

# **Preparatoria Thomas Jefferson**

**Manual de Alumnos y Padres  
2023-2024**



**#stingersup**

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# Escuela Preparatoria Thomas Jefferson

## Declaración de la Visión

**Todos los alumnos se graduarán con un Diploma +1, ¡equipados para escribir su propia historia!**

## Valores Fundamentales

### **Participación**

Participar o compartir las experiencias de la comunidad de Thomas Jefferson.

### **Respeto**

Mostrar consideración y aprecio por tí mismo, por los demás y el mundo que te rodea.

### **Integridad**

Utilizar tu fuerza interior para ser veraz, confiable, y honesto en todas las cosas.

### **Dedicación**

Demostrar un compromiso hacia una meta o propósito.

### **Effort**

Persistir incluso cuando una tarea se vuelve difícil.





Estimadas Familias de Thomas Jefferson:

¡El personal de TJ y yo queremos tomar esta oportunidad para darles la bienvenida al Ciclo Escolar 2023-2024! ¡Gracias a todas nuestras familias de Thomas Jefferson que regresan y también a las familias que asistirán por primera vez a la escuela Thomas Jefferson! Nuestro personal está trabajando arduo alistándose para que sus hijos tengan un año excelente en TJ durante el ciclo escolar 2023-2024.

¡El fomentar relaciones sólidas entre los alumnos, la familia y la escuela es muy importante para el éxito de sus hijos! La comunicación es clave en una relación. La comunicación abierta entre el alumno, la familia y la escuela garantizará que todos estén en la misma página y sean consistentes.

Les pedimos que apoyen el aprendizaje de sus hijos asegurando que ellos:

1. Asistan a la escuela todos los días; lleguen a tiempo a cada período de clases.
2. Vengan a la escuela listos para aprender.
3. Tengan la expectativa de que se gradúen de la prepa con un Diploma +1
4. Platiquen con ustedes sobre lo que están aprendiendo en las clases; diciéndoles cuando necesiten apoyo adicional.
5. Le actualicen con sus calificaciones y créditos obtenidos.
6. Hablen sobre el futuro con ustedes, hablar sobre la universidad y metas profesionales y buscar su consejo sobre cómo alcanzar esas metas.
7. Participen desde su experiencia en la preparatoria hasta actividades/organizaciones/deportes.

En TJ nos enfocamos en el **ORGULLO** (la participación, el respeto, la integridad, la dedicación y el esfuerzo). Siguiendo los componentes de ORGULLO sus hijos crearán su camino del éxito hasta la graduación y recibirán apoyo cuando sea necesario.

Espero crear una colaboración de apoyo con ustedes y sus hijos para garantizar un camino exitoso hacia la graduación con un Diploma y ¡una segunda credencial! Habrá muchas oportunidades para ustedes y su familia para asistir a los eventos en Thomas Jefferson. ¡Espero con entusiasmo colaborar con ustedes este otoño!

Atentamente:

*Mr. Michael Naughton*

Mr. Michael Naughton  
Director de la Prepa TJ  
Escuela Preparatoria Thomas Jefferson



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## Explicación del Diploma + 1

### La asistencia y el trabajo duro es el camino al Diploma + 1

Mientras estés en la prepa TJ crecerás en comportamiento, social y académicamente. Hay muchas oportunidades disponibles en TJ para prepararte para tu Diploma +1 en la graduación. Esto significa que te graduarás con tu diploma, una segunda certificación y listos para incorporarse al sector laboral. Para estar preparados para estas oportunidades ¡es vital que asistas a la escuela y termines tus tareas/trabajos de las clases todos los días! Los alumnos están en camino para el Diploma +1 si asisten a la escuela el 95% del tiempo o más del tiempo, terminar el trabajo diario obteniendo calificaciones de A, B o C, y obtener los créditos requeridos. Con arduo trabajo y la colaboración entre tú, tu familia y el equipo en TJ ¡triharás!

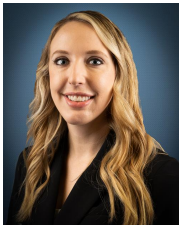
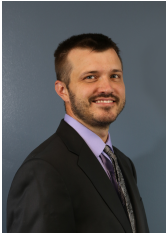


| Oportunidad de la Escuela Preparatoria                                                                                                                                                                              | Segunda Credencial                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <b>Escuela de TradeWorks Academy</b><br>descripción general de las cinco áreas comerciales de Carpintería y Construcción, Mecánica, Sistemas Eléctricos, Plomería y HVAC / Refrigeración, y Fabricación y Soldadura | <b>Centro Nacional de Construcción</b><br>Certificado de educación e investigación |
| <b>TradeWorks en Iowa Western</b><br>especializándose en un área de los oficios                                                                                                                                     | Certificado o Diploma                                                              |
| <b>Escuela Preuniversitaria</b><br>estudios de tiempo completo como un año del grado 11 y 12 en el campus de Iowa Western                                                                                           | Título de Asociado                                                                 |
| <b>Programa de Promoción de Certificados</b><br>Ciencias de la Salud, Educación Infantil, Artes Culinarias                                                                                                          | Certificado o Diploma                                                              |
| <b>Programa de aceleración de créditos universitarios</b><br>24 créditos universitarios, aprendizaje basado en el trabajo, prácticas                                                                                | Certificado                                                                        |
| <b>Programa de Alianza de Transición (TAP)</b>                                                                                                                                                                      | Certificado de Aprendizaje Basado en el Trabajo                                    |
| <b>Evaluación de WorkKeys</b>                                                                                                                                                                                       | Certificado Certificado nacional de preparación profesional                        |
| <b>Exámen de Colocación Avanzada (AP)</b>                                                                                                                                                                           | Sello de Lectoescritura Bilingüe                                                   |
| <b>Prácticas Bancarias en TS Bank</b>                                                                                                                                                                               | Certificado de American Bankers Association                                        |

## Conoce a tus Equipo de Apoyo Estudiantil: Estamos aquí para ayudar a sus hijos a obtener su Diploma +1

Este equipo está aquí para apoyar a sus hijos. Estaremos monitoreando el progreso de sus hijos en las áreas de asistencia, cursos y estudios, créditos y conducta social-emocional.

### Conoce a tus directores

| Director                                                                                                                                                                                                               | Alumnos asignados   | Director                                                                                                                                                                                       | Alumnos asignados   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>Michael Naughton</b><br><br>Director<br><a href="mailto:mnaughton@cbcsd.org">mnaughton@cbcsd.org</a>                               | Alumnos del 4to año | <b>Samantha Schreier</b><br><br>Subdirectora<br><a href="mailto:sschreier@cbcsd.org">sschreier@cbcsd.org</a> | Alumnos del 2do año |
| <b>Luke Peterson</b><br><br>Subdirector<br>Director de Actividades<br><a href="mailto:lpeterson1@cbcsd.org">lpeterson1@cbcsd.org</a> | Alumnos del 3er año | <b>Chris King</b><br><br>Subdirector<br><a href="mailto:cking1@cbcsd.org">cking1@cbcsd.org</a>              | Alumnos del 1er año |

**John Schultz**



Subdirector  
de Cursos y Estudios  
[jschultz@cbcsd.org](mailto:jschultz@cbcsd.org)

## Conoce a tu Personal de Apoyo

### Consejeros/Orientadores Escolares

| Consejera/Orientadora                                                                                                                                                                        | Alumnos asignados                                                                                             | Área de enfoque                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <p><b>Carla Hartenhoff</b></p>  <p><a href="mailto:chartenhoff@cbcsd.org">chartenhoff@cbcsd.org</a></p>     | <p>Todos los alumnos de 12° año<br/>(en el 4to de prepa)</p>                                                  | <p>Graduación, Planeación de<br/>la Educación Superior</p> |
| <p><b>Stephanie Ryan</b></p>  <p><a href="mailto:sryan@cbcsd.org">sryan@cbcsd.org</a></p>                   | <p>Alumnos de 9°-11° año<br/>(1ro-3ro de prepa) con los<br/>apellidos que inician con las<br/>letras A-G</p>  | <p>Orientadora Profesional</p>                             |
| <p><b>Abbey Fitzgerald</b></p>  <p><a href="mailto:afitzgerald1@cbcsd.org">afitzgerald1@cbcsd.org</a></p> | <p>Alumnos de 9°-11° año<br/>(1ro-3ro de prepa)s con los<br/>apellidos que inician con las<br/>letras H-P</p> | <p>Consejera<br/>Social-Emocional</p>                      |
| <p><b>Carmen Kinsley</b></p>  <p><a href="mailto:ckinsley@cbcsd.org">ckinsley@cbcsd.org</a></p>           | <p>Alumnos de 9°-11° año<br/>(1ro-2ro) con los apellidos<br/>que inician con las letras Q-Z</p>               | <p>Consejera/Orientadora<br/>Principal</p>                 |

## Apoyo de *Edgenuity*

| Nombre del Personal                                                                                                                                                                                                                                  | Área de Enfoque                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <p style="text-align: center;"><b>Kyle Bartholomew</b></p>  <p style="text-align: center;"><a href="mailto:kbartholomew1@cbcsd.org">kbartholomew1@cbcsd.org</a></p> | <p style="text-align: center;"><b>Apoyo Académico/Recuperación de Créditos</b></p> |
| <p style="text-align: center;"><b>Donnie Johnson</b></p>  <p style="text-align: center;"><a href="mailto:djohnson1@cbcsd.org">djohnson1@cbcsd.org</a></p>           | <p style="text-align: center;"><b>Apoyo Académico/Recuperación de Créditos</b></p> |

| Horario de Campana 2023-2024 |          |          |                                                                                 |
|------------------------------|----------|----------|---------------------------------------------------------------------------------|
| Lunes                        |          |          |                                                                                 |
|                              |          |          |                                                                                 |
| Período 1                    | 8:00 AM  | 8:38 AM  |                                                                                 |
| Período2                     | 8:42 AM  | 9:18 AM  |                                                                                 |
| Period 3                     | 9:22 AM  | 9:58 AM  |                                                                                 |
| Period 4                     | 10:02 AM | 10:25 AM |                                                                                 |
| Period 5                     | 10:29 AM | 11:35 AM | A Almuerzo - 10:29-10:47<br>B Almuerzo - 10:53-11:11<br>C Almuerzo- 11:17-11:35 |
| Period 6                     | 11:39 AM | 12:15 PM |                                                                                 |
| Period 7                     | 12:19 PM | 12:55 PM |                                                                                 |
| Period 8                     | 12:59 PM | 1:35 PM  |                                                                                 |
|                              |          |          |                                                                                 |
| Martes-Viernes               |          |          |                                                                                 |

|           |          |          |                                                                                  |
|-----------|----------|----------|----------------------------------------------------------------------------------|
| Período 1 | 8:00 AM  | 8:52 AM  |                                                                                  |
| Período2  | 8:56 AM  | 9:46 AM  |                                                                                  |
| Period 3  | 9:50 AM  | 10:40 AM |                                                                                  |
| Period 4  | 10:44 AM | 11:09 AM |                                                                                  |
| Period 5  | 11:13 AM | 12:28 PM | A Almuerzo - 11:13-11:33<br>B Almuerzo - 11:40-12:00<br>C Almuerzo - 12:08-12:28 |
| Period 6  | 12:32 PM | 1:22 PM  |                                                                                  |
| Period 7  | 1:26 PM  | 2:16 PM  |                                                                                  |
| Period 8  | 2:20 PM  | 3:10 PM  |                                                                                  |

**Meta Académica: ¡100% de los alumnos tendrá calificación de C o mejor!**

## Calificaciones

### Filosofía:

*El Distrito Escolar de Council Bluffs cree que las calificaciones reflejan y comunican el rendimiento académico para los alumnos, padres, profesores y escuelas de educación después de la preparatoria. Como resultado de un proceso de calificación justo y consistente, los alumnos podrán evaluar su aprendizaje y establecer metas personales para alcanzar las metas de aprendizaje del distrito y comunicar el estado de logros de las partes interesadas.*

### VALORES FUNDAMENTALES

- Una amplia variedad de evaluaciones de calidad determinan las calificaciones. Las evaluaciones de calidad cumplen criterios rigurosos de diseño y ayudan a comunicar el progreso en los objetivos de aprendizaje.
- Las herramientas apropiadas para registrar y mantener evidencia de rendimiento, así como evidencia de hábitos de trabajo/habilidades de la vida, son críticos para el proceso.
- Los alumnos deben estar involucrados en la evaluación y el proceso de calificación a través del ciclo de aprendizaje. Los alumnos comprenderán el proceso de evaluación y cómo comunicar sus logros y progreso.
- El aprendizaje ocurre en diferentes momentos y en diferentes formas para los alumnos. Los alumnos pueden necesitar oportunidades múltiples para demostrar dominio.

## PRÁCTICAS DE CALIFICACIÓN

Los alumnos deben mostrar comprensión (1-4 en la escala de calificación) de todos los estándares y se les brindarán oportunidades múltiples para hacerlo.

- Los profesores usarán un cuerpo de evidencia para determinar si los conceptos se han demostrado o pueden demostrarse en una práctica o desempeño posterior. Los alumnos deben demostrar la competencia en todos los estándares.
- Los alumnos pueden reprobado un trabajo de rendimiento y aún aprobar la clase si el docente determina que el alumno ha demostrado una comprensión de los estándares en otra forma.
- Los alumnos que no han mostrado competencia en un estándar participarán en la recuperación del aprendizaje en torno a ese estándar que ofrece el Equipo de Apoyo Estudiantil. La comunicación del estado de calificación del alumnos tomará lugar entre los alumnos, los padres/tutores y la escuela.
- Se permite a los alumnos **una** repetición del rendimiento solo después de que el alumno haya demostrado que ha completado un aprendizaje adicional (es decir, práctica completada). Se puede dar una reducción de calificación por letra para los trabajos de rendimiento que se han vuelto a hacer.
- Los profesores tienen discreción para determinar cualquier oportunidad de rehacer las tareas categorizadas como práctica.
- Los trabajos de rendimiento deben volverse a tomar a más tardar dos semanas antes del final del período de calificación (es decir, semestre). \*Los profesores tienen la discreción de extender la fecha límite bajo circunstancias atenuantes.
- Las calificaciones serán en base al rendimiento estudiantil en las categorías designadas como trabajos de rendimiento y práctica. Las calificaciones de práctica serán ponderadas en un 40% y las calificaciones de rendimiento serán ponderadas en un 60% para todos los cursos.
- Los trabajos de rendimiento deben volverse a tomar a más tardar dos semanas antes del final de un periodo de calificación. Circunstancias especiales pueden ser consideradas por el/la profesor(a).
- Los profesores trabajarán diligentemente para graduar que las calificaciones se mantengan actualizadas.

## ESCALA DE CALIFICACIONES

| Puntaje final | Calificación final | Escala                                                                             |
|---------------|--------------------|------------------------------------------------------------------------------------|
| 3.50-4.00     | A                  | <b>4</b> El alumno demuestra dominio de los conceptos                              |
| 2.50-3.49     | B                  | <b>3</b> El alumno demuestra comprensión en la mayoría de los conceptos            |
| 1.50-2.49     | C                  | <b>2</b> El alumno demuestra comprensión en algunos de los conceptos               |
| .51-1.49      | D                  | <b>1</b> El alumnos está trabajando para demostrar la comprensión de los conceptos |
| 0-.50         | F                  | <b>0</b> El alumnos no demuestra comprensión de los conceptos o no lo intentó      |

P/NC = Aprueba or No acreditado

### **ANULACIÓN DE CALIFICACIÓN**

Durante el curso del semestre, un docente puede anular la calificación actual para alertar al alumno de la falta de demostrar una comprensión de los estándares requeridos para el curso. Las calificaciones no deben ser anuladas si el alumno tendrá una oportunidad adicional para demostrar competencia en los estándares requeridos. Se **debe** hacer un comentario en el libro de calificaciones especificando que aborde específicamente los estándares de los que el alumno no demostró comprensión, o no lo intentó. Antes de anular una calificación los docentes considerarán lo siguiente:

- ¿Ha demostrado el alumno comprensión de los estándares en otras formas? (oportunidades de práctica, diálogos en la clase, etc). De ser así, no anulen la calificación.
- ¿Se abordó de nuevo el estándar en el semestre? De ser así, no anulen la calificación.
- ¿Ha tenido el alumno una oportunidad de volver a hacer la presentación/rendimiento? De no ser así, ofrezcan la oportunidad con un plazo razonable.

Los docentes deben notificar a los padres/tutores cuando se anula una calificación, incluyendo las condiciones necesarias para la anulación. Se debe documentar esto en PowerSchool.

Las solicitudes de anulación para una calificación final del semestre **debe** ser aprobada por uno de los directores. Deben enviar las solicitudes y aprobación en el formulario de Anulación de Calificación "[Grade Override Form](#)" antes de finalizar las calificaciones en PowerSchool.

### **REEMPLAZO DE CALIFICACIÓN**

Los alumnos pueden inscribirse en un curso para el reemplazo de calificación solicitando un "Formulario de Reemplazo de Calificación" de su consejero escolar antes del inicio del curso. Al finalizar con éxito el curso, la calificación más reciente del curso se registrará en el expediente académico. Los alumnos no pueden recibir un crédito para los requisitos de graduación específicos del curso más de una vez para un solo curso.

### **CAMBIO DE CALIFICACIÓN**

Se usan los formularios de Cambio de Calificación cuando un docente tiene un acuerdo con un alumno más allá del final de un período. Ya que el alumno haya completado el trabajo necesario, el docente completará un formulario de Cambio de Calificación. Luego el/la secretario(a) de admisiones cambia la calificación de una F a la calificación que obtuvieron.

### **SE OFRECE AJUSTES/ADAPTACIONES Y MODIFICACIONES A LOS ALUMNOS CON NECESIDADES ESPECIALES:**

- Un alumno con necesidades especiales no deberá recibir una calificación más baja debido a los ajustes/adaptaciones y modificaciones apropiados de las expectativas de aprendizaje.
- Se deben documentar los ajustes y modificaciones apropiadas en el Programa de Educación Individualizada ( IEP, -por sus siglas en inglés)

Ajustes/adaptaciones de calificación en el IEP del alumno pueden reemplazar las pautas generales de calificación.

## **Mejora de Calificación**

Cuando un alumno no está participando en su aprendizaje o está obteniendo una C o mejor en un curso:

- Los docentes notificarán a los padres si su hijo(a) muestra comportamientos desconectados en el aula que interfieren con su aprendizaje
- Se notificará a los padres que su hijo(a) tiene una D o F. El alumno trabajará con su docente de orientación para crear un plan para mejorar la calificación en la clase a una C o mejor.
- El alumno hará un plan con los docentes para mejorar la calificación.
- Si la calificación del alumno aún está por debajo de una C después de las intervenciones enumeradas arriba, Umb
- If the student's grade is still below a C after the interventions listed above, administration, counselors, graduation coaches will schedule a parent meeting.

## Graduation Requirements

Students are required to complete a minimum of 48 credits as follows:

|                                                                                            |                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| English (8 total credits)                                                                  | English 9 (2)<br>English 10 (2)<br>English 11 (2)<br>Two Additional English credits (2)<br>*advanced courses may substitute for one of the classes listed above |
| Mathematics (6 total credits)                                                              | Algebra 1 (2)<br>Geometry (2)<br>Two Additional Math credits (2)<br>*advanced courses may substitute for one of the classes listed above                        |
| Science (6 total credits)                                                                  | Earth & Space Science (2)<br>Biology (2)<br>Choice of Two Credits from Either:<br>Conceptual Chemistry & Physics (2)<br>Chemistry (2)<br>Physics (2)            |
| Social Studies (6 total credits)                                                           | World History (2)<br>US History (2)<br>Government (1)<br>Economics (1)                                                                                          |
| Physical Education (4 total credits)<br><br>*unless Policy 606 or 281-IAC 12.4(5)f applies | Several Options to Choose From                                                                                                                                  |
| Financial Literacy (1 total credit)                                                        | Money Matters (1)<br>Economics (1)                                                                                                                              |
| Electives (17 total credits)                                                               | Several Options to Choose From                                                                                                                                  |

## Attendance

### Attendance Guidelines

Regular attendance at school is the primary responsibility of the student and parent. There is no substitute for regular attendance and many classroom experiences cannot be made up. There are occasions when it is necessary for a student to be absent from school. As per district policy, excused absences may include: illness, funeral, medical appointment (encouraged to schedule outside of the school day), required court appearance, absence to attend a religious service or

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to receive religious instruction, and other absences excused by the administration. School administrators may require verification in order to classify an absence as excused. School administrators may also refer a student with excessive absences to the County Attorney for both excused and unexcused absences. Truancy and tardiness may also result in disciplinary action including but not limited to detention, Monday Afternoon School, etc.

### **Reporting Absences or Tardies**

If your child will be absent from school, a parent/guardian must contact the TJHS attendance office at 712-328-6549 to report the absence and the reason the student is away from school. Messages may be left outside of business hours.

### **Arrival/Dismissal**

Students are not encouraged to arrive at school prior to 7:40am. Students arriving after 8:10am must enter through the south door and sign-in in Student Services. Students must leave the building after school unless they have teacher-sponsored activities. In such cases, they should report immediately to their assigned location. The halls, commons, etc. are to be cleared by 1:45 pm on Mondays and 3:30pm Tuesday-Friday. Students waiting for rides are to wait in the vestibule area which is supervised. **Parents need to arrange for students to be picked up by 1:45 pm on Mondays and 3:30 on Tuesdays through Fridays.**

### **Parent Request for Early Dismissal**

When students need to leave school for an appointment, a phone call from a parent is required and a pass issued from the main office must be secured before leaving the building. All attempts should be made to schedule appointments outside of the school day. Students leaving campus during the school day must sign-out in the student services office and exit the building via Door 1. Failure to comply with this practice will be referred to an assistant principal.

**Students will not be dismissed to have lunch outside the building.**

### **TJ is a Closed-Campus**

Once on campus students are to remain in their assigned school building. Students may not leave campus or enter the parking lot without proper check out or permission from parents, attendance office or administration. Students who leave their assigned areas will collaborate with TJ support staff and be assigned consequences based on the number of incidents.

### **Tardiness**

Arriving on time to school and all classes throughout the day is essential for student success. Please make sure your child is arriving on time and understands the importance of being punctual. Excessive tardiness could result in disciplinary action including but not limited to detention, in-school suspension, and social consequences.

### **Attendance/Grading**

Students with more than 15 absences in a semester are subject to the P\* grading policy which states: *If a student misses 15 or more class periods in a course in one semester, the teacher*

*will have the option of changing the grade to a P\*. A P\* will be included in the GPA calculation with the weight of a “D” or one credit point. Special circumstances such as long-term health issues will be taken into consideration. Students may file an appeal with the principal on the teacher’s decision to adjust the grade to a P\*.*

## School Expectations

### Academic Integrity

Thomas Jefferson High School strives to maintain a quality and rigorous learning environment. Violation of the standard codes of scholarly conduct and ethical behavior compromise this statement and include things such as lying, plagiarizing, and cheating. This also includes A.I. generated material. If a student is found guilty of academic dishonesty, consequences will be determined on an individual basis at the discretion of the teacher or administrator.

### Substance Abuse

Use, possession, sale, supply of or being under the influence of any tobacco, e-cigarettes, vapes, alcohol, or illegal drugs (including any prescription or over-the-counter drug, narcotic, inhalant, or other medication that is not prescribed for the student by a physician and/or previously authorized by the student’s parent/guardian) are prohibited. This also applies to any lookalikes or items represented as a prohibited substance. Possession of any of these items may include administration consequences and/or law enforcement intervention. Any students with prescriptions or over the counter medications will check the medication in with the nurse.

### Cell Phones/Headphones

Student use of cell phones and/or other electronic devices is permitted in common areas before and after school and during lunch and passing periods. Individual classroom teachers may permit the use of electronics for instructional purposes only. If a device is being used during instructional time without permission, the following steps will be taken:

- The teacher will ask the student to put the device away.
- If a second incident occurs within the same class period, the teacher will provide a pouch for the student to place their phone inside for the remainder of the class period.
- If the student refuses to place or keep their phone in the pouch, the teacher will contact an administrator or security staff member to confiscate the phone for the remainder of the school day.
- If the student refuses to surrender the device to an administrator or security staff, a parent will be contacted to pick up the device in the office.

Parents will be notified by teachers and/or administrators if a student has repeated difficulty with appropriate use of technology. Additional consequences may apply if there are continued offenses.

## **Chromebook**

All students are issued a Chromebook. It is the responsibility of the student to bring a charged chromebook each day and to use it to engage in learning. Lost or damaged Chromebooks must be reported immediately to the Tech Center. The Tech Center is open daily for repairs and questions.

## **Contributing to a Disruption**

Students are expected to alert staff members when there is a conflict between students. Any student gathering near, going towards, or recording a disruption will be considered part of the disruption and subject to consequences up to and including suspension for disruptive behavior and insubordination.

## **Dress Code**

Clothing or other apparel promoting products illegal for use by minors and clothing displaying gang-related material, obscene material, profanity, or reference to prohibited conduct are not allowed. Hats and other types of headwear may be worn in the school. Teachers may request a student to remove a hood or hat for instructional engagement purposes. **More detail on school dress code can be found in Board Policy 525.** If clothing (in the judgment of a school administrator) is deemed inappropriate for school, the student will be asked to modify his/her clothing and warned not to wear that particular clothing item again. If a second violation occurs or the student chooses to continue to wear inappropriate clothing, consequences may be assigned.

## **Masks/Face Coverings**

Face masks may be worn by students at any time. Students who are returning from Covid quarantine at day 6 will be required to wear face masks through day 10. Students who do not wear the face mask will return to school after day 10.

## **General Information**

### **Breakfast**

Serving time for breakfast will run from 7:30-7:55. At 7:55, breakfast-to-go will be available and students will head to their first hour class after cleaning their area and putting trash in the appropriate receptacle.

### **E Hall Pass and “Tangible Passes”**

Students will have a maximum of 2 passes per day. Students should plan accordingly, utilizing passing time, before school, and after school. Students will also be required to display the pass to their appropriate destination, from their classroom.

## **Requirements for Attending Dances, Co-curricular/Extra-curricular Events**

- In order to attend school dances, the student must be in good standing with the school. Good standing includes:
  - all fines are paid (we will work with those experiencing hardships to ensure fines do not prevent a student from attending a dance)
  - the student is passing all classes
  - the student is on time to class at least 95% of the time (tardies are accumulated throughout the term)
  - the student has had no more than two unverified (UNV) absences in the four weeks prior to the dance
  - all outstanding detentions have been served
- Good standing will be verified by school personnel the week prior to the dance. Students in good standing will receive an email inviting them to purchase a ticket to the dance.

### ***Ticket Purchase/Admittance***

- All tickets must be purchased prior to the dance. No exceptions.
- Students are allowed to bring a date who is not a Thomas Jefferson High School student. The date needs to be in at least 9th grade and under 21 years of age. A clearance sheet from the date's school will need to be completed and returned to TJHS before the TJHS student can purchase a ticket.
- All dance attendees must present an ID upon entering the dance. Failure to produce an ID, will result in not being allowed to attend the dance. No refunds will be given.
- Students are only permitted to enter the dance within one hour of the start time unless given special permission from an administrator.
- Once a student has entered a dance, he/she will not be permitted to leave and re-enter.

### ***Expected Behavior***

- Students are required to dress appropriately. If clothing is deemed inappropriate by school personnel, the student will be asked to leave the dance. No refund will be given.
- The District [Code of Conduct](#) applies at all times.
- Students are expected to dance in a respectable manner. Dancing that is inappropriate, overtly sexual in nature, or creates unsafe conditions is NOT allowed.
- Students who engage in inappropriate dance or behavior, may be removed from the dance and could also receive school consequences. Students removed from a dance may not be allowed to attend any subsequent dances. No refund will be given.

## **Fees/Fines**

Student fees are authorized for textbooks, school supplies, eye and ear protective devices, tuition for summer school and transportation for resident students attending public school who are not entitled to transportation. No student will be denied an education or be restricted from participation in co-curricular programs because of his/her inability to pay these fees. A building administrator may waive fees for students with financial hardships. Students may be eligible for reduced or waived fees and will be able to complete the fee waiver form when registering. The form must be completed each school year. All fees can be paid at the time of registration or online. A student can delay the textbook fee until October if they choose to do so. All "optional"

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fees must be paid in full at the time of purchase. Optional fees include items such as yearbooks, activity passes, cooperative loss agreement for the Chromebook and others.

## **Health**

A full-time registered nurse is on staff at Thomas Jefferson High School. The school nurse is able to help with minor illnesses or injuries during the school day. Please notify the nurse with any health concerns your child may have. The student medication policy is outlined in Board Policy 517. No medication (including prescription and over the counter medications) may be taken at school without specific written authorization. A student may not maintain medications in his/her possession for self-medication unless authorized by the school nurse. Carrying inhalers for asthma is permissible. However, certain guidelines are required, including written doctor and parent/guardian authorization. All medication forms can be found at [www.cb-schools.org](http://www.cb-schools.org).

The Iowa Department of Public Health has made changes to the Iowa Immunization law. All students entering 12th grade must receive the Meningococcal vaccine before school begins, unless the student has a Certificate of Immunization Exemption. **It is the parents' or guardians' responsibility to provide proof of the vaccination or certificate of exemption to the school.**

## **Lockers**

Students will be assigned a locker upon request. Lockers are the property of Thomas Jefferson High School and may be opened or searched by certified staff members without notice and without student consent. Drug detection dogs may be used to determine whether a locker contains illegal items or substances, and such items may be confiscated.

## **Lunch**

Thomas Jefferson High School has a closed campus for students. Students are not permitted to leave during the school day for lunch. Parents are permitted to bring lunch to their student(s) during the school day but deliveries from food vendors are strongly discouraged and may be prohibited if deliveries are excessive and causing a disruption. Lunch and breakfast are free of charge for all students for the 22/23 school year. There will be restroom passes available for 2 girls and 2 boys. Once lunch is finished, students will be responsible for cleaning their area and putting trash in the appropriate receptacle. Students will then report to their next class on time.

## **PowerSchool**

The Council Bluffs Community School District uses PowerSchool as its student information system. Parents and students are encouraged to check PowerSchool frequently for updates on grades and attendance. If you need assistance logging into PowerSchool, please see the directions linked [here](#) or contact the Guidance Office at TJHS.

## **School Supplies**

Students should come to school prepared everyday. Commonly needed supplies include pens/pencils, notebooks, and folders. Individual teachers may require specific items for their

classes. Students should also come to school everyday with a fully charged **Chromebook**.

## Counseling Center

School counselors are vital members of the educational team. They provide valuable programming and individual student planning in the areas of academic achievement, social/emotional development, and career planning in order to ensure all students are prepared to become productive workers, leaders, and citizens. Students attending Thomas Jefferson are assigned a counselor based on the first letter of the students' last name and their grade level. The counselor will work with students and families.

| Counselor                                                                                                                                                                            | Assigned Students                       | Area of Focus                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------|
| <b>Carla Hartenhoff</b><br><br><a href="mailto:chartenhoff@cbcsd.org">chartenhoff@cbcsd.org</a>     | All 12th grade students                 | Graduation,<br>Post-Secondary Planning |
| <b>Stephanie Ryan</b><br><br><a href="mailto:sryan@cbcsd.org">sryan@cbcsd.org</a>                  | 9-11 grade students with last names A-G | Career Counselor                       |
| <b>Abbey Fitzgerald</b><br><br><a href="mailto:afitzgerald1@cbcsd.org">afitzgerald1@cbcsd.org</a> | 9-11 grade students with last names H-P | Social-Emotional Counselor             |
| <b>Carmen Kinsley</b><br><br><a href="mailto:ckinsley@cbcsd.org">ckinsley@cbcsd.org</a>           | 9-11 grade students with last names Q-Z | Lead Counselor                         |

### Counseling

Students may request to speak to their guidance counselor; however, students need to go through the proper procedure and obtain a pass to be absent from class. Counselors are

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available to help students think through problems. Counselors are at school to be of assistance. The student or the parent should feel free to contact the counselor regarding crisis situations.

### **Group Guidance and Counseling**

Small group counseling is available in a number of interest areas. Concerns such as family changes and a variety of personal issues are dealt with in a group setting. A number of presentations are offered to students each year depending on need. Topics may include financial aid, post-high school planning, self-assessment, decision making, career choices, job applications, etc.

### **Planning for Post-Secondary Education**

Counselors help students plan for their future education. Counselors can help students access resources to help with college and career planning. Students are encouraged to start using all of this information as early as possible. Students should carefully plan course selections based on post-secondary entrance requirements. Students file applications during their senior year.

### **Schedule Corrections**

The class schedule students receive at the beginning of the school year is based upon the registration process completed in the spring. Parents, students, and the school must consider the spring registration process as a contractual agreement. Staffing decisions and the master schedule are built based on student requests during the registration process completed in the spring. Therefore, class schedules are not subject to change in terms of courses selected or class periods scheduled. Schedule corrections will be made only in the case of the following: misplacement in a class, history of being unsuccessful academically with a teacher in a previous school year, and/or need for additional credits for graduation and/or for eligibility.

### **Scholarships and Financial Aid**

Counselors will assist students in completing applications for scholarships offered by colleges and other organizations. Counselors also provide advice, electronic resources, printed materials, and presentations for financial aid planning. Students planning to attend college or vocational school should apply for financial aid and scholarships. Applications and information are made available to all students.

## **Student Parking/Transportation**

### **Student Parking**

Students are allowed to park in the lot southwest of the building **with a valid parking permit**. Permits may be purchased during registration or from the attendance office. In order to purchase a parking permit students must produce a valid drivers license, proof of insurance, and the registration for the vehicle. The cost of the parking permit is \$5 and must be paid

before the permit is issued. Parking on campus is a privilege and can be revoked at any time. The school is not responsible for any damage, theft, or loss if the student chooses to park his/her vehicle in the school lot. The West student parking lot gate will be closed and locked during the school day.

Students are not to park in more than one parking stall, on the grass, in a fire lane, on the sidewalk, median or handicapped stall, in staff parking, visitor's parking area, or any other area designated as no parking. Parking tickets may be issued for parking violations. If repeated parking violations occur, the student may be prevented from parking on campus.

Students are not to loiter in the parking lot before, during, or after school. Upon arrival, the student needs to enter the school building and upon dismissal immediately leave the lot. If repeated loitering or truancy in the parking lot occurs, the student may be prevented from parking on campus.

If school officials have reasonable suspicion or law enforcement officers have probable cause that there may be illegal items or substances in a vehicle, school personnel have the right to search the vehicle. Drug detection dogs may be used to determine whether a vehicle contains illegal items or substances, and such items may be seized.

## **Busing**

Students who live more than three miles from Thomas Jefferson High School are eligible for busing. More information regarding pick-up/drop-off times will be available at registration and on the district website during the month of August. Students who live more than two miles from school but less than three miles may be eligible for space available bussing. Students are expected to abide by **District School Bus Rules and Regulations** while being transported to and from school. A student who violates rules established for appropriate behavior for a school bus may be denied the opportunity to ride the bus for a specific period of time.

## **Transportation**

Travel will be conducted by school bus when appropriate. Students are expected to ride to and from school events on the bus. In the event that a sponsor/teacher/coach/director allows students to ride to or from an event other than on a bus, the coach/director will develop and implement a plan that accounts for the student and requires written parental permission. Students wishing to ride home with someone other than their parent or guardian must have prior administrative approval.

# **Student Safety**

The Council Bluffs Community School District partners with the I Love You Guys Foundation, the Council Bluffs Police Department, and other local law enforcement and emergency

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responders in a Standard Response Protocol(SRP). The SRP is a widely used protocol that focuses on practicing simple and specific responses to emergency situations. Staff members at TJHS have been trained in emergency response and we hold regular drills with students. We also take precautionary measures to secure our building with things such as security cameras, one-door entry during the school day, and a school resource officer.

### **Standard Response Protocol**

*Lockdown* is used to secure individual rooms and to keep students and staff quiet and safe from a potential threat inside the building. It is initiated with an announcement of “lockdown, locks, lights, out of sight.”

*Secure* is used to protect students and staff within the building from an outside threat and is initiated with an announcement of “Secure! Get inside. Lock outside doors.”

*Evacuate* is used to protect staff and students from a potential threat such as a fire or chemical spill inside the building. It is initiated with an announcement of “evacuate to the football field.” (or another designated location.)

*Shelter* is used to protect staff and students from things such as a tornado or flood and is initiated with an announcement of “shelter, move to your designated shelter area.”

*Hold* is used to keep students and staff in the classroom for various reasons such as a medical emergency in a hallway. It is initiated with an announcement of “Hold in your room or area. “Clear the halls.”

## **Athletics/Activities**

### **Participation**

Thomas Jefferson High School offers many extra and co-curricular activities, including numerous clubs and student run organizations. We strongly encourage participation in one of our many athletic/activity offerings. In order to participate in athletics, students must have a current physical , a completed Student Activity Check off sheet, and a \$10 uniform fee per sport. There is a maximum of \$30 per student athlete per school year for the uniform fee. Physicals are good for one calendar year. All students will need to secure an “orange card” after completing the physical. Orange cards can be obtained in the main office when the student returns the required athletic participation forms and pays the uniform usage fee. Additionally, students must be enrolled in a minimum of 5 classes in order to be eligible to participate in co- and extracurricular activities. Please see our website and/or contact TJHS at 712-328-6493 for more information.

## **Athletic Code of Iowa**

The State of Iowa and Iowa Code has several key components when it comes to athletic eligibility which are listed below. The items listed below are not inclusive of the State of Iowa and Iowa Code for athletic eligibility. Refer to **Iowa Code 36.15** for more details.

Iowa Code 36.14 (2) -- Sportsmanship. Any student-athlete at any level grades 7-12 who is ejected from an event is required to take the NFHS elective course "Sportsmanship- It's Up to You". The course must be view before the student-athlete can return to competition. A certificate of completion must be sent to the state office. This mandate is in addition to missing the next regularly scheduled game/meet which is defined as the next scheduled date.

Iowa Code 36.15 (2) -- Scholarship Rules. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this sub-rule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration.

Iowa Code 36.15 (3) -- General transfer rule. A student who transfers from a school in another state or country or from one member or associate member school to another member or associate member school shall be ineligible to compete in interscholastic athletics for a period of 90 consecutive school days, as defined in rule 281—12.1(256), exclusive of summer enrollment unless one of the exceptions listed in paragraph 36.15(3)"a" applies. The period of ineligibility applies only to varsity level contests and competitions. ("Varsity" means the highest level of competition offered by one school or school district against the highest level of competition offered by an opposing school or school district.) In ruling upon the eligibility of transfer students, the executive board shall consider the factors motivating student changes in residency. Unless otherwise provided in these rules, a student intending to establish residency must show that the student is physically present in the district for the purpose of making a home and not solely for school or athletic purposes.

Iowa Code 36.15 (4) -- Open enrollment transfer rule. A student in grades 9 through 12 whose transfer of schools had occurred due to a request for open enrollment by the student's parent or guardian is ineligible to compete in interscholastic athletics during the first 90 school days of transfer except that a student may participate immediately if the student is entering grade 9 for the first time and did not participate in interscholastic athletic competition for another school during the summer immediately following eighth grade. The period of ineligibility applies only to varsity level contests and competitions. ("Varsity" means the highest level of competition offered by one school or school district against the highest level of competition offered by an

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opposing school or school district.) This period of ineligibility does not apply if the student:

Iowa Code 26.15 (7) -- Non-school team participation. The local school board shall by **policy** determine whether or not participation in nonschool athletic events during the same season is permitted and provide penalties for students who may be in violation of the board's policy

Local Eligibility for Student Activities: Policy 612 Iowa Code 36.15 (1) states that local school boards may impose additional eligibility requirements not in conflict with state rules. **Board Policy 612** establishes the standards by which students in grades 7-12 shall conduct themselves if they choose to take advantage of the privileges afforded them by participating in activities as defined in this policy. Students participating in activities will conduct themselves appropriately at all times both on school grounds and away from school. The responsibility of good conduct is an extension of the responsibility to represent the school and community in an appropriate manner. A school administrator or sponsor may declare a student in grades 7-12 ineligible to participate in an activity when the conduct of that student has been determined to be in violation of the established rules set by policy 612 and/or the specific activity in which the student is participating. See Policy 612 in the **Code of Conduct** for more detail.

### **Athletic/Activity Eligibility**

Athletic/Activity eligibility is checked on Mondays, and runs from Monday to the following Monday. The student athlete will be ineligible for performances that week if the following occur:

1. The second week (or more) of a failing grade in any class
2. The student has more than 2 UNV or TDY for the week.
3. The student has failed to turn in all required forms and uniform fees.

Once ineligibility is determined, there will be no "reset" until the following Monday, when checks are done again. Parents and students need to be aware of their attendance by checking PowerSchool regularly, so that no surprises occur on Monday.

### **Being a Spectator**

Thomas Jefferson High School offers many extra and co-curricular activities, including numerous clubs and student run organizations, which also allows our students, parents, and general public to attend events to support our student athletes and their efforts. This builds school and community pride, and gives a positive view of our school in the community and to our opponents, wherever they may come from. With this in mind, we always want to display good sportsmanship, which includes integrity of competition, civility toward all, and respect, particularly toward opposing schools, their players and fans, and officials. There are several guidelines we follow at our contests for fans to follow.

1. Abusive, verbal or physical conduct of spectators directed at participants, officials or

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- sponsors of activities or at other spectators will not be tolerated.
2. Verbal or physical conduct of spectators that interferes with the performance of students, officials or sponsors of activities will not be tolerated.
  3. The use of vulgar, obscene or demeaning expressions directed at students, officials or sponsors participating in an extracurricular activity or at other spectators will not be tolerated. This includes racially motivated words and/or actions, whether intentional or not.
  4. Violations of these guidelines will be dealt with on an individual basis, and may result in removal from the contest, banning attendance from future contests, and further disciplinary action deemed appropriate by TJHS Administration.

## TJHS Communication Tools

Thomas Jefferson High School recognizes the importance of partnering with parents and families in the success of a child's education. We utilize several platforms to provide families with up to date information. Individual athletics/activities may have specific sites/communication tools.

**Twitter** - [@TJHighSchool\\_CB](#), [@TJHSAthletics](#) - Get up to date information on athletics, activities, and other school happenings. Updated multiple times per day.

**Facebook** - [@tjhschb](#) - Learn about recent and upcoming events as well as news from our school.

**Website** - [Thomas Jefferson High School](#) - Information about everything related to TJHS can be found on this site. Updated frequently.

**Website** - [Missouri River Conference](#) - Calendar of events for TJHS athletics and activities. Parents can sign up for email or text alerts on schedule changes.

**PowerSchool** - [PowerSchool](#) is the student information system used to communicate about academics and attendance. Updated frequently.

**Blackboard Messenger** - Texts, emails, and recorded phone messages are sent to families about school events and important information using this instant messaging system. It is critical that parent phone numbers and email addresses are up to date in order to receive this information.

**Peachjar** - Flyers about school district and community events are posted to Peachjar, available on our school's website. Parents will receive a convenient email notice when new flyers are

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posted.

**Free Mobile App** - Use your smartphone or tablet to quickly access news, events, social media posts, student grades, lunch account, and more from TJ and from other schools in the district. Search for Council Bluffs Comm Schools in the App Store for iPhone/iPads and Google Play Store for Android devices.



# Council Bluffs Community SCHOOL DISTRICT

**Nondiscrimination Policy:** It is the policy of the Council Bluffs Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the District's Equity Coordinator Tim Hamilton, 712-328-6423, [thamilton2@cbcsd.org](mailto:thamilton2@cbcsd.org), 300 W. Broadway, Suite 1600, Council Bluffs, IA 51503. Inquiries regarding compliance may be directed to the U.S. Department of Education Office of Civil Rights, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Phone: 312-0730-1560; Facsimile: 312-730-1576; Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).

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The Council Bluffs Community School District offers career and technical programs in the following areas of study: Agricultural Education, Business Education, Health Occupations Education, Family and Consumer Sciences Education, Industrial Education, Marketing Education.