or personal belongings. Please monitor the language you use and speak appropriately.

Public Displays of Affection

Touching, hugging, kissing, or other displays of affection are not appropriate in the school setting. **Our school policy allows for hand holding only.** Violation of this policy will result in disciplinary action according to our JHS Discipline Matrix.

Search and Seizure

School officials may search the person and personal property, including that property or facility provided by the school, and seize any property deemed injurious or detrimental to the safety and welfare of students and personnel if school officials have reason to believe that an illegal act or a violation of school rules and regulations is being committed or is about to be committed.

Tardy Prevention Policy

Students are expected to attend all assigned classes, to be on time and to be prepared to learn. Arriving late is a disruption to the learning environment and distracts from the student developing responsible habits that are very important for the individual's success.

- Explicit teaching of expectations
- Warnings and reteaching of expectations
- Calls home from classroom teacher and administration
- Discipline for tardies will begin on the 4th tardy to any/all classes.
 - A student may be late to **four classes** in one day and be assigned a disciplinary action.
 - A student may accumulate **four tardies** over a longer period of time and then be assigned discipline.

Appropriate and progressive discipline including detentions, in school suspension, and other disciplines will be administered for students with excessive tardies. See discipline matrix.

Tobacco & Vaping

Jefferson High School is a Tobacco Free Zone. Possession and use of tobacco on campus or at any school events is prohibited. It is against the law for minors (people under 21 years of age) to be in possession of tobacco.

Possession of a vaping device, e-cigarette or electronic nicotine/drug delivery system is prohibited. These devices can be used for a variety of substances and are subject to police seizure when confiscated. **Students can expect consequences as detailed in our Discipline Matrix.**

Weapons:

Weapons and replicas of weapons are forbidden on school property. Under Oregon law, "dangerous weapon" means any weapon, device, instrument, material or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.

A student bringing a weapon to school (including in an automobile) is in violation of this statute. A student found in violation will be suspended from school. The incident will be reported to the student's parents and may be reported to the local law enforcement agency. The administration will consider and may pursue the expulsion process.

Student Code Of Conduct

Students are expected to follow the guidelines of Jefferson School District and Jefferson High School during the regular school day, at any school-related activity regardless of time or location, and while being transported in district-provided transportation.

Our goal at Jefferson High School is to have a safe and welcoming learning environment for all students and staff. Using our Discipline Matrix below, we will work with the student and parent / guardian to determine how to respond when a student makes a choice that impacts this goal. Students will be subject to discipline including detention, suspension, school service, expulsion, denial and/or loss of awards and privileges, and/or referral to law enforcement officials based on the situation and the student's actions.

Discipline/Due Process

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

The district's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, detention, suspension, expulsion, loss of privileges, and loss of honors and awards. Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits substance abuse, drug or paraphernalia, alcohol and/or tobacco-related offenses, weapons policy violations, or any other criminal act, they may also be referred to law enforcement officials.

Citations & Referrals

When repeated instructional interventions have not resulted in an appropriate change of behavior a Discipline Report will be written. The Discipline Report will be marked as either a Citation for minor offenses or a Referral for major **or repeated minor** offenses.

The consequence for a Behavior Citation is a lunch detention. Teachers are expected to communicate with parents/guardians when they assign a Behavior Citation to a student. Consequences for a Referral begin with a conference with an administrator, and may include but are not limited to detention, an apology/restitution, parent contact, and/or suspension up through expulsion. Parent contact is provided via phone calls and mailing home of a copy of the Referral. Referrals are electronically recorded and stored by the school office.

JHS Discipline Matrix [\(link to document\)](#)

Key: ISS - In School Suspension OSS - Out of School Suspension P - Police Potentially Involved X - Expulsion Recommended	Jefferson HS Discipline Matrix 2022-2023						
	Warning Conference	Lunch Detention(s)	1/2 Day ISS	Full Day ISS-OSS	1-3 Days OSS P	4-6 Days OSS P	7-10 Days OSS P / X
VIOLATION OF ATTENDANCE POLICY							
Tardy (Incidents per Semester)	1-3	4-9	10-12	13+			
Skipping (Incidents)	1-2	3-4	5-8	9+			
VIOLATION OF SCHOOL POLICY							
Cell Phone Violation (see handbook)	1st / 2nd	3rd					
Mischief	1st		2nd	3rd			
Lying			1st	2nd	3rd		
Forgery				1st	2nd	3rd	
Cheating/Plagiarism			1st	2nd	3rd		
Safety Violation			1st	2nd	3rd		
Property Misuse			1st	2nd	3rd		
Dress Code Violation	1st		2nd	3rd			
Technology Misuse	1st		2nd	3rd			
Technology/Internet Violation					1st	2nd	3rd
INSUBORDINATION							
Disrespectful Behavior		1st	2nd	3rd			
Defiance of Authority			1st	2nd	3rd		
Insubordination			1st	2nd	3rd		
OBSCENE BEHAVIOR							
Inappropriate/Disruptive Behavior			1st	2nd	3rd		
Inappropriate/Disruptive Language and Symbols	1st		2nd	3rd			
Hate Speech					1st	2nd	3rd
Inappropriate Display of Affection	1st		2nd	3rd			
BULLYING / HARASSMENT							
General (to include cyberbullying)				1st	2nd		3rd
Based on Disability					1st	2nd	3rd
Based on Race, Ethnicity, Religion, Sexual Orientation, Gender Identity					1st	2nd	3rd
Verbal Sexual Harassment					1st	2nd	3rd
Physical Sexual Harassment							1st
PHYSICAL ALTERCATION / ASSAULT / BATTERY							
Roughhousing/Threats/Intimidation				1st	2nd		3rd

Gang Behavior					1st	2nd	3rd
Fighting (Mutual Combat)						1st	2nd
Physical Aggression/Assault							1st
Sexual Aggression (Battery)							1st
Threat/Intimidation/Aggression/Assault Against Staff							1st

Continued

Key: ISS - In School Suspension OSS - Out of School Suspension P - Police Potentially Involved X - Expulsion Recommended	Jefferson HS Discipline Matrix 2022-2023						
	Warning Conference	Lunch Detention(s)	1/2 Day ISS	Full Day ISS-OSS	1-3 Days OSS P	4-6 Days OSS P	7-10 Days OSS P / X
TRESPASS / BREAKING & ENTERING							
Inappropriate Location/Loitering			1st			2nd	3rd
Breaking and Entering							1st
VANDALISM							
Minor (less than \$50)**					1st	2nd	3rd
Major (greater than \$50)**						1st	2nd
Arson**							1st
THEFT OF PROPERTY							
Attempted**					1st	2nd	3rd
Minor (less than \$50)**						1st	2nd
Major (greater than \$50)**							1st
VEHICLE REGULATIONS							
Parking Violation	1st		2nd	3rd			
Automobile Misuse				1st	2nd	3rd	
TOBACCO							
Possession					1st	2nd	3rd
Use (Under the Influence)					1st		2nd
Sale or Transfer							1st
ALCOHOL							
Possession/Use (Under the Influence)						1st	2nd
Sale or Transfer							1st
DRUGS/VAPING							
Over-the-Counter - Possession	1st				2nd	3rd	
Over-the-Counter/Prescription - Misuse/Inappropriate Use						1st	2nd
Illegal/Vaping Possession/Use						1st	2nd
Illegal/Vaping - Sale or Transfer							1st

WEAPONS							
Knife (Blade less than 2.5")					1st	2nd	3rd
Possession							1st
Use or Attempted Use							1st
Look-Alike Weapon							1st
SCHOOL THREAT							
Weapon / Bomb / Other	Suspension and/or expulsion pending threat assessment and findings.						
<p style="text-align: center;">** Restitution will be required for damages.</p> <ul style="list-style-type: none">• *Administration reserves the right and responsibility to adjust consequences of any student action based on preserving the safety of the school environment.• *Students with disabilities (IEP/504) are considered on a case by case basis in consultation with the case manager and/or student services director. Jefferson School District follows all special education procedures and ensures that parents and students are provided the procedural safeguards of the Individuals with Disabilities Education Act (IDEA) as well as Section 504 of the Rehabilitation Act.• * Students, parents and guardians can expect FERPA protection of student records.• Out of school behavior that disrupts the school environment may result in school discipline.							

Restorative lessons will be assigned

Our Vision

Equipping all students with the skills to successfully navigate their future.



Jefferson School District Vision

For each student, a joy of learning is fostered, a positive vision for their future is nurtured. Each student is valued, and their physical, emotional, and social needs are supported.

Jefferson High School Handbook Signature Page

PRIDE Teacher Name: _____ Grade: _____

Student Name: _____

Parent/Guardian Name: _____

I have read and reviewed the 2022-23 Jefferson High School Student Handbook with my student.

Parent/Guardian Signature _____ Date _____

I have read the 2022-23 Jefferson High School Handbook.

Student Signature: _____ Date _____