

Thomas Jefferson High School

Parent & Student Handbook 2025-2026



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Thomas Jefferson High School

Vision Statement

All students will graduate with a Diploma +1, equipped to write their own story!

Core Values

P.R.I.D.E.

Participation

Take part or share in the experiences of the Thomas Jefferson community.

Respect

Show consideration and appreciation for yourself, others, and the world around you.

Integrity

Utilize your inner strength to be truthful, trustworthy, and honest in all things.

Dedication

Demonstrate a commitment to a goal or purpose.

Effort

Persist even when a task becomes difficult.





Dear Thomas Jefferson Families,

The TJ staff and I want to take this opportunity to welcome you to the 2025-2026 school year! Thank you to all of our returning Thomas Jefferson families as well as a special welcome for those families attending Thomas Jefferson for the first time! Our staff is hard at work getting ready for your child(ren) so they can have an excellent year at TJ during the 2025-2026 school year.

Building strong relationships between the student, family, and school is essential to the success of your child(ren)! Within a relationship communication is key. Open communication between the student, family and school will ensure everyone is on the same page and consistent.

We ask that you support your child's learning by ensuring that he/she:

1. Attends school daily; arriving on time for every class period.
2. Comes to school ready to learn.
3. Expect that he/she will graduate from high school with a Diploma +1.
4. Talks to you about what he/she is learning in class; letting you know when additional support is needed.
5. Updates you on his/her grades and credits earned.
6. Discusses the future with you, talking about college and career goals and seeking your advice about how to reach those goals.
7. Participates in his/her high school experience through activities/organizations/athletics.

At TJ we focus on **PRIDE** (participation, respect, integrity, dedication, and effort). By following the components of PRIDE your child(ren) will create their path of success towards graduation and receive support when needed.

I look forward to creating a supportive partnership with you and your child(ren) in order to ensure a successful path toward graduation with a Diploma and second credential! There will be many opportunities for you and your family to attend events at Thomas Jefferson. I look forward to collaborating with you this fall!

Sincerely,

Mr. Michael Naughton

Mr. Michael Naughton
TJHS Principal
Thomas Jefferson High School

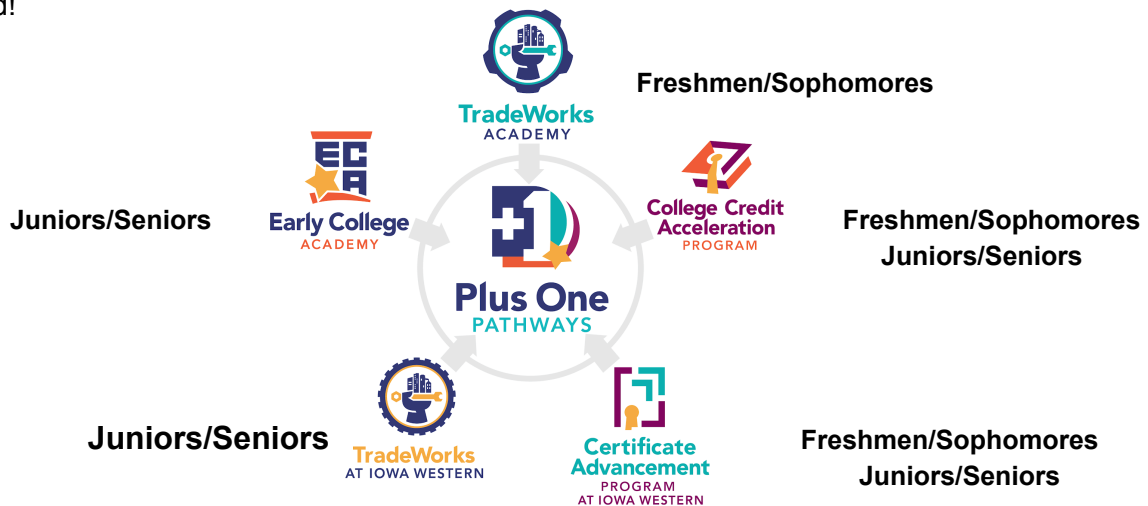




Explanation of Diploma + 1

Attendance and Hardwork is the Way to the Diploma + 1

While at TJHS you will grow behaviorally, socially and academically. There are many opportunities available at TJ to prepare you for your Diploma +1 at graduation. This means you will graduate with your diploma, a second certification and be workforce ready. In order to be prepared for these opportunities it is vital that you attend school and complete your classroom assignments every day! Students are on track for the Diploma +1 if they attend school 90% or more of the time, complete work daily earning A's, B's or C's, and have the required credits earned. With hard work and collaboration between you, your family, and the team at TJ you will succeed!

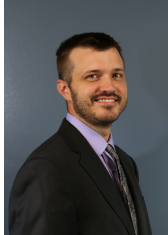


★ High School Opportunity	★ Second Credential
TradeWorks Academy Overview of the five trades areas of Carpentry & Construction, Mechanics, Electrical Systems, Plumbing & HVAC/Refrigeration, and Fabrication & Welding for 9th and 10th grade students	National Center for Construction Education and Research Certificate
TradeWorks at Iowa Western Specializing in an area of the trades for 11th and 12th grade students	Associates Degree
Early College Academy Full-time studies as a junior and senior year on the campus of Iowa Western	Certificate or Diploma
Certificate Advancement Program Health Sciences, Early Childhood Education, Culinary Arts	Certificate or Diploma
College Credit Acceleration Program 24+ College Credits, Work-based learning, internships	Certificate
Transition Alliance Program (TAP)	Work-Based Learning Certificate
WorkKeys Assessment	National Career Readiness Certificate
Spanish Advanced Placement (AP) Exam	Seal of Biliteracy
TS Bank Internship	American Bankers Association Certificate

Meet Your Student Support Team: We are here to help your child achieve their Diploma +1

This team is here to support your child. We will be monitoring your child's progress in the areas of attendance, academics, credits and social-emotional behavior.

Meet Your Principals

Principal	Assigned Students	Principal	Assigned Students
Michael Naughton  Head Principal mnaughton@cbcsd.org	12th Grade	John Schultz  Assistant Principal jschultz@cbcsd.org	9-11 A-G
Luke Peterson  Assistant Principal Activities Director lpeterson1@cbcsd.org	9-11 H-O	 Chris King Assistant Principal cking1@cbcsd.org	9-11 P-Z

Samantha Schreier



**Assistant Principal of
Academics**
sschreier@cbcsd.org

Meet Your Support Staff

Counselors

Counselor	Assigned Students	Area of Focus
Carla Hartenhoff  chartenhoff@cbcsd.org	12th grade students	Graduation, Post-Secondary Planning
Stephanie Ryan  sryan@cbcsd.org	9-11 grade students with last names A-G	Career Counselor
Abbey Fitzgerald  afitzgerald1@cbcsd.org	9-11 grade students with last names H-O	Social-Emotional Counselor
Carmen Kinsley  ckinsley@cbcsd.org	9-11 grade students with last names P-Z	Lead Counselor

Edgenuity Support

Staff Name	Area of Focus
Kyle Bartholomew  kbartholomew1@cbcsd.org	Academic Support/Grade Recovery
Donnie Johnson  djohnson1@cbcsd.org	Academic Support/Grade Recovery

2025-2026 Bell Schedule

Monday

Period 1	8:00 AM	8:38 AM	
Period 2	8:42 AM	9:18 AM	
Period 3	9:22 AM	9:58 AM	
Period 4	10:02 AM	10:25 AM	
Period 5	10:29 AM	11:35 AM	A Lunch - 10:29-10:47 B Lunch - 10:53-11:11 C Lunch - 11:17-11:35
Period 6	11:39 AM	12:15 PM	
Period 7	12:19 PM	12:55 PM	
Period 8	12:59 PM	1:35 PM	

Tuesday-Friday

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

Academic Goal: 100% of students will have C's or better!

Grading *Philosophy*:

In Council Bluffs Schools, we believe that grades reflect mastery and serve as a communication tool for students, parents, teachers, and postsecondary schools. As a result of a transparent and consistent grading process, students will be able to evaluate their learning and set personal goals to attain the district learning targets and communicate achievement status to interested stakeholders.

This will be accomplished through

- the use of a wide variety of quality assessments that meet rigorous design criteria to communicate progress on learning targets.
- effective methods for documenting and preserving evidence of student learning.
- a student's active engagement in the assessment and grading process by understanding learning targets, monitoring their progress, and communicating their learning to teachers and parents.

We also believe that learning occurs at different times and in different ways for students. Students may need multiple opportunities to demonstrate mastery through a wide variety of assessments throughout the duration of a course.

GRADING PRACTICES

- The chart below provides details of the grading descriptors used to evaluate a student's academic progress. They reflect the student's demonstrated understanding and application of grade-level standards. The descriptors outline the key skills and knowledge expected at each level, offering insights into how the student is progressing in their coursework. Understanding these descriptors will help to interpret the student's grades and support their academic growth.

Final Grade	Scale	Descriptors	
A	3.20-4.00	4	<ul style="list-style-type: none"> • The student demonstrates a <u>mastery-level understanding</u> of grade-level standards. • The student independently, or with designated supports, performs the skills at the level of difficulty, complexity, or fluency that is expected for grade-level standards. • The student flexibly applies knowledge in varied situations, extending their understanding beyond the core curriculum.
B	2.4-3.19	3	<ul style="list-style-type: none"> • The student demonstrates a <u>proficient understanding</u> of grade-level standards. • The student *performs the skills at the level of difficulty, complexity, or fluency that is expected for grade-level standards. • The student applies knowledge in varied situations within the core curriculum but demonstrates limited extension beyond it.

C	1.6-2.39	2	<ul style="list-style-type: none"> The student demonstrates a <u>basic understanding</u> of grade-level standards. The student *performs the skills at the level of difficulty, complexity, or fluency that is at a basic level for grade-level standards. The student is developing the ability to apply knowledge in varied situations within the core curriculum.
D	.80-1.59	1	<ul style="list-style-type: none"> The student demonstrates <u>minimal understanding</u> of grade-level standards. The student is *unable to apply knowledge in simple situations within the core curriculum and demonstrates significant gaps in understanding.
F	0-.79	0	<ul style="list-style-type: none"> The student demonstrates <u>little to no understanding</u> of concepts and/or grade-level standards or does not attempt.
<p>*Students' grades will reflect their understanding of the content, and the use of designated supports such as language scaffolds, language supports, modifications and/or accommodations will not negatively impact grading.</p>			

- Grades will be based on student achievement in categories designated as performance and practice. Practice grades will be weighted at 40% and performance grades will be weighted at 60% for all courses.
- Performances must be retaken no later than two weeks prior to the end of a grading term. Special circumstances may be considered by the teacher.
- Teachers will work diligently to ensure that grades are kept up to date in PowerSchool

GRADE OVERRIDE

During the course of the semester, a teacher may override the current grade to alert the student of failure to demonstrate an understanding of required standards for the course. Grades should not be overridden if the student will have an additional opportunity to demonstrate proficiency on the required standards. A comment in the grade book **must** be made specifically addressing the standard(s) the student did not demonstrate an understanding of, or did not attempt.

Prior to overriding a grade teachers will consider the following:

- Has the student demonstrated an understanding of the standard in other ways? (practice opportunities, class discussions, etc) If yes, do not override the grade.
- Is the standard addressed again in the semester? If yes, do not override the grade.
- Has the student had an opportunity to redo the performance? If not, offer the opportunity with a reasonable deadline.

Teachers must notify parents/guardians when a grade is overridden, including the conditions needed to remove the override. This must be documented in PowerSchool.

Requests for overriding for a final grade of the semester **must** be approved by an administrator. Requests must be submitted and approved on the "[Grade Override Form](#)" prior to finalizing grades in PowerSchool.

P*

The P* grade is a specific designation used to address situations where attendance significantly impacts a student's ability to demonstrate mastery in a high school level credit-bearing course. It

serves as a tool to acknowledge the challenges posed by excessive absences while still providing a record of course completion. A P* grade is included in the GPA calculation and carries the weight of a D, which is equivalent to 1 credit point. Courses scored as P* have the potential to lower a student's GPA. A student may file an appeal with the building administrator regarding a decision to apply the designation of P*.

GRADE REPLACEMENT

Students may re-enroll in a course for grade replacement by requesting a "Grade Replacement Form" from their counselor prior to the beginning of the course. Upon successful completion of the course, the most recent grade in the course will be recorded on the transcript. Students may not receive credit toward course-specific graduation requirements more than once for any single course.

GRADE CHANGE

Grade Change forms are used when a teacher has an agreement with a student beyond the end of a term. Once the student has completed the necessary work, the teacher will complete a Grade Change Form. The registrar then changes the grade from an F to the grade they earned.

ACCOMMODATIONS AND MODIFICATIONS ARE PROVIDED TO STUDENTS WITH SPECIAL NEEDS:

- A student with special needs should not receive a lower grade due to appropriate accommodations and modifications of learning expectations.
- Appropriate accommodations and modifications should be documented in the IEP.

Specific grading accommodations in a student's IEP may supersede general grading guidelines.

Grade Improvement

When a student is not engaging in their learning or earning a C or better in a course:

- Teachers will notify parents if their student is displaying disengaged behaviors in the classroom that interferes with their learning.
- Parents will be notified that their child has a D or F. The student will work with their Advisement teacher to create a plan for improving the grade in the class to a C or better. The student will make a plan to work with teachers to improve the grade.
- If the student's grade is still below a C after the interventions listed above, administration, counselors, graduation coaches will schedule a parent meeting.

Graduation Requirements

Students are required to complete a minimum of 46 credits as follows:

English (8 total credits)	English 9 (2) English 10 (2) English 11 (2) Two Additional English credits (2) *advanced courses may substitute for one of the classes listed above
Mathematics (6 total credits)	Algebra 1 (2) Geometry (2) Two Additional Math credits (2) *advanced courses may substitute for one of the classes listed above
Science (6 total credits)	Earth & Space Science (2) Biology (2) Choice of Two Credits from Either: Conceptual Chemistry & Physics (2) Chemistry (2) Physics (2)
Social Studies (6 total credits)	World History (2) US History (2) Government (1) Economics (1)
Physical Education (4 total credits) *unless Policy 606 or 281-IAC 12.4(5)f applies	Several Options to Choose From
Financial Literacy (1 total credit)	Money Matters (1) Economics (1)
Electives (15 total credits)	Several Options to Choose From

Attendance

Attendance Guidelines

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

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

Reporting Absences or Tardies

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

Arrival/Dismissal

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

Parent Request for Early Dismissal

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

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

TJ is a Closed-Campus

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

Tardiness

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

Attendance/Grading

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

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

School Expectations

Academic Integrity

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

Substance Abuse

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

Cell Phones/Headphones

Iowa House File 782, enacted in May of 2025, prohibits K-12 students from using personal devices during instructional time. Instructional time is defined as any time classes are in session. Student use of cell phones and/or other electronic devices is permitted in common areas before and after school and during lunch and passing periods. Students will have the option to keep personal devices in their bags or to place personal devices in designated holders provided in each classroom. If a device is being used during instructional time without permission, the following steps will be taken:

- The teacher will ask the student to place the device in the designated holder for the remainder of the class period. The teacher will log the incident as a behavior non-referral.
- If the student refuses to comply, the teacher will contact the office or SOM to confiscate the device for the remainder of the school day. The teacher will log the incident as a behavior referral.
- If the student refuses to surrender the device to an administrator or security staff, a parent will be contacted to pick up the device in the office.
- Students observed to be using personal devices in the hallway during instructional time will be addressed following the same steps outlined above.

Parents will be notified by teachers and/or administrators if a student has repeated difficulty with appropriate use of technology. Repeated violations of the personal device policy will result in the implementation of a personal device plan which requires the device to be either kept at home or turned in to the office for the duration of the school day.

Chromebook

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

Contributing to a Disruption

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

Dress Code

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

Masks/Face Coverings

Face masks for health purposes may be worn by students at any time.

General Information

Breakfast

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

E Hall Pass and “Tangible Passes”

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

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

- In order to attend school dances, the student must be in good standing with the school. Good standing includes:
 - all fines are paid (we will work with those experiencing hardships to ensure fines do not prevent a student from attending a dance)
 - the student is passing all classes
 - the student is on time to class at least 95% of the time (tardies are accumulated throughout the term)
 - all outstanding detentions have been served
- Good standing will be verified by school personnel the week prior to the dance. Students in good standing will receive an email inviting them to purchase a ticket to the dance.

Ticket Purchase/Admittance

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

Expected Behavior

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

Fees/Fines

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

activity passes, cooperative loss agreement for the Chromebook and others.

Health

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

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

Lockers

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

Lunch

Thomas Jefferson High School has a closed campus for students. Students are not permitted to leave during the school day for lunch. Parents are permitted to bring lunch to their student(s) during the school day but deliveries from food vendors are strongly discouraged and may be prohibited if deliveries are excessive and causing a disruption. Lunch and breakfast are free of charge for all students for the 24/25 school year. There will be restroom passes available for 2 girls and 2 boys. Once lunch is finished, students will be responsible for cleaning their area and putting trash in the appropriate receptacle. Students will then report to their next class on time.

PowerSchool

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

School Supplies

Students should come to school prepared everyday. Commonly needed supplies include pens/pencils, notebooks, and folders. Individual teachers may require specific items for their classes. Students should also come to school everyday with a fully charged **Chromebook**.

Counseling Center

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

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

Counseling

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

assistance. The student or the parent should feel free to contact the counselor regarding crisis situations.

Group Guidance and Counseling

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

Planning for Post-Secondary Education

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

Schedule Corrections

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

Scholarships and Financial Aid

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

Student Parking/Transportation

Student Parking

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

Students are not to park in more than one parking stall, on the grass, in a fire lane, on the

sidewalk, median or handicapped stall, in staff parking, visitor's parking area, or any other area designated as no parking. Parking tickets may be issued for parking violations. If repeated parking violations occur, the student may be prevented from parking on campus.

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

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

Busing

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

Transportation

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

Student Safety

The Council Bluffs Community School District partners with the I Love You Guys Foundation, the Council Bluffs Police Department, and other local law enforcement and emergency responders in a Standard Response Protocol(SRP). The SRP is a widely used protocol that focuses on practicing simple and specific responses to emergency situations. Staff members at TJHS have been trained in emergency response and we hold regular drills with students. We also take precautionary measures to secure our building with things such as security cameras, one-door entry during the school day, and a school resource officer.

Standard Response Protocol

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

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

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

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

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

Athletics/Activities

Participation

Thomas Jefferson High School offers many extra and co-curricular activities, including numerous clubs and student run organizations. We strongly encourage participation in one of our many athletic/activity offerings. In order to participate in athletics, students must have a current physical and a completed Student Activity Check off sheet. A \$10 uniform fee per sport will be collected, however, if the Student Activity Pass (\$40 in BOUND) is purchased, the uniform fee is included. There is a maximum of \$30 per student athlete per school year for the uniform fee. Physicals are good for one calendar year. All students will need to secure an “orange card” after completing the physical. Orange cards can be obtained in the main office when the student returns the required athletic participation forms and pays the uniform usage fee. Additionally, students must be enrolled in a minimum of 5 classes in order to be eligible to participate in co- and extracurricular activities. Please see our website and/or contact TJHS at 712-328-6493 for more information. Here is a list of [activities and contacts](#)!

Athletic Code of Iowa

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

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

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

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

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

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

the board's policy

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

Athletic/Activity Eligibility

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

1. The second week (or more) of a failing grade in any class
2. The student has more than 5 UNV or 1 TXT for the week.
3. The student has failed to turn in all required forms and uniform fees.

Once ineligibility is determined, the athlete is ineligible for the first competition of the week, and, at that time, grades will be checked and if the grade has improved to passing, the student athlete will be eligible for the next competition of the week. Parents and students need to be aware of their attendance by checking PowerSchool regularly, so that no surprises occur on Monday.

Being a Spectator

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

1. Abusive, verbal or physical conduct of spectators directed at participants, officials or sponsors of activities or at other spectators will not be tolerated.
2. Verbal or physical conduct of spectators that interferes with the performance of students, officials or sponsors of activities will not be tolerated.

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

TJHS Communication Tools

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

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

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

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

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

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

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

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

Free Mobile App - Use your smartphone or tablet to quickly access news, events, social media

posts, student grades, lunch account, and more from TJ and from other schools in the district. Search for Council Bluffs Comm Schools in the App Store for iPhone/iPads and Google Play Store for Android devices.



Council Bluffs Community SCHOOL DISTRICT

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

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

Sciences Education, Industrial Education, Marketing Education.