



**THOMAS JEFFERSON HIGH SCHOOL
JAGUARS
2025-2026
Student Handbook**

THOMAS JEFFERSON HIGH SCHOOL

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PLEASE VISIT OUR WEBSITE FOR DAILY STUDENT ANNOUNCEMENTS
AND DISTRICT POLICIES

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2025-2026
STUDENT HANDBOOK

Name _____

Address _____

Phone _____ Mentor Teacher _____

ALMA MATER

Now our high school we are praising,
With our hearts so true
Black and gold our banners waving
Loyal e'er to you!
Moulder of our lives to come
Mentor of our youth,
Alma Mater, Alma Mater
Thomas Jefferson.

The West Jefferson Hills School District is an equal opportunity educational institution and will not discriminate on the basis of race, sex, religion, color, national origin, age, handicap, or limited English proficiency in its educational programs, activities, or employments policies as required by Title IX of the 1972 Educational Amendments, Title VI and VII of the Civil Rights Act of 1964, and Section 504 requirements of the Rehabilitation Act of 1973.

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WELCOME TO THOMAS JEFFERSON HIGH SCHOOL

The Student Handbook has been prepared as a ready reference guide to school policies and regulations. All students and parents should take the time to read this information and become familiar with the materials so that your high school years will be productive and enjoyable. The staff and administration urge you to participate in our co-curricular activities of the school and to strive for excellence in your academic courses. It is through your personal involvement and commitment that you will develop a sense of pride in yourself and your school. Thomas Jefferson High School is your school. Be proud of it, and always conduct yourself in a manner that will reflect pride in yourself, your school, and your community.

MISSION STATEMENT

Students are the primary focus of the West Jefferson Hills School District where, in partnership with families and community, the mission is to educate and prepare all students to become active, contributing members of society by providing a challenging, innovative, educational program guided by an exceptional staff in a safe, positive, caring environment, all of which promote excellence.

VISION STATEMENT

- The learning and the educational development of individuals are collaborative efforts involving students, family, school & community.
- High expectations promote high achievement.
- Individuals are responsible for their actions.
- The family is a primary influence and motivator for the student.
- Students are the primary focus of the school system.
- Everyone learns at different rates and in different ways.
- All students have an equal opportunity for an education in which they are encouraged to develop their potential.
- Effective learning takes place in a safe, positive, and caring environment where respect for others is demonstrated.
- Education involves an interdisciplinary process.
- Learning involves acquiring basic academic knowledge, skills, and the ability to analyze, interpret, apply, synthesize, and evaluate.
- Education provides skills to enable all students to participate in a lifelong process of learning in a changing world.
- Quality education includes activities inside and outside of the classroom.
- An effective educational program requires giving an exceptional staff a voice in the educational process and providing them with consistent and planned professional development opportunities.
- Advancements in technologies impact knowledge and education.
- Quality public education is essential for a thriving community and requires shared fiscal responsibility, as well as academic accountability.
- Effective communication among school, family, students, and community is vital throughout the educational process.

Personal Core Values

Respect

Our commitment is to earn the respect of others by building trust, honoring differences, and celebrating diversity. We are in this together!

We will expect the best of others by treating them the way we would want to be treated...

Empathy

Our commitment is to listen deeply before jumping to conclusions. We will work to understand first.

We will seek first to understand before being understood...

Integrity

Our commitment is to model high moral behavior by being honest, fair, and forthcoming with ALL our interactions.

We will do the right thing AND we will do things right....

District Core Values

Learner-Centric Focus

Decisions about people, policies, practices, and structures are decided by focusing on what is best for the learners.

Keeping Learners First

Personalization/Customization System

We believe that the future of education will be characterized by a customized and highly personalized system where the instructional methodologies are optimized for the needs of each learner.

Every learner, every day

Fostering Positive Relationships

We know positive relationships have the power to unleash untapped potential in people.

Honoring and Affirming Others

DIGNITY AND RESPECT

Thomas Jefferson High School values a culture of inclusion, dignity, and respect. Respectful interactions in school and school related activities are an expectation for all.

**STUDENT CODE OF CONDUCT FOR THE
WEST JEFFERSON HILLS SCHOOL DISTRICT**

It is the responsibility of the total school community to create and maintain an atmosphere that is conducive to learning, living, and teaching. Everyone in the educational process has the right to expect that the environment shall be safe, pleasant, and well organized. The climate should produce security and consistency through the establishment of reasonable rules and guidelines that require an interaction based on mutual respect and cooperation. The emphasis should be on courtesy, consideration and the fulfillment of all necessary obligations at all times.

STUDENT RESPONSIBILITIES

Student responsibilities include regular school attendance, conscientious effort in classroom work, and compliance with school rules and regulations. Students share with the entire staff a responsibility to develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

The students' responsibilities are to:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
2. Be willing to volunteer information in disciplinary cases and cooperate with school staff should they have knowledge of importance in relation to such cases.
3. Dress and groom themselves to meet fair standards of safety, health and common standards of decency.
4. Assume that until a rule is waived, altered or repealed, it is in full effect.
5. Assist the school staff in running a safe school for all students enrolled therein.
6. Be aware of and comply with state and local laws.
7. Protect and take care of the school's property.
8. Attend school daily, except when excused, and be on time for all classes and other school functions.
9. Make all necessary arrangements for making up work when absent from school.
10. Pursue and attempt to complete the courses of study prescribed by the state and local school authorities.
11. Avoid inaccuracies in student newspapers or publications and avoid indecent or obscene language and topics that incite student unrest.
12. Refrain from using disrespectful, indecent, insensitive, or obscene gestures or language in direct or indirect contact with other persons.
13. Actively participate and engage in any online learning opportunities that may arise due to school closures.

GENERAL CONDITIONS

1. The examples, procedures, and disciplinary options/responses at each level are not limited to those specified.
2. The provisions of the student code of conduct apply to students who are under the supervision of school authorities while scheduled for part of their educational program at a facility other than the homeschool. (e.g., Steel Center CTE, Mon-Valley School, Co-op Education Programs, extra-curricular activities, field trips, etc.)

**WEST JEFFERSON HILLS SCHOOL DISTRICT:
Telecommunication Acceptable Use Policy
Objective**

The Board supports the use of the Internet and other telecommuting/computer resources in the district's education delivery environment, the student record keeping environment and the administrative environment of the District.

The District uses or may use the public Internet for (List of uses that may include but are not limited to)

- Maintaining a website that is currently used as an information-sharing device for the general public. Information sharing includes posting of schedules, event descriptions, posting of homework assignments, description of classroom activities and accomplishments.
- Email communication with parents, board members, PTA, vendors, other external business partners
- Distance Learning for staff and students
- Research by staff and students
- Communication with vendors and downloading of services and technology
- Partnering with vendors to enhance the use of technology in the District to reduce costs, improve service and provide expanded training and opportunity for students

The District also maintains Local Area Networks in each facility and a Wide Area Network which, in addition to providing Internet Access, is used for file sharing, operating and accessing both education and business applications and managing public, business only and confidential information. The District will store information both at District facilities and off-site locations.

Every staff member and the student is responsible for safeguarding District information and physical assets. Every staff member and the student is also responsible for using resources in an effective, ethical, and lawful manner.

Scope

This policy applies to the use of all District telecommunications/computing environments. This policy applies to all District staff (as defined in the Information Security Policy) and students using these resources.

Policy

Authorized personnel may only use District telecommunications/computing resources for approved purposes in prescribed manner consistent with all district policies. Occasional, limited, appropriate personal use of such systems is permitted, provided that such use does not preempt, disrupt, interfere, create liability or harm the District or the delivery of education services.

Standards

1. Only authorized users may use, or otherwise be granted access by IT Management, to the District's telecommunications/ computing environment.
2. All access must comply with the implemented standards, processes and procedures for telecommunications/computer usage including but not limited to Password Management Policies, Virus Protection, Internet Monitoring, Screen Saver Standards, Internet Safety and Cyberbullying and Backup Standards.

This includes but is not limited to:

- o Maintaining strong passwords that are changed frequently
 - o Never reveal a password to another
 - o For users that have multiple userIDs intended for specific purposes, never using an id for an inappropriate purpose.
 - o Never accessing a computer that is logged in under another userID
 - o Never leave a computer without logging off
 - o Always using a locking screen saver that is activated within minutes of inactivity
 - o Never saving District information on non-District computer
 - o Never placing portable storage devices (diskettes, CDs, zip disks, etc. (in unsecured locations)
3. Any attempt to disable or circumvent security software or processes including but not limited to passwords, Internet monitoring software, virus protection software, network monitoring software, and firewalls, is prohibited.
 4. Auditing, testing, hacking, or bypassing security controls (whether within or outside the District network) is prohibited without written authorization from the Superintendent.
 5. The falsification of identity or information is prohibited
 6. Sharing of accounts and user passwords is prohibited.
 7. Access by authorized users is limited to those rights specifically granted by IT Management.
 8. District's computer and electronic communication systems may not be used for outside business activities or the dissemination or storage of commercial or personal advertisements, solicitations, promotions, or political materials or any other non-district related business or education purpose.
 9. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, offensive, or otherwise unlawful or inappropriate may not be accessed, displayed, stored, created, or disseminated on or using District's telecommunications/computing environment.
 10. Any use of the District's telecommunications/computing environments that conflicts with any of the District's explicit or implied policies is prohibited.
 11. Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials is prohibited.

12. Accessing public bulletin boards or chat rooms not specifically related to District business is prohibited.
13. Expressing controversial or inflammatory opinions or making statements in public forums or email from the district's network such that those statements could be interpreted as representing district opinion is strictly prohibited.
14. All illegal activities including but not limited to malicious attempts to inappropriately access, harm or destroy data, hardware or software including parts of the district's telecommunications/computing environment or launching such an attack against another from the district's network is prohibited. This includes but is not limited to creating, uploading or accessing viruses, installing worms or Trojan horses, launching attacks or inappropriately monitoring or capturing another user or systems activity or data.
15. Abuse or waste of resources is prohibited.
16. All access to District information and information resources is restricted to a need-to-know basis. Ability to access information or information resources does not imply permission to do so.
17. Users may not access, alter or copy information belonging to another user without first obtaining permission from the owner or IT Management.
18. The ability to access, alter, or copy a file belonging to another user does not imply permission to do so.
19. Inappropriate and unsecured online behavior and activities via communications with individuals or organizations on social-networking websites, instant messaging clients, mobile feed, and in chat rooms is prohibited.
20. Using District resources to execute actions which result in defamation of character of an individual or group and cyber-bullying is prohibited.

Exceptions to Policy

The Board acknowledges that under rare circumstances, certain staff may need to employ systems or processes that are not compliant with this policy. The Superintendent/Designee must approve in writing all such instances in advance.

Reporting

All violations or non-compliances with the Policies must be reported to IT Management and the Superintendent's office immediately. Failure to do so implies cooperation with the noncompliance and will be subject to the same consequences as the violator.

Consequences of Inappropriate Use

The violator of these or related Policies will be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts. General rules of behavior and communications apply when using the telecommunications/computing environments including all policies related to privacy, harassment, vandalism, and theft. Vandalism is defined as a malicious attempt to inappropriately access, harm or destroy data, hardware or software including parts of the district's telecommunications/computing environment or launching such an attack against another from the district's network. This includes but is not limited to creating, uploading or accessing viruses, installing worms or Trojan horses, launching attacks or inappropriately monitoring or capturing another user or systems activity or data.

If a student violates any of the District's security measures, the Incident Handling Policy covers the investigation of any such incident. A substantiated charge of non-compliance against a staff member or student shall subject such staff member or student to the restriction of use or access to computer/telecommunications resources and other disciplinary action up to and including discharge or expulsion. Illegal use of the telecommunications/computing environment, deletion or damaging of files or data, copyright violations, theft of services, hacking, or bypassing security controls, violations of the privacy standards of another user, student, staff or the district misrepresentation of another's identity, will be reported to the appropriate legal authorities for possible prosecution.

Bring Your Own Device Policy

All students will be required to use the district issued iPad. Students are not permitted to use their own laptop computer, tablet, or other electronic devices at Thomas Jefferson High School. Students are permitted to have a cell phone in school; however, no cell phone or smart watches will be permitted to be used in a classroom unless directed to do so by a Thomas Jefferson High School teacher.

iPad Guidelines

iPads are the property of WJHSD and must be returned at the end of the school year or upon a student's withdrawal from the district. The use of the iPad is bound by the WJHSD Acceptable Use of Educational Technology Policy, regardless of the student's location. The iPads are strictly educational tools and should be used only for academic purposes.

Use of the iPad is a privilege. Inappropriate use, neglect, or failure to follow guidelines for the device, its accessories, software, or Internet access may result in disciplinary action, including loss of device privileges. Students will still be responsible for all classroom and assignment expectations regardless of iPad access.

Students and their guardians are financially responsible for iPads and any assigned accessories not maintained or returned in good working condition.

Internet and Software Guidelines

The WJHSD Acceptable Use of Educational Technology Policy must be followed at all times.

There is no expectation of privacy when using any district-owned resource, including iPads, software, networks, and internet access. School staff, administrators, and designated technical support may monitor iPad activity, including real-time usage, application logs, documents, and browser history.

Any inappropriate internet or email activity may result in loss of privileges. If a student unintentionally accesses inappropriate content, they should immediately close the site and inform a teacher or staff member

General Rules/Guidelines

- The iPad should be securely stored and supervised at all times. Do not leave the device unattended.
- iPads must remain free of stickers, writing, or personal decorations. Any such markings will be addressed when the device is returned.
- Protective cases issued with iPads must remain on the device at all times.
- Always carry the iPad with the screen closed and supported with two hands.
- Students are not permitted to use another student's iPad.
- iPads may not be used on school buses.
- Avoid placing objects (e.g., earbuds, pencils) inside the iPad case or backpack with the device. This may damage the screen.
- If a student cannot supervise their iPad, it must be secured in their locker. Malfunctioning lockers must be reported to the office.
- iPads should not be stored in lockers overnight. Devices must be taken home daily.
- Students must maintain password confidentiality and use only their assigned accounts.
- Documents and assignments should be stored in the student's Google Drive or other approved cloud services.
- Headphones may be used in class only with teacher permission.
- Obscene or inappropriate content (e.g., wallpapers, apps, media) is strictly prohibited.
- Illegal downloading or sharing of copyrighted materials is prohibited.
- School-issued labels and ID tags must remain on the iPad at all times.
- Food and drinks must be kept away from the iPad.
- Always use the iPad on a flat, stable surface and close it gently.
- Any technical issues must be reported to WJHSD technology staff or a teacher.
- Students should not attempt to clean or repair iPads on their own. Contact tech support if cleaning is necessary.

Charging Guidelines

- Begin each day with a fully charged iPad.
- Use care when connecting or disconnecting the charging cable.
- Do not twist, bend, or force the charging cable.
- Keep power cords out of walking paths to avoid tripping hazards.
- Students are responsible for their charging cables and should not leave them in classrooms.

Frequently Asked Questions (FAQs)

- Will there be training for students? Yes, training will be integrated into classroom instruction throughout the school year.
- Can students use iPads on the bus? No. iPad use on the bus is prohibited and will result in disciplinary action.
- What if the iPad charger is lost or stolen? Report lost accessories immediately. If not recovered, students will be charged the replacement cost. In cases of theft, a police report must be filed within 48 hours, or full replacement costs will apply.
- What if the iPad is damaged? Students are responsible for maintaining their iPads in good condition. Charges will apply for damages, including:
 - Markings or scratches on the casing
 - Cracked or damaged screens
 - Damage due to neglect or intentional acts
 - Any misuse deemed dishonest, fraudulent, or criminal
 - Is insurance available? The device and charger are covered by a four-year AppleCare Warranty, covering two breaks per year, of which, the device or charger could be replaced. More than two breaks per year, students will be responsible to reimburse the District for the repair cost of the device. NOTE: If the equipment is lost, stolen or damaged due to any intentional act, neglect, or abuse of the equipment, or because of a student's failure to follow Board Policies, District Rules and guidelines, including this agreement, students are responsible to reimburse the District for the replacement cost.
 - What happens if a student violates Internet policies? Disciplinary action will be determined by the building principal in accordance with the student handbook.
 - Where should iPads be kept during gym, Vo-Tech, lunch, or school events? iPads should be secured in the student's locker during these times.
 - Will defective batteries be replaced? Yes. Batteries found to be defective under warranty will be replaced by the manufacturer.
 - How long will the battery last? Typical battery life is 8–10 hours. Students are expected to fully charge their iPads each night.
 - Can students install apps or music on the iPad? Only district-approved apps and content may be installed. All media must be legally obtained.
 - What if a student's iPad is being repaired? A limited number of loaner devices may be available. If damage is deemed negligent or intentional, a replacement may only be issued with administrative approval and after repair costs are addressed.
 - Do students need a printer at home? No. Assignments will be submitted digitally via platforms like Canvas.
 - How is internet safety managed? WJHSD uses filtering software that meets CIPA standards. All web activity is monitored both at school and at home. Attempts to bypass filters or access inappropriate content will result in disciplinary action.
 - Are iPads at risk for viruses? No. The iPads use a secure operating system that is not susceptible to traditional viruses.
 - Can iPads be used at home? Yes. iPads can connect to home Wi-Fi, though WJHSD tech staff will not provide support for home network issues. Offline access is available for most assignments and applications.
 - Can students bring their own iPads? No. All students are required to use the iPad issued by WJHSD during the school day.

Web Publishing Policy

West Jefferson Hills School District uses printed newsletters and publications as well as its internet website www.wjhsd.net to provide information to interested individuals about school curriculum, instruction, homework assignments, school-authorized activities, and other general information relating to our schools and our District's mission.

The web pages also serve as a link to educational resources on the internet for students and staff to access. The content of those publications and pages is enhanced by the use of examples of student projects and activities. The satisfaction of students in seeing their work published is important as well.

The security and protection of students are of primary importance in all District activities including publications both print and electronic. To that end, the following safeguards are adhered to in all published material.

9th through 12th Grade

- Full first and last names may be published with parent approval
- Single student images may be published with parent approval
- No phone numbers, addresses or names of family or friends will be published

Pennsylvania Safe Schools

Act 26 of 1995

Act 26 of 1995 implements the federal Gun-Free Schools legislation. This amendment to the Pennsylvania Public School code contains specific provisions, which require the expulsion of any student who brings a deadly weapon to school. The main parts of this important legislation are as follows:

1. Except as otherwise provided in this section, a school or area vocational-technical school shall expel, for a period of not less than one (1) year, any student who is determined to have brought a weapon onto school property, any school-sponsored activity, or any public conveyance providing transportation to a school or school-sponsored activity.
2. Every school district and area vocational-technical school shall develop a written policy regarding expulsions for possession of a weapon, as required under this section. Expulsions shall be conducted pursuant to all applicable regulations.
3. The superintendent of a school district or an administrative director of an area vocational-technical school may recommend discipline short of expulsion on a case-by-case basis. The superintendent or other chief administrative officer of a school entity shall, in the case of an exceptional student, take all steps necessary to comply with the Individuals with Disabilities Education Act (Public law 91-230, 29 U. S. C. 2400 et seq.)
4. **The provisions of this section shall not apply to the following:**
 - a) A weapon being used as part of a program approved by the individual who is in charge of the program
 - b) A weapon that is unloaded and is possessed by an individual while traversing school property for the purpose of obtaining access to public or private lands used for lawful hunting, if the entry on school premises is authorized by school authorities
5. Nothing in this section shall be construed as limiting the authority or duty of the school or area vocational-technical school to make an alternative assignment or provide alternative educational services during the period of expulsion.
6. All school districts and areas vocational-technical schools shall report all incidents involving possession of a weapon prohibited by this section as follows:
 - a) The school superintendent or chief administrator shall report the discovery of any weapon prohibited by this section to local law enforcement officials
 - b) The school superintendent or chief administrator shall report to the Department of Education all incidents relating to expulsions for possession of a weapon on school grounds, school-sponsored activities or public conveyances providing transportation to a school or school-sponsored activity. Reports shall include all information, as required under Section 1302-A
7. As used in this section, the term "weapon" shall include, but not be limited to, any knife, cutting instrument, cutting tool, firearm, shotgun, rifle, and any other instrument or implement capable of inflicting serious bodily injury.
8. The student discipline file of any student, who is determined to have brought a weapon onto school property, any school-sponsored activity, or public conveyance providing transportation to a school or school-sponsored activity, will be maintained until his/her graduation. A copy of the record would follow the student if he/she transferred to another school district.

Student Discipline

DISCIPLINARY OPTIONS

Disciplinary actions occur on four (4) levels, referred to as Level I, II, III, and IV. With each higher level, the severity of the behavior problem, and the repetitious nature of the behavior problem are addressed with stronger disciplinary action.

A strong behavior plan starts with classroom rules regarding Level I behavior. Each student is to be aware of the rules of the individual teacher and the penalties regarding misconduct in each classroom assigned. Students must know what each teacher expects and be prepared for penalties if the rules are not followed.

All behavior problems that are referred to the administration will be handled according to the level of the misconduct as follows:

Unforeseeable Actions:

As a matter of policy, it is recognized that not all foreseeable situations or their severity can be anticipated. Students and parents should understand that if unforeseeable situations should occur, the administrator will deal with these offenses at his/her discretion, including the possible use of law enforcement authorities. The principal may request a Superintendent's Hearing at his/her discretion. All referrals may be appealed to the principal.

2025-2026 Thomas Jefferson High School Discipline Matrix Link:

[2025-26 Discipline Matrix](#)

West Jefferson Hills School District Student Discipline

THOMAS JEFFERSON HIGH SCHOOL – DISCIPLINE RESPONSE STRUCTURE – LEVEL I

Level I misconduct involves minor behavior problems that must be addressed to ensure the orderly operation of the classroom, school, and/or school-sponsored activities. All level I infractions will be handled by teacher classroom rules. These offenses will be recorded as discipline infractions in the Skyward system. Building level administration will not be involved in Level I Discipline offenses.

Such behavior is seen as Level I will be addressed as follows:

OFFENSES

- Breaking minor classroom rules (first three offenses must be handled under the respective teacher’s classroom management plan) Minor Disruptive behaviors
- Minor defacing of school property (writing on desks, walls, books, etc.)
- Tardiness to class (first and second offense will be handled under the respective teacher’s classroom management plan)
- Possession of any item that distracts from education is prohibited
- Minor disrespect to fellow students
- Throwing objects
- Any other minor offense that detracts from a student’s ability to learn or a teacher’s ability to teach in the classroom setting

PROCEDURES

- There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.
- A proper and accurate record of the offense and disciplinary action is maintained by the staff member.
- The staff member may wish to discuss the behavior with the parents/guardians, the administrators, and/or appropriate support personnel.
- Teachers will communicate through email or phone conversation with the parents regarding the classroom incident.

POSSIBLE DISCIPLINARY OPTIONS/RESPONSES

- Verbal reprimand
- Teacher-student conference
- Isolation within assigned area
- Withdrawal of privileges
- After-school detention
- Lunch Detention
- Special assignment or activity
- Teacher/Administrator communication with parent/guardian
- Parental/Guardian conference
- Referral to counselor

THOMAS JEFFERSON HIGH SCHOOL – DISCIPLINE RESPONSE STRUCTURE – LEVEL II

Level II misconduct involves behavior that is repetitious, or serious enough to disrupt the learning climate of the school or school-sponsored activity. Level II offenses are referred to building level administration and will be handled according to the 2025-2026 Thomas Jefferson High School Discipline Matrix.

PROCEDURES

- The student is referred to the administration for appropriate disciplinary action.
- The teacher is informed of the administrator's action.
- Parents/Guardians are notified of student's misconduct.
- A proper and accurate record of the offense and disciplinary action is maintained by the administrator.
- If/when a student exhausts the discipline matrix, progressive discipline will be applied.

THOMAS JEFFERSON HIGH SCHOOL – DISCIPLINE RESPONSE STRUCTURE – LEVEL III

Level III misconduct involves continued Level II offenses along with other behaviors which are considered to be more serious in nature. Level III offenses can, at times, be viewed as those which may pose a potential threat to the health, safety, welfare and/or morals of an individual. All Level III offenses are referred to building level administration and will be handled according to the 2025-2026 Thomas Jefferson High School Discipline Matrix.

PROCEDURES

- Immediate referral to administration
- Administrator verifies the offense and, if necessary, confers with the teacher/staff person involved before meeting with the student.
- The administrator meets with the student to establish the most appropriate response and contacts parents/guardians.
- A proper and accurate record of the offenses and disciplinary action is maintained by the administrator.
- If/when a student exhausts the discipline matrix, progressive discipline will be applied.

THOMAS JEFFERSON HIGH SCHOOL – DISCIPLINE RESPONSE STRUCTURE – LEVEL IV

Level IV misconduct involves behavior that includes acts of violence directed toward a person and/or property. Such behavior poses a threat to the safety, health, welfare and/or morals of others, and/or materially disrupts the educational environment. All level IV infractions are required to be reported to the Pennsylvania Department of Education.

PROCEDURES

- The staff member documents a proper and accurate record of the offense and the student is then referred to the administration for appropriate disciplinary action.
- School Police will be notified immediately. If necessary Jefferson Hills Police may also be notified.
- The administrator meets with the student to review the information and determine an appropriate course of action. A formal investigation will be conducted by the school administration, school police, and local police when necessary. The Superintendent of Schools will be notified immediately.
- Parent(s) and/or guardian(s) are contacted by telephone and will have the option to meet with building administration and/or local police representatives. Suspension Notice report will be mailed home. An informal hearing will be offered as required by law.

Such behavior seen as Level IV will be addressed as follows:

LEVEL 4 OFFENSES ACCORDING TO PENNSYLVANIA DEPARTMENT OF EDUCATION Include all State Level 4 Infractions

- Aggravated Assault/ Student/Staff
- Arson
- Battery on student
- Bomb Threat
- Bullying/Cyber Bullying
- Burglary
- Criminal Trespass
- Disorderly Conduct
- Distribution/selling of unauthorized substance/drugs/alcohol
- Engaging in any conduct contrary to the criminal code or ordinances of the Commonwealth / Community on school grounds or at school-sponsored activities
- Extortion
- False fire alarm
- Fighting
- Gun Threat
- Hazing
- Indecent exposure

- Indecent Assault
- Kidnapping
- Leading or participating in a major disruption
- Major disrespect to a school employee
- Molesting a student
- Murder
- Physical assault on a student
- Possession/use/transfer of weapons/dangerous instruments or tools not reasonably related to education
- Racial/Ethnic intimidation
- Reckless endangerment
- Refusal to cooperate with a search based on reasonable suspicion
- Rioting
- Robbery
- Sexual harassment
- Sexual assault
- Terroristic threats
- Theft/possession/sale of stolen property (greater than \$50)
- Use and/or possession of drug, alcohol or nicotine related paraphernalia
- Use or possession of unauthorized substance/drugs/alcohol
- Verbal Assault of Student
- Verbal Assault on Staff Member
- Vandalism (over \$50)
- Violation of security protocol of the West Jefferson Hills School District computer network and its components.
- Walkouts/demonstrations/food fights
- Any other offense so severe as to merit expulsion or police involvement

PROCEDURES

- Immediate referral to an administrator
- The administrator verifies the offense and, if necessary, confers with the teacher/staff person involved before meeting with the student.
- After an informal hearing, the student is suspended from school and parents/guardians are notified. If appropriate, law enforcement agencies will be notified.
- A complete and accurate report is submitted to the Superintendent for a possible hearing before the Board of School Directors.

SUGGESTED POSSIBLE DISCIPLINARY OPTIONS/RESPONSES

- Suspension(Out-of-School)
- Referral to appropriate law enforcement agencies
- Restitution of damages or property
- Referral for School Board hearing that could result in appropriate disciplinary action including possible expulsion
- Charges under the criminal code
- Referral to Student Assistance Program (SAP)

*The procedures and options suggested are actions that may be taken. Additional consequences may be at the discretion of the building administrator.

*Should an occasion arise that demands it, reasonable force may be used by a teacher, administrator, school police, staff, or security personnel. Examples of such situations are to quell a disturbance, or to obtain possession of weapons or dangerous objects, for self-defense, for protection of a person's property, or to remove a student who is disruptive or a danger to him/herself or others.

PROGRESSIVE DISCIPLINE

Students who continue to violate Level 1, 2 , and 3 infractions of the Thomas Jefferson High School Discipline Matrix are subject to placement in the West Jefferson Hills Cyber Academy or other approved alternative school options.

West Jefferson Hills School District Policies

Please review all policies in their entirety at www.wjhsd.net.

SUSPENSION POLICY 233

<http://www.boarddocs.com/pa/wjhsd/Board.nsf/goto?open&id=9W8PZU6719AA>

NO SMOKING POLICY 222

<http://www.boarddocs.com/pa/wjhsd/Board.nsf/goto?open&id=9W8PZB670546>

DRUG & ALCOHOL ADMINISTRATIVE GUIDELINES POLICY 227

<http://www.boarddocs.com/pa/wjhsd/Board.nsf/goto?open&id=9W8PZK670E78>

BULLYING POLICY 249

<http://www.boarddocs.com/pa/wjhsd/Board.nsf/goto?open&id=9W8Q2T673D6D>

HAZING POLICY 247

<http://www.boarddocs.com/pa/wjhsd/Board.nsf/goto?open&id=9W8Q2K6734E0>

WEAPONS AND DANGEROUS INSTRUMENTS POLICY 218.1

<http://www.boarddocs.com/pa/wjhsd/Board.nsf/goto?open&id=9W8PYV66F535>

ATTENDANCE POLICY 204

<http://www.boarddocs.com/pa/wjhsd/Board.nsf/goto?open&id=9W8PXQ66C998>

Attendance

The following are reasons for an excused absence for temporary periods of time from school:

Religious Holidays -- A student may be excused from school for the observance of legitimate religious holidays of particular religious groups. A student's absence from school for religious holidays will be recorded as an excused absence, and there will be no penalty attached to such absence. The excuse should be submitted to the attendance officer three (3) days prior to the absence.

Health Care -- A student may be excused during school hours for the purpose of obtaining health care under the following circumstances:

- a) The health care services are rendered by a state licensed practitioner.
- b) The time of necessary absence from school involves a minimum of interference with school work.
- c) Every principal may require a written statement signed by the state-licensed practitioner stating the time of the student's appointment.

Illness or Other Urgent Reasons -- Upon receipt of satisfactory evidence of mental, physical, or other urgent reasons, every principal may excuse a student from non-attendance from school during a temporary period. However, the term "urgent reasons" will be strictly construed and will not be used to permit irregular attendance.

Funerals – Funerals are considered excused absences for members of the immediate family. Non-family member funerals may require documentation.

Educational Visits/Trips -- Student absences from school resulting from family vacations with the educational value will not exceed ten (10) school days to be considered excused. Educational trips will be ruled excused if, in the opinion of the building administrator, a vacation does have educational value and the following procedure is adhered to:

- a) The parent/guardian provides a written request to the building administrator through Skyward at least one week prior to the educational trip. The request must indicate the school days to be missed, the destination of the trip, and the educational value of the trip. All action forms must be completed and submitted through Skyward. Failure to submit the request at least one week in advance may result in denial of the trip request.
- b) All students that miss school will be expected to check their respective teachers Canvas pages while away to stay current with all assignments missed in class.
- c) The student will give completed assignments to his/her teachers and arrange for the completion of other academic work missed.
- d) All academic work will be completed within a time period not exceeding the number of days absent as a result of the trip.
- e) Prior excessive tardies, early dismissals and/or numerous (10 or more including the trip) absences may result in the educational trip being denied.
- f) No Educational visits/trip permission will be granted over the 10 school days allowed by state law. Any day that a student misses over the 10th day will be considered an unexcused/ illegal absence.

WRITTEN STATEMENT REQUIRED FOR ALL ABSENCES

Upon return from an absence from school for any reason, the student will present to the attendance office a written statement which is signed by the student's parent or guardian giving the date and reason for the absence or a written email, from the parent/guardian from an account that is registered in Skyward. If the written statement is not presented within three (3) days of the student's return to school, the absence will be considered unexcused/illegal absence. Excuses can be submitted in writing from the parent by the student, submitted to through the Skyward portal, or emailed to tjhsattendance@wjhsd.net or cbricklemyer@wjhsd.net.

If a student misses 10 or more days of school during one school year, he/she will be required to present a written statement from a **licensed medical practitioner** for all subsequent absences. It is recommended that chiropractic care/physical therapy should be scheduled after school hours. A student who is required to present such proof must do so for every subsequent absence from school. Failure to provide appropriate documentation will result in the absence being recorded as unexcused and possibly illegal under the compulsory attendance laws of Pennsylvania. If a student has exceeded 10 absences, he/she will be required to provide a written physician's excuse for tardiness in addition to absences.

POLICY REGARDING UNEXCUSED ABSENCES/MAKE-UP PRIVILEGES

While all unexcused absences are subject to the provisions of the Pennsylvania School Code, certain such absences include make-up privileges, and others do not. The following unexcused absences carry makeup privileges:

- Emergency at home – One or more days of absence may include make-up privileges depending upon the nature of the emergency.
- Runaways – Each case must be dealt with on its own individual merit. A decision to grant makeup privileges is the responsibility of the administrator involved.
- Weddings and Graduations – Make-up work will be granted for the day and reasonable travel time.

The following absences from school do not carry makeup privileges:

- Leaving school without permission
- Class cut
- Students that miss 18 days of school that are parent excused and/or unexcused will not have the ability to make up any missed classroom work or assessments.

Failure on Attendance Policy/Procedure

Students with excessive unexcused absences may fail a course based on missed instruction. Teachers will have the discretion to administer the following procedure if a student is excessively absent from the class:

Students with 12 unexcused absences from a semester class can fail for the semester course.

Students with 24 unexcused absences from year-long class can fail the year-long course.

*The teacher will notify parents when a student has missed 10 classes. The documented communication will also be submitted to the grade level principal and appropriate school counselor.

TARDINESS TO SCHOOL

All students are to be in the school by 7:30 am. Students who are tardy to school will be required to sign in at the tardy kiosk. Individuals with excuses will be asked to drop the signed parental note upon arrival in the high school attendance office. Four (4) unexcused tardies will result in school issued consequences such as Lunch/PLT Detention, Saturday Detention, and loss of driving privileges. Failure to report to the attendance office may result in disciplinary action. All students must be in school prior to **8:59 a.m.** in order to be eligible for any extra curricular activity scheduled on the date. Extra curricular activities are defined as athletic practices, games, matches, competitions, or special recognition events. Additionally, any activity such as parades, musical practice/ performance, play practice/ performance, mock trial, academic competitions, or any other social event that occurs outside the normal school day of 7:30-2:35. Only exceptions to the 8:59 tardy rule are students with documented medical appointments, mandatory court appearances, and students that have pre-approved arrangements with the high school administration.

WRITTEN STATEMENT REQUIRED FOR EXCUSED TARDIES

Upon entry to TJHS from a tardy, the student will present to the appropriate attendance personnel a written statement by the student's parent/guardian or a licensed medical doctor giving the date and reason for the tardy. If no written statement is provided a tardy will be recorded as unexcused, and consequences may be issued based on the number of unexcused tardies accumulated. Examples of consequences that are tied directly to unexcused tardiness to school: Loss of Driving Privileges (temporarily), Revocation of Parking Permit, After School Detention, Lunch Detention, Saturday Detention, Loss of Athletic or Extra Curricular Opportunities, Parent Conferences, Out of School Suspension

Valid reasons for an excused tardy include personal illness, a medical/dental appointment, funeral, court hearing, extremely poor road conditions, or a family emergency verified by a school administrator. All other reasons will be deemed unexcused.

If a student has a record of excessive tardiness (10 or more days in one year), he/she will be required to present a written statement from a licensed medical doctor stating the reason for the tardiness. A student who is required to present such proof must do so for every tardy from school. Failure to do so will result in the tardy being recorded as unexcused. Excuses can be submitted in writing by the student, submitted through the Skyward portal, or emailed to tjhsattendance@wjhsd.net or cbricklemyer@wjhsd.net.

Delegation of Responsibility

SCHOOL RESPONSIBILITY

Student attendance and tardiness will be recorded and monitored in the Skyward student information system.

An electronic report listing those students who are absent for the day will be made available to all faculty members as early in the day as possible in the secondary schools.

All faculty members will maintain an accurate daily record of absences and tardiness of all students in classes assigned to them.

The district will seek to assist the parent/guardian and the students to resolve chronic attendance problems through counseling and appropriate referrals.

PARENTAL RESPONSIBILITY

The Commonwealth's compulsory school attendance law charges the student's parent/guardian with the responsibility for the student's school attendance. Therefore, all parents should encourage their children to be in regular and continuous attendance at school during the school year.

Parents should direct their children to report to school even when it appears the child may be late to school.

STUDENT RESPONSIBILITY

Students are responsible for regular school attendance. They are expected to report to school and all classes each day on time.

Full-Day Absences

Students who are excused for the entire school day will be given the opportunity to make up all work missed. All work must be completed within a time period not to exceed the number of school days the student was absent. Students who miss 18 or more days of school, that are not excused with medical, court, or bereavement documentation, will not be permitted to make up missed work.

Partial-Day Absences

Students who are excused for any part of the school day are responsible for the work covered in all classes. If students know that they are going to miss class because of an appointment or an athletic event, they should get their assignments or make arrangements to take a test BEFORE they leave for the day. Students are expected to be prepared for class the next day. In addition, any homework due that day must be submitted BEFORE leaving.

Attendance attached to School Dances

NOTE: Students that miss 18 days of school that are parent excused and/or unexcused or accumulate 18 tardies that are parent excused and/or unexcused will not be permitted to attend any extra curricular school sponsored events. This includes, Homecoming, Winter Semi-Formal, and the Junior/Senior Prom. Additionally, any student that has not satisfied all disciplinary actions will not be permitted to purchase tickets or attend any school extra curricular functions.

SCHOOL INFORMATION

ACTIVITY PROGRAMS

Thomas Jefferson High School maintains an extensive extracurricular program. Each student is encouraged to belong to at least one after-school activity. New clubs or activities can be initiated by students and will be incorporated into the activities program if enough students are interested, if a faculty sponsor is available, and if the necessary facilities can be provided. Click on the link for this year's activities:

[Activities Guide](#)

AUDIO/VIDEO RECORDING

Students are not permitted to audio or video record on a school campus without permission from school administration.

AFTER SCHOOL DETENTION

After school detention is assigned for minor disciplinary infractions, taking place on Tuesday and Thursday from 2:35 p.m. to 3:30 p.m. Activity buses will be available for transportation every Thursday. If a student fails to attend after-school detention once assigned and confirmed with the parent, the student will be assigned a Saturday Detention.

ASSEMBLY CONDUCT

Students and teachers are to sit together unless participating in the assembly. Students are to move to their seats quickly and quietly. All talking should cease when the program begins, and students should indicate their sincere appreciation by continued attention and applause only.

BAG DROP ROOM

Upon arrival at school, all students that have sports equipment that cannot fit in a locker will be expected to place the bags, clubs, etc... in the bag drop room next to the student center on the first floor of TJHS across from the JAG Den. Bats, golf clubs, as well as any bag too large to fit in a locker must be stored in this room during the school day.

BELL SCHEDULE

Bell Schedule:

[2025-26 Bell Schedule](#)

BOOKBAGS, BACKPACKS & ATHLETIC BAGS

Students are encouraged to keep bookbags, backpacks, and large purses locked in their assigned locker during the school day. Students are permitted to arrive and leave with bookbags and backpacks daily. All athletic bags will be dropped off in an assigned bag room that will be locked and monitored by camera during the school day. Students will not be permitted to retrieve athletic bags from cars once the school day begins for safety and security reasons. No book bags or back packs will be permitted in the student center during the lunch periods.

BULLETINS AND ANNOUNCEMENTS

The Daily Announcements will be posted on the district website under Resources, or by clicking the link below. If you wish to have announcements made regarding school activities, you must have the announcement approved by both the teacher/advisor, and by an administrator. It is the responsibility of all students to read and be aware of announcements pertaining to them.

[Rise Vision Announcements Link](#)

CAFETERIA/STUDENT CENTER

A hot lunch or a la carte is provided for those students who wish to buy their lunch. Students may bring their own lunch if desired. Lunch must be consumed in the student center or designated areas permitted to have food or beverage. Administration will make all attempts to keep the consumption of food items centralized to the first floor student center. Students are responsible for returning their trays, paper and waste matter to the disposal area, and keeping their area clean. Students who don't clean up after themselves during breakfast/lunch will be subject to the discipline matrix (cafeteria disturbance). **All students are expected and required to clean up their personal area and their table before leaving the student center.** Students are NOT permitted to receive lunch from outside establishments or to have food vendors deliver items to the cafeteria or to the high school without prior **Administrative** approval.

CALCULATOR POLICY

Students who require the use of a graphing calculator for math or science class will have two options. The first option: students can purchase their own graphing calculator that is equivalent to a TI-83 or higher. The TJHS Math Department recommends a TI-83. Option two: students can rent a calculator from TJHS for the year at a cost of \$30. Calculators rented from the school that are lost or damaged, the student will be charged the full price to replace the calculator, \$100. Calculators being rented will be distributed on a first come first serve basis. TJHS has a limited amount of calculators for rent during the 2025-2026 school year. Rental payment and signed parent form must be submitted before a calculator is provided.

ACADEMIC DISHONESTY: CHEATING AND PLAGIARISM

Academic dishonesty involves using someone else's work or ideas without proper credit. This includes—but is not limited to—willingly sharing completed work with another student, copying another student's homework or assignments, submitting someone else's work as one's own (this includes having a parent or another person complete the assignment), copying any portion of another's work without proper citation using the Thomas Jefferson High School Research Manual and/or MLA/APA documentation styles, and using or attempting to use unauthorized aids during a test or academic exercise.

The use of Artificial Intelligence (AI) to complete assignments—without explicit teacher permission—is a violation of academic integrity. It will be treated the same as plagiarism or cheating.

Academic dishonesty will result in a zero for the assignment, which may include but is not limited to: homework, quizzes, tests, labs, projects, or research papers. Parents/guardians will be notified, and a discipline referral will be issued.

Students involved in academic dishonesty will also be referred to the National Honor Society Advisory Board, which may impact their eligibility for induction or continued membership.

Students who take a picture of, record, or share an assignment from their iPad, smartphone, or smartwatch without teacher permission will receive a zero on the assignment and be referred to the main office for both academic dishonesty and unauthorized use of personal technology. Additional disciplinary consequences will apply for improper use of electronic devices during academic tasks.

AHN CHILL PROJECT™

AHN Chill Project™ is a school-based mental health program whose mission is to Spark Change and Transform Lives. We aim to increase student resilience, school employee/faculty comprehension of emotional wellness, parent well-being, and community connectedness. In addition, AHN Chill Project™ seeks to decrease parent stress, school employee burnout/turnover, and non-preferred student behavior. The Chill Room™ has one full time mental health professional in the room five days a week. This professional will lead preventative programming to help students achieve greater academic success, reduce anxiety, improve student-teacher relationships, and to engage in more effective decision-making. Students may visit the Chill Room™ at any time throughout the day and speak individually with the Behavioral Health School Educators or simply take a few moments of quiet reflection and calm before they resume their normal schedule. Teachers, administrators and staff members are encouraged to visit the Chill Rooms™ for moments of mindfulness to support their own well-being.

AHN Chill Project™ also offers opportunities for students who require a higher level of care by providing traditional outpatient counseling services in the school setting. School-based therapy is a voluntary outpatient mental health service provided in the school. Therapy is provided by a master's level clinician, services are billed through the student's health insurance. Instead of traveling to an office for therapy, students and their families are able to access this service during the school day. Students attend regular therapy appointments with their therapist and return to class following the appointment. The therapist, counseling department, and teachers all collaborate to find the most appropriate time for students to have their sessions.

Chill Room™ Procedure

All students that require use of the Chill Room™ during the school day must have permission and an E-hallpass from a classroom teacher, counselor, administrator, or Chill Room™ Behavioral Health School Educator. Individuals will be required to check in upon arrival. All teachers will be notified electronically of students that are utilizing this service during instructional periods. Additionally, the Chill Room™ will be open for drop-in service during PLT, or students may schedule time through Flextime Manager.

CLASSROOM CELL PHONE POLICY

All students are required to check in their cell phone in the cell phone caddy located in every classroom at the beginning of each period. Unless directed to do so by a classroom teacher, cell phones are not permitted to be used during instructional periods. Students who violate this policy are subject to school discipline according to the TJ discipline matrix.

Students called to the main office to meet with any administrator must place their cell phones in the basket located on the counter upon arriving in the main office.

CYBER SCHOOL

The WJHSD Cyber Academy is designed for students who require mobility and flexibility during the school day due to out-of-school extra-curricular activities, medical issues, or unforeseen circumstances. All requests for cyber courses will need approval by the cyber coordinator, high school administration, and students school counselor. Cyber School students who violate school rules during school hours or on school issued devices will be subject to the established discipline matrix.

DANCES

Thomas Jefferson High School will sponsor two formal dances during the 2025-2026 school year, Homecoming and Prom. Tardiness, attendance, and student behavior are directly tied to participation in these extra-curricular activities. Any student that is suspended for a level 3 or 4 infractions may lose the opportunity to participate in one or all of these social events. Students who do not serve an assigned Detention or Saturday Detention will not be eligible to attend school sponsored dances, and will not receive permission from a school administrator to attend another school's dance/prom.

No student or guest over the age of twenty (20) years of age will be permitted to attend any school-sponsored dance including the prom. Any guest who is not a WJHSD student must complete the appropriate paperwork and provide photo identification prior to attending a dance. Middle School students are not permitted to attend High School dances. All school rules pertaining to student behavior will be in effect. Prom does not permit students who are in grades 9 or below to attend.

DRESS CODE

It is the policy of the West Jefferson Hills School District to promote a positive learning environment that promotes the intellectual, personal, and social well-being of all students. In order to maintain this environment, the Board of School Directors recognizes the vital role of enforcing this dress code.

- Apparel which may be considered destructive to school property or generally unsafe for the health and wellbeing of other students is prohibited.
- Students may not wear costume apparel unless related to a school-related project and pre-approved.
- Shorts and skirts must be of modest length.
- Apparel which reveals the student's bare midriff, cleavage, or bra cups is prohibited.
- Tank Tops must have a strap at least the width of the student's own two fingers. See-through shirts lacking appropriate coverage or showing visible undergarments are prohibited.
- Hoodies are not to cover the head while inside the building.
- Pants and shorts/skirts must be worn at or above the hips in a manner that does not expose undergarments.
- Clothing that depicts, advertises, or promotes any of the following is prohibited: Alcohol/drug use, violence, tobacco or tobacco products, profane language, ethnically/racially inappropriate behavior, obscene/sexual content, gang-related activities.
- Racial, ethnic, gender, or sexually offensive language or depictions on clothing is prohibited. *Please refer to *Racially Offensive or Derogatory Language/Dress* in Discipline Matrix for administrative action.
- Earbuds or any other type of headphones are only allowed to be worn in one ear during the school day.

The following steps will be followed sequentially unless the safety and wellbeing of any student are at risk. The main goals of this process are to reduce the loss of instructional time and maintain acceptable dress and appearance.

- First Offense: Warning, phone call home, dress corrected
- Second Offense: Letter home, dress corrected, and after-school detention
- Third Offense: Parent meeting, dress corrected, Saturday detention, and no extra-curricular activities for one calendar week. Ineligible for upcoming dance (Homecoming, Prom, etc.)
- Fourth Offense: Progressive discipline as well as continued loss of extra-curricular activities will be administered.

**Administration reserves the right to impose additional consequences based on the severity of the infraction.

For purposes of clarification, bandanas, chains, and any apparel promoting drugs, alcohol, sex, or violence are prohibited. Clothing that is not within the dress code policy, as deemed by the administration, which disrupts the orderly operation of the school or presents a clear and present danger to the health and welfare of the school community is prohibited. Students will be required to comply with the dress code standards and policies. Failure to do so will result in disciplinary action as stated above.

DROPPING/ADDING A COURSE

The Drop/Add Period covers the first 5 days of a year-long course (September 3, 2025) and the first 5 days for second-semester courses). During this time students are able to change elective courses more freely than at other times of the year.

Students will have the ability to move from one elective to another elective as space permits. We want to ensure that students are in classes they want to be in. Students are not able to move from one section of a class to another section under this scenario (A student can't move from one English 10 teacher to another English 10 teacher). After the first 5 days of the school year or the first 5 days of the second semester, students will not be able to add a new class, as too much class material will have been covered during the interim. Level changes of core academic classes will only be made in extremely limited situations and must be approved by an administrator.

DROP/ADD COURSE PROCEDURE

Students may add or drop an elective class within the first week(5 days) of a course without a penalty at the beginning of the school year (August/September). Exceptions may be made with administration approval only for the following reasons: 1) medical reasons; 2) additional coursework that was completed over the summer; or 3) academic misplacement. Students must complete the "Drop/Add Form" which can be picked up in the Counseling Office. Parent signature is required. To drop a course for academic misplacement, a meeting with the parents, administration, counselor, and the classroom teacher must be held prior to the course drop and assignment of a new course.

Dropping a course after the first-week(5 days) of school will result in a "Withdrawal " being permanently attached to the official transcript. A withdrawal will not be calculated into the students final GPA in any way. Students that are removed from a course for cheating, non compliance, parent/student decision, or any additional disciplinary reason will receive a "WF Withdrawal Failure". Withdrawal failures will be calculated as an F on the individual's final transcript.

DROPPING A COURSE

For a 1.0 credit class or greater (full year course) any class dropped prior to the end of the first five days of a new school year or the first five days of the second semester will not be recorded on a transcript. Classes dropped after the first five days of a new school year or the first five days of the second semester will result in at least a "W" on a transcript which will be part of a student's permanent record. Students may also be assigned a "WF " withdrawal failure if the teacher, administration, parents, or any combination of these three feel it appropriate. Withdrawal Failures will be included when calculating a cumulative QPA and will be the equivalent of an "F" for the year. A WF will be displayed on a student's final transcript.

For a .5 credit class or greater (half year course) any class dropped prior to the end of the first five days of a new school year or the first five days of the second semester will not be recorded on a transcript. Classes dropped after the first five days of a new school year or the first five days of the second semester will result in at least "W" on a transcript which will be part of a student's permanent record. Students may also be assigned a "WF " withdrawal failure if the teacher, administration, parents, or any combination of these three feel it appropriate. Withdrawal Failures will be included when calculating a cumulative QPA and will be the equivalent of an "F" for the year. A WF will be displayed on a students final transcript

SCHEDULE CHANGE PROCEDURES/PROCESS

- All schedule changes must be initiated by a parent/guardian request in writing (note or email).
- A student's counselor and grade level principal will meet with the student to discuss the ramifications of making a change to the student's schedule.
- A schedule change form must be completed with the signatures from teachers, a parent/guardian, and the student's counselor.
- All changes are accommodated only as space permits in classrooms.

VALID REASONS FOR A SCHEDULE CHANGE INCLUDE:

- Scheduling error – If a student is incorrectly scheduled for a class, that error will be corrected upon request of a student/parent.
- Ensuring graduation requirements are being met
- Completion of a summer school remediation class
- Adding work-study, mentorship/internships, dual enrollment, or college and career electives.

INVALID REASONS FOR A SCHEDULE CHANGE INCLUDE:

- Poor work ethic resulting in failing grades
- After school employment/extra-curricular activities
- Request for teacher change
- Preferred class periods (medical exceptions may apply)
- Having classes with friends
- Overriding the teacher recommendation process after a meeting was held with a signed agreement.
- Inappropriate academic placement resulting in a D or F

LEVEL CHANGE PROCESS

Students are expected to commit to the courses they select during the scheduling process and must maintain a full schedule totaling seven (7) credits. School counselors and administration work to ensure that all students, including seniors, are scheduled for a full academic load.

Requests for level changes—such as moving from AP to Academic or from Honors to Academic—must be submitted no later than June 5, 2025. The master schedule is developed based on student course requests, so it is critical that core course selections are finalized before the end of the school year.

Unless there are documented extenuating circumstances, level changes will not be permitted after this deadline. Course changes at the start of the school year will be limited to elective offerings only, based on available space and scheduling constraints.

EARLY DISMISSAL

Students requesting an early dismissal must report to the attendance office prior to the first period with a written statement from their parent or guardian indicating the reason for early dismissal. Requests for early dismissal will be granted in cases of (1) verified medical and dental appointments; (2) driver's test (½ day excused); and (3) family emergencies. Early dismissal for college appointments, job interviews, or must have prior approval from a counselor or administrator prior to leaving. Students must sign out with the attendance secretary/ or high school security personnel in the main entrance prior to leaving the building. Parents/guardians picking up students for early dismissal are required to present a **valid government-issued photo ID** at the security station upon arrival at Thomas Jefferson High School. This applies regardless of

whether a written note or email was previously provided to the high school attendance office. Once ID has been verified, parents/guardians will sign out their child at the security station. All students leaving for early dismissal will be sent out of the main entrance doors of Thomas Jefferson High School after checking in with the attendance office. Students will be required to provide documented verification for early dismissal upon returning to school the day of or the following day. Administration may request documentation from a state licensed practitioner for excessive early dismissals. Failure to provide medical documentation will result in an unexcused absence. It is suggested that all chiropractic and physical therapy appointments be scheduled after school hours. All students with an early dismissal must return to school following the appointment in order to participate in extracurricular activities.

Students being sent home from the nurse will be picked up at the high school athletic entrance. The school nurse will contact a parent/ guardian prior to the student leaving school. The school nurse will supervise the pick up and document the time and who picked up the student for school records through the athletic entrance.

EMPLOYMENT CERTIFICATES

Child Labor Laws require each student seeking employment to obtain a certificate for employment from the school district. Employment certificates are processed by office personnel and are available daily from 7:00 a.m. to 3:00 p.m. State law requires the parent or guardian to sign the application which can be found on the district website to be completed by the parent. Proof of age must be provided.

FIRE DRILLS AND SAFETY DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly and quietly as possible. The teacher in each classroom will give the students instructions about exiting the building.

Safety Drills will be conducted with the students and staff during the school year. Drills will be conducted using the ALICE (alert, lockdown, inform, counter, evacuate) Response Training.

FLEXIBLE INSTRUCTION DAY

The district reserves the right to move all members or partial members of the high school community to on-line learning through the Canvas platform as a result of the following: Poor weather conditions, excessively cold temperatures, state or grade level testing, health related concerns, or any other reason the district communicates with the families in advance. With the exception of poor weather, excessive cold, or health related concerns that may affect the high school community, the administration will communicate with all stakeholders the reason for the flexible instruction day(s).

COUNSELING SERVICES

Counseling services are available for every student at Thomas Jefferson High School. These services include assistance with educational planning, interpretation of test scores, occupational and career readiness information, help with individual concerns, or any question he/she would like to discuss with their appointed counselor. Students wishing to visit a counselor should contact the counseling secretary in the counseling office to arrange for an appointment or they are eligible to request one during PLT through email. Academic Handbooks and Program of Studies are available for course selection questions.

GRADUATION REQUIREMENTS

The following requirements apply to all students. Credits are totaled for classes of 2026 & 2027:

		Class of 2026, 2027
Language Arts (English)	Credits	4
Social Studies (SS)	Credits	3SS/4SC
Science (SC)	Credits	3SC/4SS
Mathematics	Credits	3
Computers	Credits	0.5
Physical Education /Health	Credits	1.5
Arts and/or Humanities	Credits	1
Electives	Credits	8
TOTAL CREDITS		25.00

The following requirements apply to all students in the class of 2028 and beyond:

		Class of 2028 and Beyond
Language Arts (English)	Credits	4
Social Studies (SS)	Credits	3SS/4SC
Science (SC)	Credits	3SC/4SS
Mathematics	Credits	3
Business/Tech Ed. /Computers	Credits	0.5
Physical Education /Health	Credits	1.5
Arts and/or Humanities	Credits	1
Financial Literacy	Credits	.5
Electives		7.5
TOTAL CREDITS		25

** All students must complete three social studies and three science courses as well as one additional Science or Social Studies credit (or .5 credit of each) in order to fulfill the graduation requirement.*

In order to commence with your class and receive your diploma, you must earn all course-credits needed to fulfill your graduation requirements by the end of your senior year. Course-credit failures earned in grades 9, 10 and 11 must be made up during or prior to the summer between your junior and senior years.

Every student must completely fulfill all graduation requirements established by the West Jefferson Hills School District in order to participate in commencement activities at the end of the school year. Any student who fails to earn the 25 credits required for graduation or does not complete one of the approved, Act 158 State Pathways to Graduation will not be eligible to participate in the commencement ceremony without exception. The Pennsylvania Act 158 Pathways to Graduation are displayed on the following page. Seniors who have met the local and state graduation requirements at the conclusion of the first semester may be eligible to graduate from Thomas Jefferson High School early.

THOMAS JEFFERSON HIGH SCHOOL PATHWAYS TO GRADUATION

EVIDENCE-BASED PATHWAYS

(3 ARTIFACTS)
INDUSTRY-RECOGNIZED CREDENTIALIZATION

SUCCESSFUL COMPLETION OF SERVICE-LEARNING PROJECT, INTERNSHIP, EXTERNSHIP, COOPERATIVE, OR EDUCATION PROGRAM

LETTER GUARANTEEING:

ACCEPTANCE INTO A 2-YEAR COLLEGE

FULL-TIME EMPLOYMENT

MILITARY ENLISTMENT

KEYSTONE COMPOSITE PATHWAY

EARN A COMPOSITE SCORE OF 4452 ON THE KEYSTONES

AT LEAST ONE SCORE OF PROFICIENT

NO SCORE OF BELOW BASIC

KEYSTONE PROFICIENCY PATHWAY

SCORE PROFICIENT ON ALL 3 KEYSTONE EXAMS:

ALGEBRA I
LITERATURE
BIOLOGY

ALTERNATIVE ASSESSMENT

SCORING A 3 OR HIGHER AP EXAMS

GETTING ACCEPTED INTO 4-YEAR COLLEGE

ASVAB (31)
PSAT (970)
SAT (1010)

CTE CONCENTRATOR

(1 Artifact)
INDUSTRY-BASED COMPETENCY CERTIFICATION

LIKELIHOOD OF INDUSTRY-BASED COMPETENCY ASSESSMENT SUCCESS

READINESS FOR CONTINUED ENGAGEMENT IN CTE CONCENTRATOR PROGRAM OF STUDY



Julia Zarra Class of 2024

Students who have completed the highest level of coursework in a subject area have the option to enroll in a college course. The college course must continue the progression of learning in that subject and can not be a current course offered at the high school. The student assumes the cost of tuition and fees from the college or university. The college course needs to be approved by the High School Principal and will appear on the student’s transcript at the conclusion of the course. The grade earned will be calculated into the student’s high school GPA in accordance with our College in the High School (CHS) weighted credit scale.

GRADING SYSTEM AND WEIGHTED SCALE

The marking system in Thomas Jefferson High School represents five levels of achievement. These levels indicate a student’s achievement as compared with that of others studying the same subject matter.

QUALITY POINTS

See course description in 2025-2026 Program of Studies for unit of credit

COURSE CREDIT	GRADES	POINTS
1	A - Superior attainment (90.00% - 100.00%)	4
1	B - Above average (80.00% - 89.99%)	3
1	C – Average (70.00% - 79.99%)	2
1	D - Below average (60.00% - 69.99%)	1
1	F – Failing (00.00% - 59.99%)	0

COURSE CREDIT	GRADES	POINTS
.5	A - Superior attainment (90.00% - 100.00%)	2
.5	B - Above average (80.00% - 89.99%)	1.5
.5	C – Average (70.00% - 79.99%)	1
.5	D - Below average (60.00% - 69.99%)	.5
.5	F – Failing (00.00% - 59.99%)	0

COURSE CREDIT	GRADES	POINTS
1.5	A - Superior attainment (90.00% -100.00%)	6.0
1.5	B - Above average (80.00% - 89.99%)	4.5
1.5	C – Average (70.00% - 79.99%)	3.0
1.5	D - Below average (60.00% - 69.99%)	1.5
1.5	F – Failing (00.00% - 59.99%)	0

Weighted Scale

As long as courses differ substantially in academic challenge, a weighted scale for computing grade-point average will remain at Thomas Jefferson High School.

Quality Point System

Grade	Regular	Honors	AP and College in High School
A	4	4.50	5
B	3	3.50	4
C	2	2.50	3
D	1	1.00	1
F	0	0.00	0

All Advanced Placement/College in High School and Honors courses will be reviewed annually by the West Jefferson Hills School District Board of Directors and approved as per the Thomas Jefferson High School Program Of Studies/ Academic Handbook.

Class rank and GPA/QPA will not be given over the phone. Thomas Jefferson High School does not publish or use class rank for students.

QPA Calculation Example

Course	Final Letter Grade	Quality Points		Course Value	Credit		Quality Point Total
Algebra I	A	4.0	x	1.0		=	4.0
Biology	B	3.0		1.0		=	3.0
			x				
Honors Civics & Government	B	3.5	x	1.0		=	3.5
AP Psychology	B	4.0	x	1.0		=	4.0
Physical Ed.	A	4.0	x	0.5		=	2.0

4.5

16.5

Quality Point Average = $16.5/4.5 = 3.67$

CLASS RANK

Thomas Jefferson High School does not publish or use class rank for students.

Percentage Grading System

The marking system uniformly used at Thomas Jefferson High School represents five levels of achievement. These levels are:

- A – Superior attainment of course objectives (89.5%-100%)
- B – Above-average attainment of course objectives (79.5-89.49%) •
- C – Average attainment of course objectives (69.5-79.49%)
- D – Below-average attainment of course objectives (59.5-69.49%)
- F – Performance does not meet minimum standards

Calculation of Final Grades

Reporting of nine-week and will be done by averaging the percentage grade for each marking period. The averaged percentage will then become a final letter grade for the course. It is important to note that only the final grade will be recorded on the official high school transcript.

Semester Course Grade Calculation Example: Q1: 93% Q2: 82% Semester Average = $(93+82)/2 = 87.5\% = 88\% = B$

Year-long Course Final Grade Calculation Example:

Q1: 82% Q2: 71% Q3: 87% Q4: 93% Year Average = $(82+71+87+93)/4 = 83.25\% = 83\% = B$

Incomplete Rule

Major Course Requirement: an incomplete grade ("I") will be entered as the grade for any marking period when a student does not complete a major course requirement. The incomplete will remain as the grade of record until the student completes the major course requirement prior to the end of the course. If the major course requirement is not completed, the incomplete grade will remain on the report card, and the final course grade will be an "F" regardless of quality point average.

Major course requirements subject to this rule include term/research papers; notebooks required for a course; required projects in industrial technology, arts/crafts, home economics, etc. Chapter tests, homework assignments, quizzes, etc., are not considered major course requirements.

Prior approval by the principal is required to implement this rule. Once approval is given, strict procedures for notifying students and parents in advance must be followed.

An extension of time will be made to allow for students who fail to meet major course requirements due to a health problem, death in the family, or some unforeseen problem. Each situation will be evaluated on a case-by-case basis by the building principal.

Appeal Process

Should any parent or guardian have a question regarding a reported grade, it is recommended that a parent contact the school to arrange a conference with the teacher either in person or via phone to receive verification through classroom records. If further inquiries concerning the grade in question are desired, conferences with building administrators/school counselors and teachers may be arranged.

HONOR ROLL

An Honor Roll will be compiled at the end of each nine-week period. Honor Roll status is based upon a student's earned quality point average as follows:

Students with an "F", "D" or "I" (incomplete) are not eligible for honor roll status.

GPA	Honor Roll Recognition
4.0	Highest Honors
3.600 – 3.999	High Honors
3.200 – 3.599	Honors

GRADUATION RECOGNITION LEVELS

Upon completion of final senior year grades, a student's final cumulative GPA will be calculated for all four years of high school. Students meeting criteria will be awarded cords and or medallions to wear at graduation to signify their academic accomplishments. The final, cumulative GPA requirement for cords and medallions is listed below:

GPA	Graduation Award Recognition
4.0	Medallion
3.600 – 3.999	Gold Cord
3.200 – 3.599	Silver Cord

NATIONAL HONOR SOCIETY

To be eligible for selection into the TJHS Local Chapter of the (NHS) National Honor Society, you must have a cumulative GPA of 3.800 or higher to be considered for induction. Cumulative GPA will be assessed after the completion of your sophomore year. The induction ceremony takes place in the fall of the student's junior year. Eligible students will be notified in writing with more details in September by the NHS Adviser. Complete details regarding NHS membership can be found in the Thomas Jefferson High School Chapter of the National Honor Society Chapter Bylaws.

TJHS AP SCHOLAR

Students who have taken at least 5 AP examinations and who have scored at least a three or greater on three or more exams will be recognized as an AP Scholar. AP Scholars will be recognized in the graduation program and will be awarded a medal to wear at graduation.

GRADUATION SPEAKERS

All graduating seniors will have the opportunity to submit a speech to be evaluated to speak at commencement. All speeches will be judged according to board approved procedures and rubrics. Three members of the graduating class will be selected to speak at graduation according to the criteria determined. They are as follows:

1. Class president
2. One student with a weighted 4.0 GPA through the first seven semesters of high school.
3. One student from the graduating class.

KEYSTONE EXAMS

The Keystone Exams are state mandated, end-of-course assessments designed to assess proficiency in the subject areas of Algebra, Literature, and Biology. Students in all Algebra I, Biology and English 10 courses will demonstrate their proficiency on the Keystone Exam as an end of year assessment in May. Students who do not score proficient or advanced will re-test 3 times during future test administrations in Winter, Spring, and/or Summer. Demonstrating proficiency on the Keystone Exams is the first pathway to graduation from a Pennsylvania public school. Scoring proficient or advanced will satisfy the state graduation requirement on the Keystone Exams for Algebra I, Biology, and Literature. Students who do not pass the Keystone Exam(s) after multiple attempts will be required to successfully complete one of the alternative pathways listed in Pennsylvania Senate Bill 1095. These alternative options are listed under "Procedures for Seniors Who Do Not Pass a Keystone Exam."

Procedures for Students Who Do Not Pass a Keystone Exam After Multiple Attempts

A student is permitted to re-take the Keystone Exams until the conclusion of his/her junior year. Students with Individualized Education Programs (IEPs) can participate in the retest option and participate in other supplemental instruction, as determined by the IEP Team.

Procedures for Students Who Do Not Pass a Keystone Exam

If a student does not receive a score of “Advanced” or “Proficient” on a Keystone Exam, the student is permitted to re-test during designated testing windows established by the Pennsylvania Department of Education. Students may take the retest as many times as desired prior to the conclusion of their junior year.

If a student does not reach at least the “Proficient” level on a Keystone re-test in a particular subject, he or she must demonstrate proficiency through an alternative pathway to graduation outlined in Pennsylvania Senate Bill 1095.

Procedures for Seniors Who Do Not Pass a Keystone Exam

A senior who has basic or below basic scores on the Keystone Exam have alternative ways to graduate under PA ACT 158. Seniors will need to successfully complete one of the alternative pathways to graduation. [PA Act 158 Pathways to Graduation](#)

Keystone Testing Dates

- Winter Retakes and Make-ups: January 5-16, 2026
- Spring End of Year Assessment & Make-ups: May 11-22, 2026
- Summer Make-ups July 27-31 2026

Pennsylvania Pathways to Graduation

Keystone Proficiency Pathway Numeric or Non-Numeric Scores

Algebra I
Proficient or Advanced

Biology
Proficient or Advanced

Literature
Proficient or Advanced

Keystone Composite Pathway Numeric Scores Only

At least 1 Keystone Exam scaled score is
1500 or Greater

No Keystone Exam score is
Below Basic

The Keystone Exam 3-score composite is
4452 or Greater
The Keystone Exam 2-score composite is
2939 or Greater
(where eligible under §121.1)

CTE Concentrator

Meet locally established, grade-based requirements for Keystone content in which the student is less than Proficient

CTE Concentrator

1 Artifact from pathway criteria

Alternative Assessment

Meet locally established, grade-based requirements for Keystone content in which the student is less than Proficient

Alternative Assessment

1 Artifact from pathway criteria

Evidence-Based Pathways

Meet locally established, grade-based requirements for Keystone content in which the student is less than Proficient

Evidence-Based

3 Artifacts from pathway criteria

Waiver

A student in 12th grade, or experiencing extenuating circumstances, who meets locally established grade-based requirements for Keystone content area(s) in which the student is less than proficient, and is unable to satisfy the requirements of a graduation pathway may be granted a waiver by the chief school administrator.

Individualized Education Plan

A student with a disability who is unable to satisfy pathway requirements but who satisfactorily completes a special education program is granted a diploma under Title 22 §4.24.

Pathway Criteria

CTE Concentrator	Alternative Assessment	Evidence-Based
<p style="text-align: center;">1 Artifact</p>	<p style="text-align: center;">1 Artifact</p>	<p style="text-align: center;">3 Artifacts consistent w/student goals</p> <p style="text-align: center;">ONE or more from Section One No more than TWO from Section Two</p>
<p>Industry-based competency certification</p> <hr/> <p>Likelihood of industry-based competency assessment success</p> <hr/> <p>Readiness for continued engagement in CTE Concentrator program of study</p>	<p>Attainment of one alternative assessment score or better: ACT (21), ASVAB AFQT (31), PSAT/NMSQT (970), or SAT (1010)</p> <hr/> <p>Attainment of Gold Level or better on ACT WorkKeys</p> <hr/> <p>Attainment of 3 or better on AP Exam(s) related to each Keystone content area in which less than Proficient</p> <hr/> <p>Attainment of 4 or better on IB Exam(s) related to each Keystone content area in which less than Proficient</p> <hr/> <p>Successful completion of concurrent enrollment course(s) related to each Keystone content area in which less than Proficient</p> <hr/> <p>Successful completion of a pre-apprenticeship program</p> <hr/> <p>Acceptance into accredited, non-profit Institution of Higher Education (IHE) 4yr program for college-level coursework</p>	<p style="text-align: center;">Section 1</p> <p>Attainment of 630 or better on any SAT Subject Test</p> <hr/> <p>Attainment of Silver Level or better on ACT WorkKeys</p> <hr/> <p>Attainment of 3 or better on any AP Exam</p> <hr/> <p>Attainment of 3 or better on any IB Exam</p> <hr/> <p>Successful completion of any concurrent enrollment or postsecondary course</p> <hr/> <p>Industry-recognized credentialization</p> <hr/> <p>Acceptance into accredited, non-profit Institution of Higher Education (IHE) for college-level coursework in an other-than-4yr program</p> <hr/> <p style="text-align: center;">Section 2</p> <p>Attainment of Proficient or Advanced on any Keystone Exam</p> <hr/> <p>Successful completion of a service-learning project</p> <hr/> <p>Letter guaranteeing full-time employment or military enlistment</p> <hr/> <p>Completion of an internship, externship, or cooperative education program</p> <hr/> <p>Compliance with NCAA Division II academic requirements</p>

E-HALLPASS

All students are required to generate an e-hallpass, via their iPad, whenever a request is made to leave the classroom. When a student receives an e-hallpass, it is expected that the student travels directly from their location to the destination which was approved. It is also expected that students utilize the e-hallpass in a timely manner, determined by the classroom teacher. E-hallpass use is a privilege. Abuse of this privilege will result in disciplinary action and/or restrictions.

- Students must generate an e-hallpass with an electronic device.
- Students will not be granted permission to use an e-hallpass at the start of class. Students are expected to use the restroom during class changes.
- Students will not be granted permission to use an e-hallpass during instruction. Instruction is not to be interrupted unless in the case of an emergency.
- All student requests to leave the classroom are to be done, via a Quick Pass or Regular Pass. In addition, faculty and staff may use the Appointment Pass to schedule students to come to their classroom/office on a future date.
- Only one student is permitted out of the classroom on an e-hallpass at a time, this includes during PLT. Exceptions to the above mentioned are in the case of an emergency.
- Students found out of their classroom without an e-hallpass will be returned to class, and a discipline consequence will be assigned. Additional misuse of e-hallpass procedures will result in progressive disciplinary action.

Note: Based on supporting data, the administration reserves the right to restrict a student's hall pass use.

HEALTH SERVICES

Procedures for Students Coming to the Health Room. All students must have a pass from a teacher or administrator before going to the health room (exception: emergencies). Students reporting at the end of a class will be asked to go to the next period teacher to request a pass. When the nurse is not available, students are to report to the main office.

Early Dismissal Due to Illness. Students who become ill during regular school hours may be excused by the school nurse. The parent/guardian will be contacted by the school nurse from information provided on the emergency card only, (students are not permitted to contact parent/guardian directly for dismissal). Early dismissals count toward days of absences. The parent/guardian will be responsible for transportation necessary to take the student home. The parent/guardian may be responsible for providing documentation from a state licensed practitioner for chronic early dismissals. Failure to provide documentation from a state licensed practitioner will result in an unexcused absence. Extreme emergencies requiring immediate doctor's care will be handled as the situation warrants.

Students who feel ill during the school day are encouraged to visit the school nurse **before** calling home to be picked up. The nurse will assess the student and, if necessary, notify parents/guardians regarding dismissal. Students who do not contact the nurse prior to calling home will be required to follow the same early dismissal policy outlined above.

Emergency Cards. The district no longer uses paper emergency cards. Parents/guardians are encouraged to update **Skyward** at the beginning of each school year with current contact information for all immediate family members, as well as accurate and up-to-date information for designated emergency contacts for that school year. Maintaining current contact information ensures that the school can reach the appropriate individuals quickly in the event of an emergency.

West Jefferson Hills School District Policy 210 Use Of Medication

NO STUDENT is permitted to carry any prescription or over the counter medication in school for any reason without permission from the school nurse. Please refer to Policy 210 for information regarding Use of Medication.

<https://go.boarddocs.com/pa/wjhsd/Board.nsf/Public?open&id=policies#>

HOMEWORK

All students have the capability to obtain homework assignments through the Canvas LMS Platform. Teachers will provide students with their Canvas Online Learning Platform information, which will notify students of their homework assignments.

INTERNSHIPS

Seniors are encouraged to explore internships during their Senior Year to gain valuable career experience. Interested students need to contact their school counselor to request admission into the Career Work Study/Internship Program.

INTERSCHOLASTIC SPORTS

Thomas Jefferson High School belongs to the P.I.A.A. and W.P.I.A.L. and adheres to the rules and regulations of these organizations. Sports programs are available in the following areas:

BOYS: Football, Soccer, Cross Country, Golf, Basketball, Wrestling, Bocce, Baseball, Track, Tennis, Volleyball, and Swimming

GIRLS: Volleyball, Tennis, Cheerleading, Cross Country, Basketball, Bocce, Softball, Track, Soccer, Flag Football and Swimming

ATTENDANCE ELIGIBILITY: To participate is contingent on attendance. Students must arrive at school prior to 8:59 am to participate in that day's activities, and if a student has an early dismissal or excessive tardies/dismissals, they may not be eligible to participate.

ACADEMIC AND CURRICULAR REQUIREMENTS FOR ATHLETICS: You must be passing at least four full-credit subjects, or the equivalent, as of each Friday during a grading period (week, quarter/marking period, and semester). If you fail to meet this requirement, you will lose your eligibility from the immediate following Sunday through the Saturday of that week. All grades will be checked again during the Friday of the ineligible week. If the student is passing four full credit subjects, or the equivalent, their eligibility will be reinstated on the immediate following Sunday. Additionally, all student athletes must have passed at least four full-credit subjects or the equivalent during the previous grading period, except the eligibility for the first grading period is based on your final grades for the preceding school year. If you fail to meet this requirement, you will lose your eligibility for at least 15 school days of the next grading period, beginning on the first day that report cards are issued.

LIBRARY/MEDIA CENTER

Thomas Jefferson's media center is a learning center where students can complement their studies through the use of books, computers, magazines, pamphlets, videos, etc. Students must obtain an e-hallpass or sign up on Flex Time Manager for PLT for admission into the library.

LOCKERS

All students will be assigned lockers. The expectation is that all students keep their backpacks, bookbags, and large purses in their assigned locker during the school day. Students should only keep school bags, clothing, and school-related materials in lockers and should keep their locker locked at all times. Lockers are considered school district property and state regulations permit school authorities to search a student's locker and seize any illegal materials; such materials may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings. Students should maintain their locker in a neat, orderly manner. The District will not assume responsibility for items removed from a locker.

LUNCH/PLT DETENTION

Lunch/PLT detention is assigned for minor disciplinary infractions. Lunch/PLT Detention is Tuesday and Thursday during all three Lunch/PLT sessions. Students will have the opportunity to eat lunch during the detention. If a student fails to attend lunch/plt detention, the student will be assigned a Saturday Detention and will not be able to participate in extracurricular activities until fulfilling the discipline obligation.

MENTOR GROUPS

Each student will be assigned a mentor teacher during the school year. Mentor groups will meet periodically throughout the school year to set goals, monitor grades, and assist the students' high school journey. Mentor groups will typically meet during an activity bell schedule intermittently throughout the school year.

WEAPON DETECTION PROCEDURE – DAILY SCREENING

To maintain a safe and secure learning environment for all students and staff, all students will pass through the OpenGate Weapon Detection System each morning upon entering the building. This daily screening is designed to detect prohibited items and help ensure the safety of our school community.

Daily Entry Procedures:

- Students will proceed through the OpenGate detectors at designated entrances each morning.
- Students should be prepared to briefly pause and walk at a steady pace through the system.
- Most students will not need to remove any items; however, if prompted, students may be asked to step aside for additional screening.
- Backpacks and bags may be visually inspected or searched by school personnel if indicated by the system or at the discretion of administration.

Level 2 Screening:

- If a student sets off the detector, they will be escorted to a designated area for a Level 2 screening.
- This secondary screening will be conducted by school administration and the school police officer, using a handheld wand to identify the item that triggered the alert.
- Male and female staff members will be present to ensure privacy and professionalism during the process.

Medical Considerations:

If your child has a medical condition or surgically implanted device that could be affected by the screening system (e.g., pacemakers, defibrillators), please:

- Notify the school nurse immediately.
- Provide documentation from a physician regarding the condition or device and any necessary precautions.
- In most cases, surgically implanted metal (e.g., rods, artificial joints) may trigger the detector but will not cause harm.

Parent/Guardian Cooperation:

To assist us in ensuring a smooth process:

- Encourage your child to limit unnecessary metal objects in their backpacks or on their person.
- Help them understand the importance of following all screening procedures and remaining respectful

during the process.

- Reassure them that this is a proactive measure intended to protect everyone in the school building.

We appreciate your continued support and cooperation in keeping Thomas Jefferson High School a safe and welcoming place for all students.

OVERRIDE COURSE(S)

During the scheduling process, parents have the right to override a course as long as the procedure and criteria are followed for this process. No student will be permitted to override any courses for the 2025-2026 school year after June 5, 2025 as is stated in the program of studies. All override requests need to be submitted in writing prior to the last day of school.

PERSONALIZED LEARNING TIME (PLT)

Personalized Learning Time (PLT) is a daily period designed to give students flexibility and ownership over their learning. During this time, students select sessions based on their academic needs or personal interests. PLT offers opportunities for enrichment, review, intervention, or quiet study time.

Students must sign up for **three PLT sessions daily** using **MyFlexLearning** by **11:00 a.m.** Lunch periods will be assigned based on the student's PLT selections.

While students have the ability to choose their PLT sessions, **teachers may override a student's selection** and assign them to a specific session when additional academic support is needed. Students who are **failing a course** or **not meeting expectations** will be assigned to work with that course teacher for remediation and support.

Failure to do any of the following will result in a PLT class cut referral:

- Register for three daily PLT sessions
- Report to a scheduled PLT session, whether self-selected or teacher-assigned
- Remain with the assigned teacher for the full duration of PLT

PLT RULES AND EXPECTATIONS

- Students must register for **three specific PLT sessions** each day before **11:00 a.m.** through **MyFlexLearning**.
- Students must remain with the selected or assigned teacher for the **entire 30-minute session**.
- **Food or drinks** from the cafeteria or Jag Den are **not permitted** in PLT classrooms.
- **Pods may not be used** during PLT unless under **direct supervision** by a faculty member.
- Students in the hallways during PLT must have an **active E-Hall Pass**.
- Teachers may assign **only one student at a time** to leave a PLT session using an E-Hall Pass.
- Students who do not register for PLT will be automatically scheduled with a teacher on their class schedule or their mentor teacher.

PLT is a valuable opportunity for students to engage in meaningful learning, seek support when needed, and explore their interests. It is expected that all students treat this time with the same responsibility and seriousness as any other class period.

REASONABLE SUSPICION – DRUG TESTING OF INDIVIDUAL STUDENTS

If based on observable behavior or symptoms, a school employee has a reasonable suspicion that a student is under the influence of a controlled substance, the employee will report the matter to the building principal and the student will be escorted to the school nurse's office for an examination that may include checking the student for abnormal vital signs. If based on the student's observable behavior, medical symptoms, vital signs or other factors, school administrators have a reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to, the analysis of blood, urine, saliva, or the administration of a Breathalyzer Test. Saliva or breathalyzer tests may be administered by a school district administrator.

RESTORATIVE DISCIPLINE

The High School Administration will make every attempt to repair or restore student/staff relationships when disciplinary actions occur. The high school administration will work with school counselors, social workers, Chill Room specialists, and school resource officers to reintegrate students into the learning environment upon returning from disciplinary consequences.

SATURDAY DETENTION

Saturday Detention is a disciplinary consequence assigned to students for violations of school rules or misbehavior occurring during school hours or at school-sponsored events. The goal is to hold students accountable through time outside the regular school day to reflect, complete academic work, and engage in structured activities.

Details & Procedures

- **Time:** 8:00am - 11:00a on designated Saturdays
- **Location:** Students must report to the front atrium of the high school no later than 8:00am.
- **Transportation:** Students are responsible for their own transportation; bus service is NOT provided.
- **Work Requirements:** All students must bring academic work and will be required to complete all Saturday Detention Activity, which includes goal-setting, personal reflection and career-focused tasks.

Rescheduling & Attendance

- Students may **reschedule one time only** with administrative approval **before** the scheduled detention date.
- **Late arrivals will not be admitted**, and the detention will be counted as a missed assignment.
- In the event of a **valid emergency** (e.g. illness, family emergency, funeral), a parent/guardian must call Mr. Murphy's voicemail at **412-655-8610 x6235 before 8:00am** on the day of the detention. Voicemails must include the student's name and reason for the absence.

Rules During Saturday Detention

- No eating or drinking
- No earbuds, headphones, or phones (phones must be turned off and stored away)
- No talking or socializing
- No sleeping
- Students must remain in the assigned room for the full 3-hour period
- Students removed for failure to follow rules will not receive credit for time served and will face additional disciplinary consequences per the **TJHS Discipline Matrix**

Consequences for Failure to Serve

- **Failure to serve or complete** an assignment Saturday Detention will result in:
 - **Ineligibility for all extracurricular activities**, including sports, clubs, dances and school-sponsored events, until both Saturday Detention and any **additional consequences** are fully completed.
 - **Progressive disciplinary action** in alignment with the TJHS Discipline Matrix.

Saturday Detention is designed to be an opportunity for reflection, academic accountability, and improvement. Students are expected to treat it seriously and comply fully with the expectations outlined above.

SCHOOL FIELD TRIPS

Students acknowledge that participation in extracurricular activities and travel to activities is a privilege and not a right. Students should understand that baggage is subject to surveillance and possible inspection at the discretion of the School District. Students with failing grades, excessive tardies, dismissals, absences and/or behavior issues may be denied the opportunity to attend school-sponsored field trips.

SCHOOL FIELD TRIP & OVERNIGHT POLICY

Teachers, clubs, and athletic teams have the ability to schedule overnight trips for students that are part of the curriculum or extra curricular activities. Teachers, sponsors, and coaches must adhere to the following guidelines when planning trips that require students to miss school.

1. School sponsored field trips cannot remove a student from Thomas Jefferson High School for more than two instructional days without written approval from high school and district administration. Any trip that would require more than two instructional days to miss school, must have approval prior to any arrangement being made.
2. All overnight trips must include a submitted itinerary where students have designated time to complete school work on scheduled school days.
3. Any student who has missed more than 10 school days, excused or unexcused is in-eligible for any overnight field trips. Students who fundraise or pay out of pocket for overnight opportunities may or may not be eligible for refunds based on travel arrangements made prior to the trip.
4. Students are expected to turn in all missed work on the day they return from the scheduled field trip.
5. Students must be passing at least four full-credit subjects, or the equivalent, 1 week prior to the scheduled departure date of the overnight field trip. Any student not passing four full credit subjects, or the equivalent will not be permitted to attend the overnight field trip. Students who fundraise or pay out of pocket for overnight opportunities may or may not be eligible for refunds based on travel arrangements made prior to the trip.
6. Exceptions: Students who qualify for WPIAL, PIAA, PIHL, PIMBA, or other school sponsored activities do not fall under the overnight field trip policy for days missed. Attendance, and academic eligibility will apply for all student athletes participating in WPIAL and PIAA sanctioned events.

SMALL GROUP INSTRUCTION PODS (SGIs)

The Small Group Instruction Pods located in each academic wing of the high school will be utilized throughout the school day for instructional purposes at the discretion of each teacher. Students in an SGI must be assigned to that location by their scheduled teacher.

STUDENT ASSISTANCE PROGRAM (SAP)

The purpose of the Student Assistance Program (SAP) is to identify students who are experiencing significant personal problems that may place their academic success at risk. Examples of problems might include substance use (drug/alcohol), depression, suicidal thoughts, and other crisis situations. The goals of the SAP are to develop an atmosphere of trust in which students will seek help from support team members; to assure students that problems are resolvable with help from professionals, and to acquire necessary counseling services for students in need before problems reach a crisis level. Assistance is always available by visiting the School Social Worker, Guidance Counselor, or by contacting a team member.

STUDENT DEBTS

It is the practice of the School District that when a student accrues a debt to the school district through loss or damage of school district property, materials, equipment, or cafeteria debt, the student's report card, transcripts, and/or diploma may be withheld until such debt is cleared.

STUDENT DISCIPLINARY OBLIGATIONS

It shall be the practice of the West Jefferson Hills School District that a student's report card and/or the diploma may be withheld, when deemed necessary, until the satisfactory completion of disciplinary obligations. Seniors will not be able to participate in commencement if school discipline is pending or unserved.

STUDENT DRIVING REGULATIONS

Driving to school is a privilege extended to juniors and seniors at Thomas Jefferson High School. Students who wish to drive must obtain a non-refundable parking permit and agree to abide by all rules and procedures outlined below. This privilege may be revoked at any time for violations of school policy or unsafe behavior.

Permit Information

- Eligibility: Only students in grades 11 and 12 are eligible to apply at the start of the school year.
- Cost:
 - \$50 for juniors and seniors
 - \$40 for sophomores (if available)
- Application Process: Must include payment, parent permission form, and required documentation.
- Spot Assignment: All spaces are assigned by lottery. Permits are non-transferable.
- Display: Permits must be visible on the rearview mirror while on school property.

Sophomore Permits

- If spaces remain available, grade 10 students may apply beginning April 1, 2026, on a first-come, first-served basis.
- Sophomores may only park in the tennis court lot.
- Cost: \$40.

General Driving Expectations

- Arrival: Drivers must be inside the building by 7:25 a.m.
- Speed Limit: 15 MPH on all school property.
- Dismissal Courtesy: Drivers must allow safe merging to prevent accidents.
- Prohibited Areas: Students may not drive or park on the grass.

Parking Lot Conduct

- Park only in your assigned numbered space.
- Remain out of vehicles during the day unless given permission.
- Vehicles may not be moved until after buses depart, unless directed by staff.
- Follow all instructions from administration, staff, or school police.
- Loitering in or around vehicles is prohibited.
- No possession or use of tobacco, alcohol, or controlled substances in vehicles or on school property.

Prohibited Behaviors & Consequences

- Reckless or dangerous driving → Immediate revocation of permit + possible police citation.
- Sharing, lending, or using another student's permit → Revocation for the remainder of the school year.
- Parking without a valid permit → Disciplinary action and/or parking ticket.
- Any rule violation → Possible school-issued parking ticket and additional disciplinary action.

Tardy & Attendance Policy

Unexcused tardies and absences will impact driving privileges:

Infraction	Consequence
8 Unexcused Tardies	1-week suspension of driving privileges
12 Unexcused Tardies	1-month suspension of driving privileges
16+ Unexcused Tardies	Revocation for the remainder of the year
18+ Total Absences (excused/unexcused)	Revocation of parking pass (no refund)

Disciplinary Infractions

- Students on behavior probation will lose driving privileges for the duration of probation.
- Students who fail to comply with administrative directives regarding driving/parking may face immediate and permanent revocation of privileges (no refund).

Temporary Parking Relocation

At times, school events may require changes to student parking. Administration will direct students to park in alternate locations as needed.

Parking Boot Policy

Thomas Jefferson High School has purchased a parking boot for vehicles parked illegally. If a boot is applied:

1. The student may have the car towed at the owner's expense, OR
2. Pay a \$100 fine to TJHS for removal of the boot.

Final Notes

- Students and parents are responsible for reviewing and understanding all driving policies in the Driver Application Packet.
- Failure to comply with any regulation will result in disciplinary consequences, a parking violation, or loss of privileges

STUDENT GRADING REPORTS

Report cards are posted to Skyward Family and Student Access every nine weeks. Parents are encouraged to access Skyward to view the most current status of student achievement. The marking system at Thomas Jefferson High School represents five levels of achievement. These levels indicate a student's achievement as compared with that of others studying the same subject matter.

A - Superior achievement	(89.50 - 100%)
B - Above average	(79.50 - 89.49%)
C - Average	(69.50 - 79.49%)
D - Below average	(59.50 - 69.49%)
F - Failing	(0.00 - 59.49%)

SWIMMING POOL DRESS CODE

All students entering the pool must have proper attire as outlined in the PE course syllabus. The TJHS PE staff will explain all regulations for swimming with students prior to the aquatics unit.

The following are guidelines for student dress while utilizing the swimming pool during PE class. All students are asked to dress respectfully for their peers and instructors while in the pool or on the pool deck.

Male students must wear garments that are designed for use in water. Shorts must be of moderate length, board shorts or similar. No racing shorts will be permitted during PE class. Male students are permitted to wear dry fit shirts if they prefer while participating in swimming class.

Female students must wear garments that are designed for use in water. One piece bathing suits are permitted. Two piece bathing suits that do not tie on the bottom or top are permitted when worn in conjunction with a dry fit shirt. Bathing suits that tie are not permitted even with the use of a dry fit shirt during PE class.

SURVEILLANCE CAMERAS

Please be advised that the West Jefferson Hills School District has completed the installation of surveillance cameras inside and outside Thomas Jefferson High School, including parking locations. The surveillance cameras will provide safety for our students, staff, and property of the School District. The action was recommended by the Administration and approved by the School Board. Surveillance cameras can and will be used to aid in investigations of student misconduct that occur during the school day and on school grounds.

TESTING CALENDAR 2025-2026

TBA

THOMAS JEFFERSON IS YOUR SCHOOL

Your parents and all taxpayers are legally required to pay taxes that build, maintain and staff the public schools. In fact, everyone including you pays taxes in one form or another. Therefore, any damage done to this building, equipment, books, etc., must be paid for with your own family's money. It is not enough that you should refrain from doing anything to increase this cost to you, your family and neighbors, but you must help protect the school by discouraging or reporting such activities by others.

VISITORS

An added level of security has been implemented for ALL visitors to Thomas Jefferson High School. All parents, guardians, and guests are subject to metal detector search before being granted access to the school building between the hours of 7AM - 3 PM. All guests must register with school security in the high school reception area and receive a visitor's pass that must be worn prior to entering any other area of the building. Parents/Visitors will be asked to provide a state-issued identification card or driver's license to be scanned for criminal background checks. The district believes this is another safety measure to keep our children protected. Visitors who do not register will be considered trespassing. **The main entrance to Thomas Jefferson High School is the only entrance that can be used during the school hours.** Students are not permitted to open exterior doors throughout the school for any student, staff, or visitor.

WORK STUDY/EARLY RELEASE

WORK STUDY

Seniors who wish to work during school hours can be released as long as he/she meets class hours and graduation requirements. This release must begin during the first four weeks of the school year, at the beginning of semester two, and/or at Administration's discretion. A letter is required from the student stating how this work release will enhance his/her college/work resume. A work release form must be completed, and on file in the school before work release can be granted. Changes will only be made to accommodate late release based on seat/course availability.

Students in the Work Study Program may earn up to two credits that can be applied toward the required 25 necessary to graduate from Thomas Jefferson High School. All work Study students will receive a Pass/Fail grade that will not be calculated into the students final GPA.

EARLY RELEASE

Seniors who are in good academic standing and have successfully completed or are on pace to complete the required 25 credits to graduate from Thomas Jefferson High School, may be eligible for early release from high school. Students who are granted early release will not receive credit but are free to pursue any post high school college or career plans. Seniors are reminded that they must be enrolled in and pass at least four classes that meet every day in order to be eligible for any school sponsored athletic team (WPIAL/PIAA Regulation).

REQUIREMENTS for WORK STUDY/EARLY RELEASE:

1. The student **MUST** be a senior.
2. The student must be scheduled in all classes necessary to meet graduation requirements at a minimum and must maintain passing grades in all scheduled courses.
3. Work study and Early Release students must attend a minimum of four regularly scheduled courses at Thomas Jefferson High School.
4. Students must complete all assignments associated with our work studies curriculum.
5. Students will only be permitted to arrive once and depart once from school each day.
6. Students must leave school property without disrupting the rest of the students and classes. They must sign out every day and dismiss out the front entrance of high school.
7. Students will not be on school property after their last scheduled class ends without permission from the high school administration or work study coordinator.
8. The student or their parent/guardian must provide transportation from school as necessary based on the student's schedule.
9. If a student is unable to attend school because of illness, the student should not be at work.
- 10. We recommend that seniors continue to take a full academic load if they are planning to attend college. Many colleges/universities recommend students take a full academic load, including four years of English, math, science, social studies/history, and foreign language.**

****The preceding rules and guidelines contained in this handbook are a partial representation. The complete policy guides are on file in the high school office and on the website, www.wjhsd.net.**

*****The student handbook can always be amended throughout the school year by the district or high school administration. All changes will be communicated to the school community prior to implementing any change.**

Homeless Students

Under McKinney Vento all school districts are responsible for identifying students experiencing homelessness and connecting them with the resources needed to ensure academic success.

Who is considered homeless—Children or youth living in a shelter, transitional housing, hotel/motel, vehicle, campground, on the street or doubled up with friends or family due to a lack of alternate resources are considered homeless. An unaccompanied homeless youth is a child or youth that is not in the care of their parent or legal guardian and meets the definition of homeless under McKinney Vento.

Where can students experiencing homelessness attend school?—The law indicates that homeless students have the right to remain in their school of origin (the school they attended at the time of the homeless episode or last school attended) through the end of the school year in which they find permanent housing, provided it is in the child/youth's best interest.

If through consultation between the school and the family and/or unaccompanied youth it is determined that remaining in the school of origin is not in the student's best interest, then the student has the right to immediately enroll in the school that non-homeless students living in the attendance area in which the child/youth is actually living are eligible to attend, even if they do not have all of the required documentation. Additionally, unaccompanied homeless youth have the right to immediately enroll in school, even if they do not have a legal guardian present.

What supports can school districts provide to homeless students?—Homeless students are eligible for supports and services to remove barriers to educational success. This may include transportation to the school of origin, free meals, referrals to physical/mental health providers, clothing to meet school requirements, access to school supplies and resources, assistance with credit recovery, tutoring supports, expedited evaluations and assistance to participate in school activities including parent engagement opportunities, sports, club, etc.

Homeless Dispute Process—If at any time there is a disagreement about homeless status or best interest for school placement, the district will notify the family in writing of their determination that the family/unaccompanied youth is ineligible for McKinney Vento services. At this time, the district will provide the family/unaccompanied youth with the ability to dispute their determination. Throughout the dispute process, the child/youth, including unaccompanied youth, will continue to be educated in the school of origin or immediately enrolled in the school they are seeking enrollment in until the dispute process is finalized. Transportation will continue throughout the dispute process. All disputes will be sent to the ECYEH Regional Coordinator who will issue a determination. If any party is unhappy with the determination, they can elevate the dispute to the state coordinator.

What if I think that I am eligible for services under McKinney Vento?—Please contact the West Jefferson Hills School District homeless liaison:

Dr. Cassandra Bozek
412-655-8450
cbozek@wjhsd.net

If you require further assistance, please contact Region 4 Coordinator:

Nicole Anderson
412-394-5894

Nicole.anderson@aiu3.net