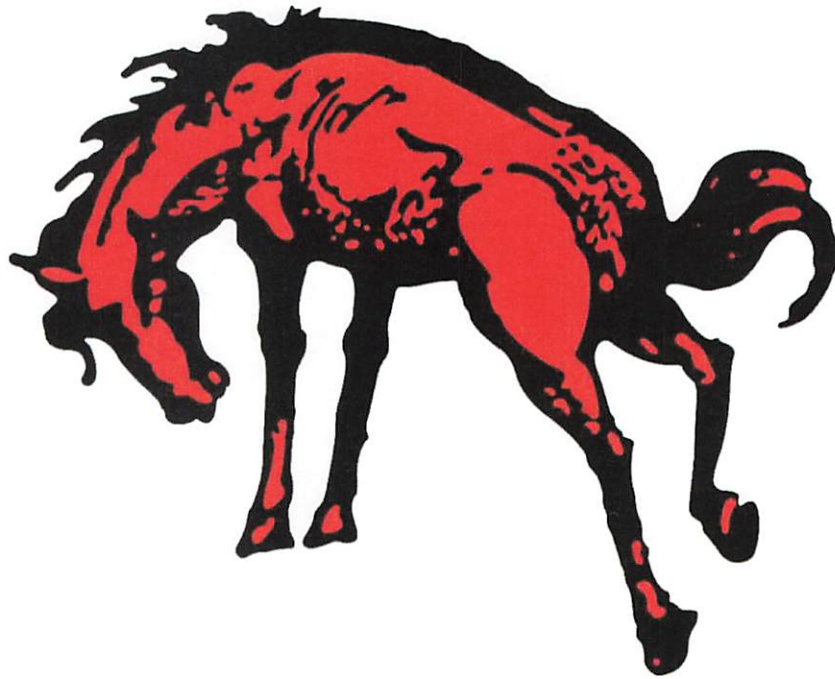


**Jefferson High School**  
**New Student Information**  
**2024-2025**



<https://jhs.lsc.k12.in.us/>

X

@jeff\_principal

@JHSGuidance1

@JeffAthletics

@LSClafayette

#BronchoNation

# Jefferson High School Red and Black 2024-2025 Calendar

Updated 4/29/2024

## JULY 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## AUGUST 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
					9R	9B

## SEPTEMBER 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
					10R	10B

## OCTOBER 2024

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
					9R	9B

## NOVEMBER 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
					9R	9B

## DECEMBER 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
					8R	7B

## JANUARY 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
					9R	10B

## FEBRUARY 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
					10R	9B

## MARCH 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31				8R	8B

## APRIL 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
					10R	11B

## MAY 2025

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
					8R	8B

## JUNE 2025

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

1<sup>st</sup> Teacher Day – August 6<sup>th</sup>  
 1<sup>st</sup> Student Day – August 7<sup>th</sup>  
 eLearning days: September 11<sup>th</sup>,  
 November 13<sup>th</sup> & February 5<sup>th</sup>

Quarter 1 ends: Oct. 11<sup>th</sup>  
 Quarter 2 ends: Dec. 20<sup>th</sup>  
 Quarter 3 Ends: March 7<sup>th</sup>  
 Quarter 4 ends: May 22<sup>nd</sup>  
*Snow days added to end of Quarter 4*

**2024-2025 holidays/breaks**  
 September 2 – Labor Day  
 October 21-25 – Fall Break  
 November 27-29 – Thanksgiving Break  
 December 23-January 3 – Winter Break  
 January 20 – MLK Day  
 February 17 – Presidents Day  
 March 24-28 – Spring Break  
**\*April 25 – Snow Make Up Day If Needed**

Commencement: TBD  
 Summer School: TBD



# 2024-2025 BELL SCHEDULE

**Period 1**                      **7:40 – 9:15**

**Period 2**                      **9:19 – 10:56**

{	<b>1<sup>st</sup> Lunch</b>	<b>Lunch</b>	<b>11:00 – 11:30</b>
	Music, GLCA, Science, CTE, SpEd	<b>Period 3</b>	<b>11:33 – 1:06</b>

{	<b>2<sup>nd</sup> Lunch</b>	<b>Period 3</b>	<b>11:00 – 11:30</b>
		<b>Lunch</b>	<b>11:32 – 12:02</b>
		<b>Period 3</b>	<b>12:05 – 1:06</b>

Math, Social Studies,  
Study Hall, Pass

{	<b>3<sup>rd</sup> Lunch</b>	<b>Period 3</b>	<b>11:00 – 12:02</b>
		<b>Lunch</b>	<b>12:04 – 12:34</b>
		<b>Period 3</b>	<b>12:37 – 1:06</b>

English, English ENL,  
World Language

{	<b>4<sup>th</sup> Lunch</b>	<b>Period 3</b>	<b>11:00 – 12:34</b>
		<b>Lunch</b>	<b>12:36 – 1:06</b>

Business, ETE, FACS,  
Art, PE

**Period 4**                      **1:10 – 2:45**

# Guidance Counselors

## 2024-2025

<b>A – Com</b>	<b>Ms. Bruce</b>	<b>2731</b>
<b>Con – Gut</b>	<b>Mr. Crum</b>	<b>2730</b>
<b>Guu – Marq</b>	<b>Ms. Ruiz</b>	<b>2725</b>
<b>Marr – Ref</b>	<b>Mrs. Johnson</b>	<b>2714</b>
<b>Reg – Wag</b>	<b>Mrs. Yeaman</b>	<b>2727</b>
<b>Wah – Z &amp; ENL (below 4)</b>	<b>Mrs. Valle</b>	<b>2726</b>
<b>Oakland Academy &amp; JHS Online</b>	<b>Ms. Dondlinger</b>	

## **FREQUENTLY ASKED QUESTIONS**

### **For Jefferson High School Students and Parents**

**1. Why do students need their ID?**

Students are required to have their ID with them during school hours to be identified as a Jefferson High School student. Lafayette School Corporation makes every effort to provide a safe learning environment and being able to quickly identify individuals who are not students or staff is essential to school safety. Students need their ID's for the TAC Shop, Book Rental, Guidance, Student Services, Health Center, Library, and Cafeteria. If students are released during the school day they must display their ID to receive their pass and show security as they leave the building and return. If their ID is lost or forgotten they may purchase a replacement ID for \$4.00 in the Main Office. **Students can also download the HERO app on their phone to display their ID.**

**2. May students bring their cell phone, other personal electronic device to school?**

Students may bring/use electronic communication devices (cell phones and other communication devices) during a student's lunch period, passing periods, before or after school. At all other times between 7:40 a.m. and 2:45 p.m. these devices are to be turned off and placed out of sight when school is in session. During a student's lunch, electronic devices may be used only in the lunch room and the corral area. **Failure to comply with this policy may result in a disciplinary action.** A parent(s)/Guardian(s) allowing students to carry electronic devices to school implies permission to the school to have access to any and all information on the device if confiscated for disciplinary or investigative purposes.

**3. Can students charge their personal electronic devices (cell phones, personal computers, etc.) in classrooms?**

No. We encourage students to charge all personal devices at home prior to arriving to school.

**4. What if a student's cell phone, other electronic device is lost or stolen during school?**

Please be aware that the school will not be responsible for lost or stolen electronic or media equipment.

**5. What if students are going to be absent for the entire school day?**

Parents must notify the Jefferson High School through the attendance line (765-772-4702) on or before the day of the absence. The attendance line is available 24 hours a day, seven days a week and is available in both English and Spanish.

**6. What if students need to make a phone call during the school day?**

There are many phones that students can use during appropriate times during the school day. Students should not text or call their parents from a personal device during class. Emergency calls should be made through the main office. The staff at Jefferson High School can quickly locate and contact any student during the school day if necessary.

**7. Can students leave school during the school day?**

Students are not to leave the building unless they have an appointment, an emergency or are sent home by the school. Communication must be received from the parent to the school prior to the student leaving the building. The student **must** pick up an **out-of-school-pass** at the window in Student Services **BEFORE** exiting the building.



**8. Can students leave the building during lunch?**

No, except for Juniors and Seniors who have earned an Honor's pass. Jefferson High School has a closed campus. Students are to remain in the building during their assigned lunch. They are not to have anyone drop off food for them or have a parent call to give them permission to leave for lunch.

**9. What is the difference between excused and unexcused absences?**

Both types of absences require communication to the school by a parent/guardian. Excused absences do not count towards the 10 day unexcused per semester or 10 day truancy per year attendance policy limits. The following absences are considered to be excused: *servicing as a page, active military duty, exhibiting at state fair, court subpoena, hospitalization with documentation, visits for injury or illness (requires documentation to be turned in to Student Services) and funerals for immediate family (requires documentation to be turned in to Student Services)*. Unexcused absences include parent reported absences without official documentation (i.e. medical notes, funeral documentation, etc.) and/or truanancies.

**10. What do students do if they arrive to school tardy (under 5 minutes late, 7:40-7:45)**

Report to Student Services or the Radio and TV window HERO pass station on the first floor to receive a HERO tardy pass to class. Please note: There are no excused tardies.

**11. What do students do if they arrive to school late (over 5 minutes late)?**

If students arrive to school after 7:45 they are to report to the Student Services window and pick up a "Late Admit". This admit does not excuse the absence or tardy. If your student was at an appointment, he/she should present the documentation at the Student Services window.

**12. What do students do if they have an appointment during the school day or have to miss a partial day?**

Parents must contact the school and/or the attendance line prior to a student's departure (preferably 2 hours in advance). 765-772-4700. Students must receive or pick up an out-of-school pass at the Student Services window **BEFORE leaving the building.**

**13. How do students deposit money in their lunch account?**

Students may deposit money in their lunch account during their lunch time. Parents have the option to manage their student's meal payments online. To learn more about this convenient option, please visit [www.lsc.k12.in.us](http://www.lsc.k12.in.us) and click on the Parent tab/online lunch payment link. Parents may also deposit money by mail or in person in the cafeteria office. If paying by mail, please indicate that the money is for the student lunch account by including the name and student ID number of your student on the transaction. Mail payments to the Lafayette School Corporation Food Service Office at 2300 Cason St., Lafayette, IN 47904.

**14. Can students carry non-prescription medications with them at school?**

No. All prescription and non-prescription medications (like Tylenol) are to be administered by the school nurse and must be FDA approved. Only those students who have a statement from a physician on file can possess or self-administer medications.

**15. If students lose something, where do they look for it?**

Lost and found is located at Book Rental. Lost cell phones come to the office first and office staff tries to locate owner. If unsuccessful the phone is then taken to Book Rental.

**16. How do students arrange to see their guidance counselor?**

Email your guidance counselor through the Staff Directory on the Guidance webpage. **Your guidance counselor will send for you.**

**17. What if students have a question about or need to request a change to their schedule?**

To request a schedule change, go to the Lafayette Jefferson High School website. The first week of school there will be a link for completing a request for a schedule change on the main page. After the first week of school this link can be found under the Guidance Department tab.

Schedule changes **must** be completed using the online form. Counselors will address the schedule change requests as quickly as possible. **Do not** go to the guidance office for schedule change. You will be directed to complete the form online.

**18. What if students have a problem with their computer or any of the programs on it (Outlook, Word, PowerPoint, etc.)?**

If students have a problem with or question about their computer, email [jhstac@lsc.k12.in.us](mailto:jhstac@lsc.k12.in.us) and wait for a response. Students can also go to the TAC shop which is located in the Media Center / Library. The TAC Shop is open before school, after school, and all periods except for first lunch and during Red 3. They do not give out loaner computers.

**19. May students carry pepper spray or similar substances to and from school for protection?**

Because pepper spray or similar chemical sprays can be used as a weapon, these items are not allowed at school. Please leave them at home.

## **PREGUNTAS FRECUENTES**

### **Para Estudiantes y Padres de la Escuela Secundaria Jefferson**

#### **1. ¿Por qué los estudiantes necesitan su identificación?**

Se requiere que los estudiantes tengan su identificación con ellos durante el horario escolar para ser identificados como estudiantes de la Escuela Secundaria Jefferson. La Corporación Escolar de Lafayette hace todo lo posible para proporcionar un entorno de aprendizaje seguro y poder identificar rápidamente a las personas que no son estudiantes o las personas que son esencial para la seguridad escolar. Los estudiantes necesitan sus identificaciones para la Tienda TAC, Renta de Libros, Orientación, Servicios Estudiantiles, Centro de Salud, Biblioteca y Cafetería. Si los estudiantes salen durante el día escolar, deben mostrar su identificación para recibir su pase y mostrar seguridad al salir del edificio y regresar. Si pierden o olvidan su identificación, pueden comprar una identificación de reemplazo por \$4.00 en la oficina principal. Los estudiantes también pueden descargar la aplicación HERO en su teléfono para mostrar su identificación.

#### **2. ¿Pueden los estudiantes traer su teléfono celular u otro dispositivo electrónico personal a la escuela?**

Los estudiantes pueden traer/usar dispositivos electrónicos de comunicación (teléfonos celulares y otros dispositivos de comunicación) durante el período de almuerzo del estudiante, entre períodos, antes o después de la escuela. En cualquier otro momento entre las 7:40 a.m. y las 2:45 p.m., estos dispositivos deben apagarse y colocarse fuera de la vista cuando la escuela esté en sesión. Durante el almuerzo de un estudiante, los dispositivos electrónicos solo se pueden usar en el comedor y el área del corral. El incumplimiento de esta política puede resultar en una acción disciplinaria. Un padre(s)/tutor(es) que permite a los estudiantes llevar dispositivos electrónicos a la escuela implica permiso para que la escuela tenga acceso a toda la información del dispositivo si es confiscado con fines disciplinarios o de investigación.

#### **3. ¿Pueden los estudiantes cargar sus dispositivos electrónicos personales (teléfonos celulares, computadoras personales, etc.) en las aulas?**

No. Alentamos a los estudiantes a cargar todos los dispositivos personales en casa antes de llegar a la escuela.

#### **4. ¿Qué sucede si el teléfono celular de un estudiante o otro dispositivo electrónico se pierde o es robado durante la escuela?**

Tomen en cuenta que la escuela no será responsable por equipos electrónicos o de medios perdidos o robados.

#### **5. ¿Qué sucede si los estudiantes van a estar ausentes durante todo el día escolar?**

Los padres deben notificar a la Escuela Secundaria de Jefferson a través de la línea de asistencia (765-772-4702) el día de la ausencia o antes. La línea de asistencia está disponible las 24 horas del día, los siete días de la semana y está disponible en inglés y también en español.

#### **6. ¿Qué pasa si los estudiantes necesitan hacer una llamada telefónica durante el día escolar?**

Hay muchos teléfonos que los estudiantes pueden usar durante los momentos apropiados durante el día escolar. Los estudiantes no deben enviar mensajes de texto ni llamar a sus padres desde un dispositivo personal durante la clase. Las llamadas de emergencia deben hacerse a través de la oficina principal. El personal de la Escuela Secundaria Jefferson puede ubicar y comunicarse rápidamente con cualquier estudiante durante el día escolar si es necesario.



**7. ¿Pueden los estudiantes salir de la escuela durante el día escolar?**

Los estudiantes no deben salir del edificio a menos que tengan una cita, una emergencia o la escuela los envíe a casa. La comunicación debe ser recibida de los padres a la escuela antes de que el estudiante abandone el edificio. El estudiante debe recoger un pase para salir de la escuela en la ventanilla de Servicios Estudiantiles ANTES de salir del edificio.

**8. ¿Pueden los estudiantes salir del edificio durante el almuerzo?**

No, excepto Juniors y Seniors que hayan obtenido un pase de Honor. La Escuela Secundaria Jefferson tiene un plantel cerrado. Los estudiantes deben permanecer en el edificio durante su almuerzo asignado. No deben dejar que nadie les deje comida o que un padre llame para darles permiso para irse a almorzar.

**9. ¿Cuál es la diferencia entre ausencias justificadas o injustificadas?**

Ambos tipos de ausencias requieren comunicación a la escuela por parte de un padre/tutor. Las ausencias justificadas no cuentan para los límites de la política de asistencia de 10 días injustificados por semestre o 10 días de ausentismo escolar por año. Las siguientes ausencias se consideran justificadas: servir como paje, servicio militar activo, exhibir en una feria estatal, citación judicial, hospitalización con documentación, visitas por lesión o enfermedad (requiere que la documentación se entregue a Servicios Estudiantiles) y funerales de inmediato. familia (requiere que la documentación se entregue a Servicios Estudiantiles). Las ausencias injustificadas incluyen ausencias reportadas por los padres sin documentación oficial (es decir, notas médicas, documentación funeraria, etc.) y/o ausentismo escolar.

**10. ¿Qué hacen los estudiantes si llegan tarde a la escuela (menos de 5 minutos tarde, 7:40-7:45)?**

Preséntese en Servicios Estudiantiles o en la estación HERO pase de la ventana de radio y televisión en el primer piso para recibir un pase de tardanza HERO a clase. Tomen en cuenta: No hay tardanzas justificadas.

**11. ¿Qué hacen los estudiantes si llegan tarde a la escuela (más de 5 minutos tarde)?**

Si los estudiantes llegan a la escuela después de las 8:05, deben presentarse en la ventanilla de Servicios Estudiantiles y recoger un "Admisión tardía". Esta admisión no excusa la ausencia o tardanza. Si su estudiante estaba en una cita, debe presentar la documentación en la ventanilla de Servicios al Estudiante.

**12. ¿Qué hacen los estudiantes si tienen una cita durante el día escolar o tienen que perder un día parcial?**

Los padres deben comunicarse con la escuela y/o la línea de asistencia antes de la salida del estudiante (preferiblemente con 2 horas de anticipación). 765-772-4700. Los estudiantes deben recibir o recoger un pase para salir de la escuela en la ventanilla de Servicios Estudiantiles ANTES de salir del edificio.

**13. ¿Cómo depositan dinero los estudiantes en su cuenta de almuerzo?**

Los estudiantes pueden depositar dinero en su cuenta de almuerzo durante la hora del almuerzo. Los padres tienen la opción de gestionar los pagos de comidas de sus hijos en línea. Para obtener más información sobre esta conveniente opción, visite [lsc.k12.in.us](http://lsc.k12.in.us) y haga clic en la pestaña Padres/enlace de pago de almuerzo en línea. Los padres también pueden depositar dinero por correo o en persona en la oficina de la cafetería. Si paga por correo, indique que el dinero es para la cuenta de almuerzo del estudiante incluyendo el nombre y el número de identificación del estudiante en la transacción. Envíe los pagos por correo a la Oficina de Servicio de Alimentos de Lafayette School Corporation en 2300 Cason St., Lafayette, IN 47904.

**14. ¿Pueden los estudiantes llevar consigo en la escuela medicamentos sin receta?**

No. Todos los medicamentos recetados y sin receta (como Tylenol) deben ser administrados por la enfermera de la escuela y deben estar aprobados por la Administración de Alimentos y Medicamentos. Solo aquellos estudiantes que tengan una declaración de un médico en el archivo pueden poseer o autoadministrarse medicamentos.

**15. Si los estudiantes pierden algo, ¿dónde lo pueden buscar?**

Objetos perdidos se encuentra en Renta de Libros. Los teléfonos celulares perdidos llegan primero a la oficina y el personal de la oficina intenta para localizar propietario. Si no tiene éxito, el teléfono se lleva a Renta de Libros.

**16. ¿Cómo se organizan los estudiantes para ver a su consejero vocacional?**

Envíe un correo electrónico a su consejero de orientación a través del Directorio de personal en la página web de Orientación. Su consejero de orientación enviará por usted.

**17. ¿Qué pasa si los estudiantes tienen una pregunta o necesitan solicitar un cambio en su horario?**

Para solicitar un cambio de horario, visite el sitio web de Lafayette Jefferson High School. La primera semana de clases habrá un enlace para completar una solicitud de cambio de horario en la página principal. Después de la primera semana de clases, este enlace se puede encontrar en la pestaña del Departamento de Orientación. Los cambios de horario deben completarse mediante el formulario en línea. Los consejeros abordarán las solicitudes de cambio de horario lo más rápido posible. No acudir a la oficina de orientación por cambio de horario. Se le indicará que complete el formulario en línea.

**18. ¿Qué pasa si los estudiantes tienen un problema con su computadora o cualquiera de los programas (Outlook, Word, PowerPoint, etc.)?**

Si los estudiantes tienen un problema o una pregunta sobre su computadora, envíe un correo electrónico a [jhstac@lsc.k12.in.us](mailto:jhstac@lsc.k12.in.us) y espere una respuesta. Los estudiantes también pueden ir a la tienda TAC que se encuentra en el Centro de Medios/Biblioteca. La tienda TAC estarán abiertos antes y después de la escuela y todos los períodos. Excepto durante el primer almuerzo y durante Rojo 3. También no entregan computadoras en préstamo para los estudiantes.

**19. ¿Pueden los estudiantes llevar aerosol de pimienta o sustancias similares hacia y desde la escuela para su protección?**

Debido a que el aerosol de pimienta o químicos similares se pueden usar como arma, estos artículos no están permitidos. en la escuela. Por favor déjenlo en casa.

# **Attendance 2024-2025**

## **ATTENDANCE POLICY**

### **STUDENT ATTENDANCE AND TRUANCY PREVENTION**

[ISBA Code: 4320]

It is the policy of the Board that each student enrolled in the Lafayette School Corporation shall attend school on all days scheduled, and that good attendance by students is necessary in order to ensure that a student receives the maximum benefits to be realized from his/her education.

The Board believes that parents or guardians are ultimately responsible for attendance of their children in school. While correction of absenteeism and/or tardiness problems is the responsibility of the parents or legal guardian, the school shall assist in the solution of these problems by taking steps as set forth in the student handbook.

Promptness and dependability are important values in our society and it is appropriate that they be stressed in school. All students are expected to attend school regularly and to be on time for classes in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

#### **Some Truths about School Attendance**

1. Regular school attendance is a valuable characteristic.
2. There are legitimate reasons for students to miss school.
3. When a student is not in attendance, school does go on.
4. It is legitimate and proper for the school to set time limits of controllable absences from school beyond which students and their parents will be referred to an Attendance Review Committee.

#### **Attendance Limits:**

If a student accumulates ten unexcused days of absence from school during a semester, the student and a parent will be referred to the Attendance Officer or designee for appropriate action. Absences due to a disciplinary suspension will **not** count toward the **ten-day limit**.

Absences are classified into two classes: Excused and Unexcused.

#### **Excused Absences:**

The following absences are excused and do not count toward the **ten-day limit**:

- Service as a page in the Indiana Legislature (written documentation must be provided)
- Serving as a poll worker on election day or helper to a political party or candidate (written documentation must be provided)
- Active duty with the Indiana National Guard, the United States Armed Forces, or their reserve components
- Civil Air Patrol participation
- Exhibiting at or participating in the Indiana State Fair or member of the student's household (up to five days and if the student is in good academic standing)
- Court appearances with a subpoena (documentation must be provided)
- Personal illness with a note from a doctor (with doctor's office documentation and specific dates)
- Death in the immediate family (with documentation)
- Absences due to a medical or dental appointment (with doctor's office documentation and specific dates)
- School-sponsored field trips (student will be considered in attendance at school)
- College visits (no more than 2 per school year with documentation on letterhead)
- School nurse sent home

#### **Unexcused Absences (includes truancy):**

All absences not designated as Excused shall be considered as Unexcused absences. All Unexcused absences will count toward the ten-day limit.

#### **Truant**

- A student will be considered truant when the absence from school is without the knowledge and approval of a school official or parent and/or no communication from parent
- A student does not report to or leaves an assigned class without permission during the school day
- A student does not report to or return from designated location on a pass and is missing for more than 5 minutes
- A student leaves the school without pre-arranged permission and communication from a parent to the school

#### **Excused Absences and Written Verification**

Written verification must be presented for all excused absences. The written excuses must be turned into the attendance office upon the student's return to school. In the case of an absence due to a doctor's appointment or illness, for which the student is under the care of a physician, the student must present a signed and dated note from the physician's office to verify this absence.



### **Make-up Work**

Students must make up all work missed due to an absence. It is the student's responsibility to arrange for making up the work. As a rule, the student will have the same number of days to make up the work missed as the length of the absence. In the case of a planned absence, the arrangements to determine when the work will be due should be made before the absence.

### **Vacations and other Planned Absences**

All absences of this nature count toward the ten-day limit. The parent or guardian should contact the Attendance office/Student Services personally to arrange for such absences. Contact must be made prior to absence.

### **Intervention Procedure**

When a student has accumulated five (5) absences, the Attendance Officer or designee will send a letter to the parent or guardian. When the student has accumulated seven (7) absences, a parent conference will be requested. After a student has reached the ten-day limit, a violation will occur upon the next unexcused absence. This violation will result in a mandatory meeting of the parent/guardian and student with the Attendance Director or designee. The Attendance Director or designee may recommend the following:

1. Expulsion for the remainder of the semester.
2. Written contract as an individual intervention plan.

The recommendation of the Attendance Officer or designee will be presented to the principal for final determination.

### **HABITUAL TRUANT [ISBA Code: 4322]**

1. A "Habitual Truant" is defined as a student who has ten (10) or more days of unexcused absences during any school year.
2. All students who are at least thirteen (13) years of age but less than the age of fifteen (15) years, and who are determined to be a habitual truant per the definition above, are subject to Indiana law, which provides that any person who is determined to be a habitual truant as defined by school board policy cannot be issued an operator's license or learner's permit until the age of 18 years, or until the student's attendance record has improved as determined by the principal upon review of the student's record of at least once per school year.
3. The student's principal may report to the Indiana Bureau of Motor Vehicles of the student's status as a habitual truant.
4. Procedures developed for the administration of this policy shall include provisions for periodic review of all students determined to be habitual truants and their reclassification, when warranted. These procedures will be developed by the Superintendent or designee.
5. The student upon initial designation of being a habitual truant is entitled to the same statutory procedures as a student who is being expelled.
6. A student who has been designated as a Habitual Truant will not be allowed to participate or continue to participate in extracurricular activities and/or co-curricular activities.

### **Interventions/Consequences**

*The following interventions and/or consequences may be used at any time to address the needs of students who have missed classroom instruction due to excessive (unexcused and/or trancies) absences.*

- Automated calls home advising of truancy
- Reprimand/warning
- Letters home to parent/s
- Conference with student
- Conference with parent
- Attendance Education Class
- Detentions – lunch and/or after school
- Friday School
- PASS (Positive Alternative to Suspension (in school suspension program).
- Out of school suspension
- Restriction of privileges
- Referral for attendance intervention services to the Tippecanoe County Youth Services Program
- Referral to community support agency
- Attendance contract
- Expulsion
- Loss of Driver's Permit

## HOW TO REPORT AN ABSENCE (PARENTS AND/OR LEGAL GUARDIANS)

Parent(s) and/or guardian(s) may contact individual teachers or Student Services at any time between the hours of 7:00 AM and 2:45 PM with questions or concerns regarding their student's attendance.

It is the responsibility of the parent(s) and/or legal guardian(s) to notify the school regarding their student's absences. The attendance line (765-772-4702) is available 24 hours a day, seven days a week. The attendance line is available in English and Spanish.

### Full Day Absences

- It is recommended that the parent(s)/guardian(s) call the day of the absence to avoid receiving an absence verification call from the school that evening.
- A call must be made within 3 school days of the absence in order to prevent the absence from being classified as truant.

### Partial Day Absences

- A call to legally release a student must occur **before** the student leaves the building.
- Calls must be made at least two hours prior to the student's departure. This will allow time for the Student Services Office to create an out-of-school pass and time for the student to pick up the pass.
- Students must pick-up their out-of-school passes before exiting the building. Such passes are not routinely delivered to students.
- Students must also check in to the Student Services Office when returning from an appointment.
- In **emergency situations** where departure is unplanned, a parent(s)/guardian(s) will need to come to the Student Services Office with a valid ID to release the student.

### Late Arrival To School

- Students arriving less than 5 minutes late for a class must obtain a HERO pass before going to class and will be considered tardy. (Tardy is defined as being late for class, but not more than five minutes.)
- Students arriving more than 5 minutes late must report to Student Services to receive a "late admit" slip. This absence will be considered truant unless a parent(s) and/or guardian(s) contacts school within 3 school days.

## TARDY AND CONSEQUENCES FOR TARDINESS

The Tardy process will include the following:

- After the tardy bell has rung, faculty members will close their doors and students will not be allowed to enter. Students who are not allowed to enter after the tardy bell are counted tardy.
- Tardy students will then be required to report to designated staff member at a designated tardy station to check in and receive a tardy pass in order to be admitted into his/her class. **STUDENTS MUST HAVE HIS/HER ID IN ORDER TO RECEIVE THE REQUIRED PASS.**
- Finally, student tardies are documented cumulatively per semester. At the beginning of each semester, students will start with a new set of tardies.
- Students caught running into class will be considered tardy and sent back out and told to obtain a tardy pass.
- Jefferson High School Staff issued passes will be honored by other staff members and administrators for admittance to class after the tardy bell.

### Released Students

- Students released from all or part of the school day **must exit the building**. To remain in the building during release time, a student must be in possession of a pass from the teacher who will be supervising them during the indicated time.

Parent(s) and/or guardian(s) and students will be informed of attendance issues and concerns through:

**PowerSchool** – [www.lafayettejeff.org](http://www.lafayettejeff.org) / PowerSchool link non-reported absence each evening  
**School Messenger** - automated call system – will notify you of your student's unverified absence  
**Email/Text** - parent(s)/guardian(s) can request attendance reports be sent via email or text through PowerSchool

Parent(s) and/or guardian(s) may contact individual teachers or Student Services at any time between the hours of 7:00 AM and 2:45 PM with questions or concerns regarding their student's attendance.

# ATTENDANCE CODES

## JEFFERSON HIGH SCHOOL

UNEXCUSED ABSENCES	EXCUSED ABSENCES
<u>DO count toward 10 day unexcused absences</u>	<u>DO NOT count toward 10 day unexcused absences (official documentation must be provided)</u>
C-Court	NE- Nurse Exempt
D- Doctor	DE – Doctor Exempt
K- College Visit	KE – College Visit Exempt
R- Other	RE – Other Exempt
Z- Funeral	ZE – Funeral Exempt
X- Sick	
TTRP – Tardy Truancy (6-25 min. late to 1 <sup>st</sup> period)- Parent reported)	
TRUANCY CODES	PRESENT CODES
<u>DO count toward 10 day unexcused and truancy absences</u>	F- School Activity
TTR – Tardy Truancy – 6-25 min. late to 1 <sup>st</sup> period – no reported	G – Guidance Office
TR – Processed Truancy	HB – Homebound
A-Absent/Unexcused – not reported	N – Nurse Exempt
	O – Office Exempt
	CE – Court Exempt
	IS – In School Suspension
TARDY = T	OS – Out of School Suspension
	IA – <i>In Attendance</i>

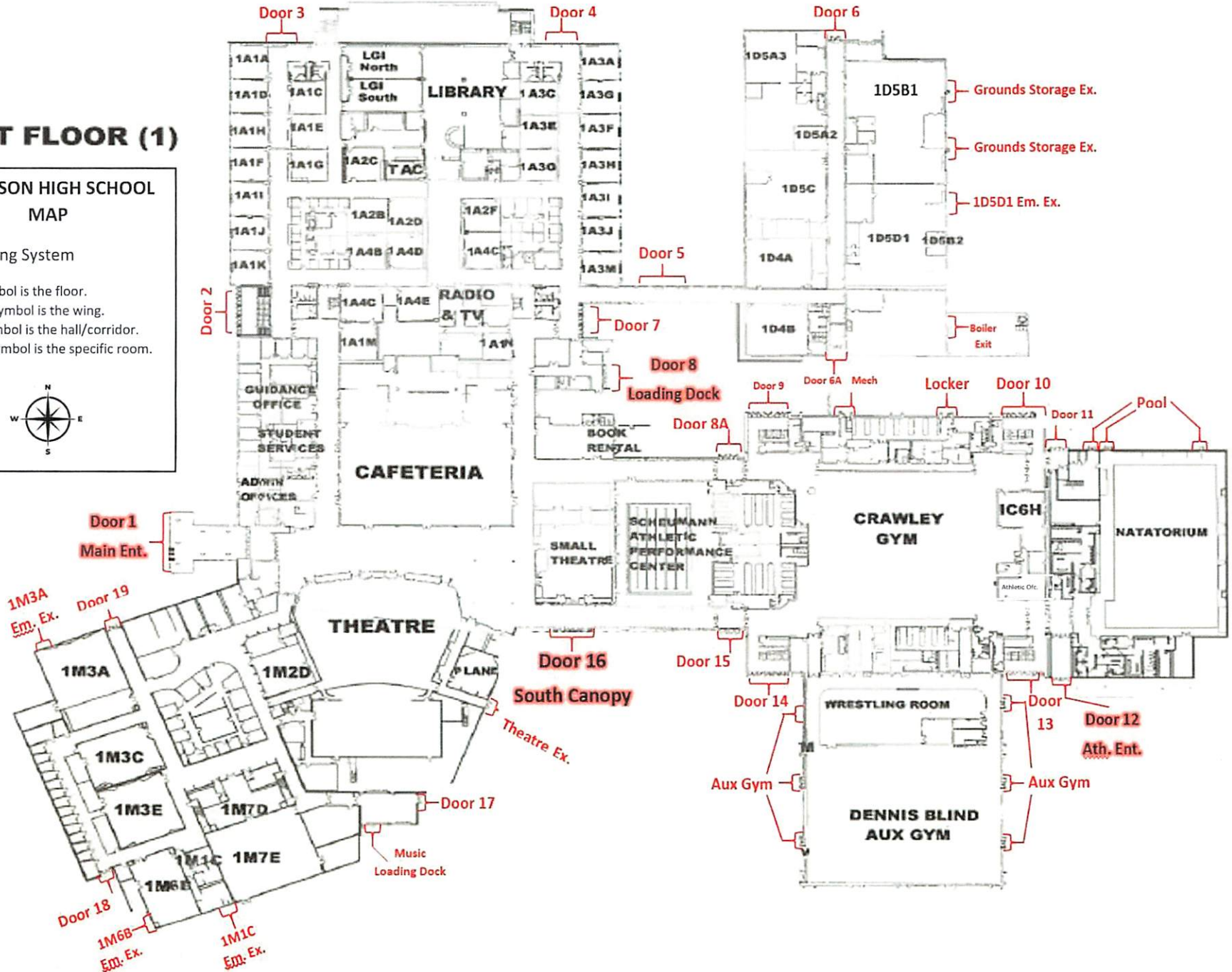


# FIRST FLOOR (1)

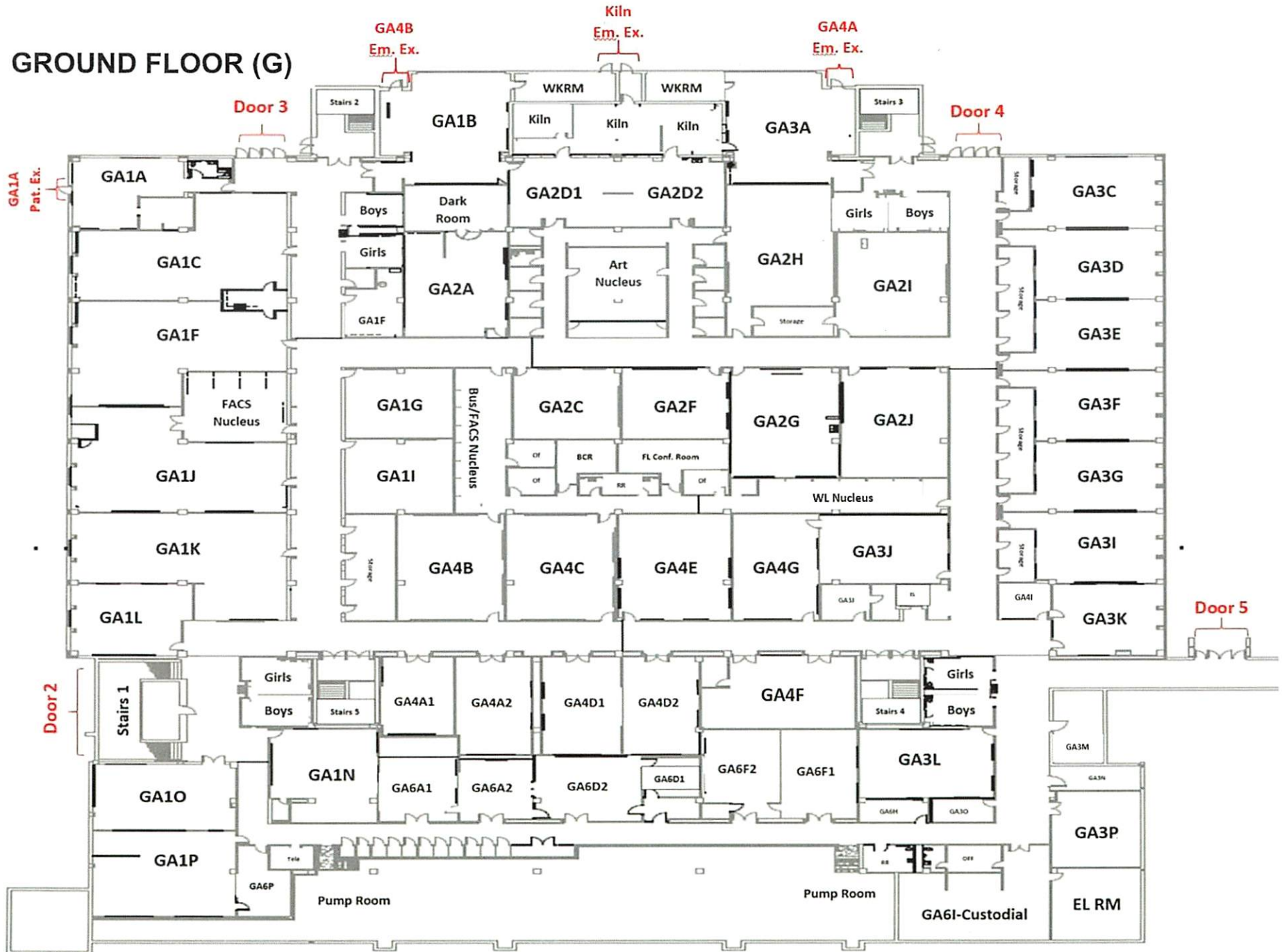
## JEFFERSON HIGH SCHOOL MAP

### Numbering System

1. First symbol is the floor.
2. Second symbol is the wing.
3. Third symbol is the hall/corridor.
4. Fourth symbol is the specific room.



# GROUND FLOOR (G)



# SECOND FLOOR (2)

