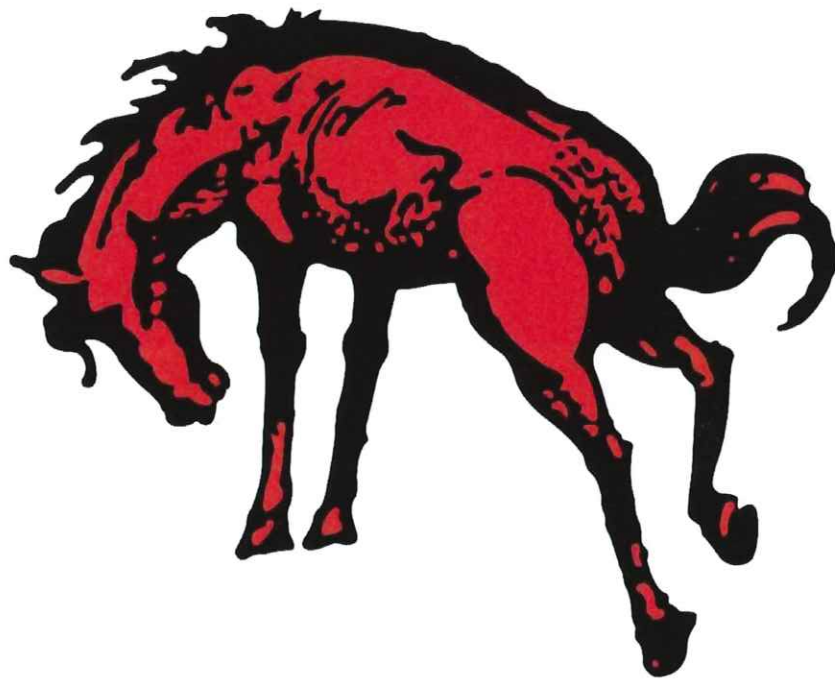


Jefferson High School

New Student Information

2026-2027



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

X

@jeff_principal

@JHSGuidance1

@JeffAthletics

@LSClafayette

#BronchoNation

Jefferson High School Red and Black

2026-2027 Calendar

JULY 2026

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

AUGUST 2026

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23	24	25	26	27	28	29
30	31				9R	9B

SEPTEMBER 2026

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					11R	10B

OCTOBER 2026

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					8R	9B

NOVEMBER 2026

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29	30					
					9R	9B

DECEMBER 2026

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					7R	7B

JANUARY 2027

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31					9R	10B

FEBRUARY 2027

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28						
					10R	9B

MARCH 2027

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					9R	9B

APRIL 2027

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					10R	11B

MAY 2027

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23	24	25	26	27	28	29
30	31				8R	7B

JUNE 2027

S	M	T	W	T	F	S
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27	28	29	30			

1st Teacher Day – August 5th1st Student Day – August 6theLearning days: September 9th,
November 18th & February 10th

Quarter 1 ends Oct. 9

Quarter 2 ends: Dec. 18

Quarter 3 Ends: March 5

Quarter 4 ends: May 21

Snow days added to end of Quarter 4

2026-2027 holidays/breaks

September 7 – Labor Day

October 19-23 – Fall Break

November 25-27 – Thanksgiving Break

December 21-January 1 – Winter Break

***April 23 – Snow Make Up Day If Needed**

January 18 – MLK Day

February 15 – Presidents Day

March 22-26 – Spring Break

Commencement: TBD
Summer School: TBD

2026-2027

BELL SCHEDULE

Period 1 **7:40 – 9:13**

Period 2 **9:18 – 10:51**

{	1st Lunch	Lunch	10:56 – 11:26
	Music, GLCA, Science, CTE, SpEd	Period 3	11:29 – 1:02

{	2nd Lunch	Period 3	10:56 – 11:26
	Math, Social Studies, Study Hall, Pass	Lunch	11:28 – 11:58
	Period 3	12:01 – 1:02	

{	3rd Lunch	Period 3	10:56 – 11:58
	English, English ENL, World Language	Lunch	12:00 – 12:30
	Period 3	12:33 – 1:02	

{	4th Lunch	Period 3	10:56 – 12:30
	Business, ETE, FACS, Art, PE	Lunch	12:32 – 1:02

Period 4 **1:07 – 2:40**

Guidance Counselors

2026-2027

Name	Email	Alphabet	EXT
Heard, Kristina	kbruce@lsc.k12.in.us	A-Casto	2731
Crum, Tyler	tcrum@lsc.k12.in.us	Castr-Gom	2730
Ruiz, Andrea	aruiz2@lsc.k12.in.us	Gon-Lew	2725
Abad, Halee	habad@lsc.k12.in.us	Li-Mon	2562
Johnson, Kristol	kjohnson@lsc.k12.in.us	Moo-Robe	2714
Yeaman, Mary Beth	myeaman@lsc.k12.in.us	Robi-Vig	2513
Valle, Alma	avalle@lsc.k12.in.us	Vih-Z & ENL 1 & 2	2726

FREQUENTLY ASKED QUESTIONS

For Jefferson High School Students and Parents

1. Why do students need their ID?

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

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

Per State statute and LSC school board policy J306, personal wireless devices are prohibited during the school day.

Wireless electronic devices include any portable device capable of voice, messaging, or other data communication between two or more people, such as cellular phones, tablets, laptops, digital cameras, gaming devices, smartwatches, wireless headphones/earbuds, smart glasses, or any similar device connected to a cell phone, cell tower, or the internet.

A student may bring a wireless electronic device to school; however, possession or use of the device during the school day is prohibited. A student may use such a device if a teacher requires the use of a school-supplied device or a school-sanctioned device for instructional purposes only.

During the school day, the wireless devices must be stored away in a secure location, powered off, and inaccessible to students. The secure location shall be designated by the building administration. At Jefferson High School, the secure location is designated as student assigned lockers.

A student may be disciplined, including suspended or expelled, for using a wireless electronic device in a manner that violates this policy and may have the device confiscated by school administration. School corporations and school personnel are immune from civil liability for actions taken in good faith to comply with this law. The device will be returned to the parent/guardian or adult in the residence of the student.

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

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

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

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

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

Parents must notify the Jefferson High School through the attendance line (765-772-4702) on or before the day of the absence or through the online attendance form located on the JHS website, <https://jhs.lsc.k12.in.us/>. Both are available 24 hours a day, seven days a week and available in both English and Spanish.

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

There are many phones that students can use during appropriate times during the school day. Emergency calls should be made through the main office. The staff at Jefferson High School can quickly locate and contact any student during the school day if necessary.

7. Can students leave school during the school day?

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

8. Can students leave the building during lunch?

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

9. What do students do if they arrive to school/class tardy (under 5 minutes late)?

Report to class where they will be marked a tardy.

10. What do students do if they arrive to school/class over 5 minutes late?

Report to the Student Services/Attendance window and be issued a "Late Admit" pass.

- This admit does not excuse the absence. It documents the time they arrive. Parents must report the absence for it to be excused. If your student was at an appointment, he/she should present the documentation at the Student Services/Attendance office window. Students are considered tardy if arriving to 1st period prior to 8:00 a.m. and absent after 8:00 a.m. They are considered tardy to periods 2-4 if arriving less than 5 minutes late and absent if over 5 minutes late.

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

Parents must contact the school and/or the attendance line prior to a student's departure (preferably 2 hours in advance). 765-772-4702. Parents may also use the online attendance form located on the JHS website, <https://jhs.lsc.k12.in.us/>. *Students must sign-out and pick up their out-of-school pass at the Student Services window **BEFORE** leaving the building.*

12. How do students deposit money in their lunch account?

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

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

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

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

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

15. How do students arrange to see their guidance counselor?

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

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

Students with qualifying reasons may make schedule changes through the fifth day of the semester. After that, NO schedule changes will be permitted without administrative approval. A class may be dropped for a study hall during the first ten (10) days of the semester. Students who request to drop a class after the tenth day of the semester must have administrative approval and, except in extenuating circumstances will be removed with the grade W/F (withdraw-fail).

Schedule changes QUALIFY for the following reasons:

- Failure of a course required for graduation
- Failure to meet course prerequisites
- Medical reasons with documentation
- Errors made by the school
- Addition of required course for graduation
- Changes for students in the GLASS program per TOR
- Addition of a scouting period for those who qualify
- A level change (see handbook)

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

If students have a problem with or question about their computer, email jhstac@lsc.k12.in.us and wait for a response.

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

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

PREGUNTAS FRECUENTES

Para estudiantes y padres de Jefferson High School

1. ¿Por qué necesitan los estudiantes su identificación?

Es obligatorio que los estudiantes lleven consigo su identificación durante el horario escolar para acreditarse como alumnos de Jefferson High School. Lafayette School Corporation se esfuerza por ofrecer un entorno de aprendizaje seguro; por ello, la capacidad de identificar rápidamente a personas que no son estudiantes ni miembros del personal es fundamental para la seguridad escolar. Los estudiantes necesitan su identificación para utilizar la tienda TAC, el servicio de alquiler de libros, la oficina de orientación, los servicios estudiantiles, el centro de salud, la biblioteca y la cafetería. Si los estudiantes salen del plantel durante la jornada escolar, deben mostrar su identificación para recibir el pase de salida y presentarla al personal de seguridad tanto al abandonar el edificio como al regresar. En caso de pérdida u olvido, pueden adquirir una identificación de reemplazo por \$4.00 en la oficina principal.

2. ¿Pueden los estudiantes llevar teléfonos celulares u otros dispositivos electrónicos personales a la escuela?

De acuerdo con la normativa estatal y la política J306 de la junta escolar de LSC, el uso de dispositivos inalámbricos personales está prohibido durante la jornada escolar.

Los dispositivos electrónicos inalámbricos incluyen cualquier aparato portátil capaz de transmitir voz, mensajes o cualquier otra comunicación de datos entre dos o más personas, tales como teléfonos celulares, tabletas, computadoras portátiles, cámaras digitales, consolas de videojuegos, relojes inteligentes, auriculares inalámbricos, gafas inteligentes o cualquier dispositivo similar conectado a un teléfono celular, a una torre de telefonía o a Internet.

Un estudiante puede llevar un dispositivo electrónico inalámbrico a la escuela; sin embargo, su posesión o uso durante la jornada escolar está prohibido. El estudiante podrá utilizar dicho dispositivo únicamente si un maestro requiere el uso de un aparato proporcionado por la escuela o autorizado por esta con fines pedagógicos.

Durante la jornada escolar, los dispositivos inalámbricos deben guardarse en un lugar seguro, estar apagados y permanecer fuera del alcance de los estudiantes. La administración del plantel designará dicho lugar seguro. En Jefferson High School, el lugar seguro designado son los casilleros asignados a los estudiantes.

El estudiante podría ser objeto de medidas disciplinarias —incluyendo la suspensión o expulsión— por utilizar un dispositivo electrónico inalámbrico de manera que infrinja esta política, y la administración escolar podría confiscar el dispositivo. Las corporaciones escolares y su personal están exentos de responsabilidad civil por las acciones emprendidas de buena fe para cumplir con esta ley. El dispositivo será devuelto al padre, madre o tutor legal, o bien al adulto residente en el domicilio del estudiante.

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

No. Recomendamos a los estudiantes que carguen todos sus dispositivos personales en casa antes de llegar a la escuela.

4. ¿Qué sucede si el teléfono celular u otro dispositivo electrónico de un estudiante se pierde o es robado durante el horario escolar?

Por favor, tenga en cuenta que la escuela no se hará responsable de la pérdida o el robo de equipos electrónicos o multimedia.

5. ¿Qué sucede si los estudiantes van a estar ausentes durante toda la jornada escolar?

Los padres deben notificar a Jefferson High School a través de la línea de asistencia (765-772-4702) el mismo día de la ausencia o antes, o bien mediante el formulario de asistencia en línea disponible en el sitio web de JHS: <https://jhs.lsc.k12.in.us/>. Ambos métodos están disponibles las 24 horas del día, los siete días de la semana, y se ofrecen tanto en inglés como en español.

6. ¿Qué sucede si los estudiantes necesitan hacer una llamada telefónica durante la jornada escolar?

Hay muchos teléfonos que los estudiantes pueden utilizar en los momentos adecuados durante el día escolar. Las llamadas de emergencia deben realizarse a través de la oficina principal. El personal de Jefferson High School puede localizar y contactar rápidamente a cualquier estudiante durante la jornada escolar si fuera necesario.

7. ¿Pueden los estudiantes salir de la escuela durante la jornada escolar?

Los estudiantes no deben abandonar el edificio a menos que tengan una cita, una emergencia o sean enviados a casa por la escuela. La escuela debe recibir comunicación de los padres antes de que el estudiante salga del edificio. Los estudiantes deben recoger un pase de salida y registrar su salida físicamente en la oficina de Servicios Estudiantiles (Student Services) ANTES de salir del edificio.

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

No, excepto los estudiantes de tercer y cuarto año (juniors y seniors) que hayan obtenido un pase de honor. Jefferson High School tiene una política de campus cerrado. Los estudiantes deben permanecer en el edificio durante su horario de almuerzo asignado. No se permite que nadie les lleve comida ni que los padres llamen para darles permiso de salir a almorzar.

9. ¿Qué deben hacer los estudiantes si llegan tarde a la escuela o a clase (con menos de 5 minutos de retraso)?

Presentarse en clase, donde se registrará su llegada tardía.

10. ¿Qué deben hacer los estudiantes si llegan a la escuela o a clase con más de 5 minutos de retraso?

Dirigirse a la ventanilla de Servicios Estudiantiles/Asistencia para obtener un pase de admisión por llegada tardía.

•Este pase no justifica la ausencia; simplemente documenta la hora de llegada. Los padres deben notificar la ausencia para que sea justificada. Si el estudiante asistió a una cita, debe presentar la documentación correspondiente en la ventanilla de la oficina de Servicios Estudiantiles/Asistencia. Se considera que los estudiantes llegan tarde si llegan a la primera hora (periodo 1) antes de las 8:00 a. m., y ausentes si llegan después de las 8:00 a. m. En los periodos 2 a 4, se considera llegada tarde si el retraso es menor a 5 minutos, y ausencia si supera los 5 minutos.

11. ¿Qué deben hacer los estudiantes si tienen una cita durante la jornada escolar o si tienen que ausentarse parte del día?

Los padres deben comunicarse con la escuela y/o llamar a la línea de asistencia antes de que el estudiante se retire (preferiblemente con 2 horas de antelación) al número 765-772-4702. Los padres también pueden utilizar el formulario de asistencia en línea disponible en el sitio web de JHS: <https://jhs.lsc.k12.in.us/>. Los estudiantes deben registrar su salida y recoger el pase de salida en la ventanilla de Servicios Estudiantiles ANTES de abandonar el edificio.

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

Los estudiantes pueden depositar dinero en su cuenta de almuerzo durante el horario de almuerzo. Los padres tienen la opción de gestionar los pagos de las comidas de sus hijos por Internet. Para obtener más información sobre esta cómoda opción, visite www.lsc.k12.in.us y haga clic en la pestaña para padres (*Parent*) o en el enlace de pago de almuerzos en línea. Los padres también pueden depositar dinero por correo o personalmente en la oficina de la cafetería. Si realiza el pago por correo, por favor indique que el dinero es para la cuenta de almuerzo del estudiante incluyendo el nombre y el número de identificación estudiantil en la transacción. Envíe los pagos por correo a la Oficina de Servicios de Alimentación de Lafayette School Corporation (Lafayette School Corporation Food Service Office) a la siguiente dirección: 2300 Cason St., Lafayette, IN 47904.

13. ¿Pueden los estudiantes llevar consigo medicamentos de venta libre en la escuela?

No. Todos los medicamentos, ya sean recetados o de venta libre (como Tylenol), deben ser administrados por la enfermera escolar y contar con la aprobación de la FDA. Solo aquellos estudiantes que tengan un certificado médico en sus archivos pueden portar o autoadministrarse medicamentos.

14. Si los estudiantes pierden algo, ¿dónde deben buscarlo?

El área de objetos perdidos se encuentra en la oficina de alquiler de libros (*Alquiler de libros*). Los teléfonos celulares perdidos se llevan primero a la oficina administrativa, donde el personal intenta localizar al dueño; si no lo logran, el teléfono se traslada a la oficina de alquiler de libros.

15. ¿Cómo pueden los estudiantes concertar una cita con su consejero escolar?

Envíe un correo electrónico a su consejero a través del directorio del personal (*Directorio del personal*) en la página web de consejería (*Guía*). Su consejero le avisará cuándo acudir a la cita.

16. ¿Qué deben hacer los estudiantes si tienen preguntas o necesitan solicitar un cambio en su horario de clases?

Los estudiantes que cumplan con los requisitos pueden realizar cambios de horario hasta el quinto día del semestre. Después de esa fecha, NO se permitirán cambios de horario sin la aprobación de la administración. Se puede dar de baja una asignatura para cambiarla por un periodo de estudio (*study hall*) durante los primeros diez (10) días del semestre. Los estudiantes que soliciten dar de baja una clase después del décimo día del semestre deben contar con la aprobación administrativa y, salvo en circunstancias excepcionales, se les asignará la calificación W/F (*withdraw-fail*: retiro con calificación de reprobado). Los cambios de horario se autorizan por las siguientes razones:

- Reprobación de una asignatura obligatoria para la graduación
- Incumplimiento de los prerrequisitos de una asignatura
- Razones médicas debidamente documentadas
- Errores cometidos por la escuela
- Incorporación de una asignatura obligatoria para la graduación
- Cambios para estudiantes del programa GLASS, según lo indique el maestro de educación especial (TOR)
- Incorporación de un periodo de exploración vocacional (*exploración período*) para quienes cumplan los requisitos
- Cambio de nivel de dificultad de la asignatura (consulte el manual del estudiante)

17. ¿Qué deben hacer los estudiantes si tienen problemas con su computadora o con alguno de los programas instalados en ella (Outlook, Word, PowerPoint, etc.)?

Si los estudiantes tienen algún problema o pregunta sobre su computadora, deben enviar un correo electrónico a jhstac@lsc.k12.in.us y esperar una respuesta.

18. ¿Pueden los estudiantes llevar gas pimienta o sustancias similares consigo al ir o volver de la escuela para protegerse?

Dado que el gas pimienta o los aerosoles químicos similares pueden utilizarse como arma, estos artículos no están permitidos en la escuela. Por favor, déjelos en casa.

Attendance 2026-2027

ATTENDANCE POLICY

STUDENT ATTENDANCE AND TRUANCY PREVENTION

[ISBA Code: 4320]

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

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

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

Some Truths about School Attendance

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

Attendance Limits:

If a student accumulates ten unexcused days (40 classes) of absence from school during a **semester**, the student and a parent will be referred to the Attendance Officer or designee for appropriate action. Absences due to a disciplinary suspension will **not** count toward the **ten-day (40 class) limit**.

Absences are classified into two classes: Excused and Unexcused.

EXCUSED ABSENCES: - the following absences are excused and do not count toward the ten-day limit:

Exempt – Student is counted as present and not penalized:

- Service as a page in the Indiana Legislature (written documentation must be provided)
- Serving as a poll worker on election day or helper to a political party or candidate (written documentation must be provided)
- Active duty with the Indiana National Guard, the United States Armed Forces, or their reserve components
- Civil Air Patrol participation
- Exhibiting at or participating in the Indiana State Fair or member of the student's household (up to five days and if the student is in good academic standing)
- Participating in a scheduled competition, exhibition or event for educational purposes offered by the national or Indiana FFA organization or a 4-H club approved in writing by the principal (up to six days, and if the student is in good academic standing)
- Court appearances with a subpoena (documentation must be provided)
- School-sponsored field trips (student will be considered in attendance at school)

Excused Absences: The following absences are excused and do not count toward the **ten-day limit (40 classes)**:

- Personal illness with a note from a doctor
- Absences due to medical or dental appointment with doctor's office note or documentation
- Death in the immediate family (with documentation),
- Funeral for a member of the family – grandparents, parents, guardians, siblings, first cousins (with documentation)
- College visits (no more than 2 per school year)
- School nurse sent home
- Religious observation/event – observation of a recognized religious holiday, attendance at a required religious event
- Family choice planned – pre-arranged and approved by principal attendance at special family event (no more than 5 days in the school year, must be in good academic standing)
- Family choice unplanned – parent choice to keep child home due to the weather – school in session (limited to 3 days per school year)

Unexcused Absences:

All absences not designated as Excused shall be considered as Unexcused absences. All Unexcused absences will count toward the ten-day limit (40 classes):

Truant

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

Excused Absences and Written Verification

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

Make-up Work

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

Vacations and other Planned Absences

The parent or guardian should contact the Attendance office/Student Services personally to arrange for such absences. Contact must be made **BEFORE** the absence.

Intervention Procedure

When a student has accumulated five (5) absences (20 classes), the Attendance Officer or designee will send a letter to the parent or guardian. When the student has accumulated seven (7) absences, (28 classes) a parent conference will be requested. After a student has reached the ten-day (40 classes) limit, a violation will occur upon the next unexcused absence. This violation will result in a mandatory meeting of the parent/guardian and student with the Attendance Director or designee. The Attendance Director or designee may recommend the following:

1. Written contract as an individual intervention plan.

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

Truancy Prevention Procedures:

The following procedures apply to students enrolled in Kindergarten through Twelfth Grades who have (5) unexcused absences in a 10-week period:

1. The school shall, upon the student's fifth unexcused absence in the 10-week period, immediately provide a written notice to the parents. Such written notice shall include:
 - A. The student is an absent student based upon having five unexcused absences within a 10-week period;
 - B. The parent is responsible for monitoring the school attendance of the student and ensuring the student attends school;
 - C. The school will be initiating truancy prevention measures in regards to the absent student;
 - D. The parent is required to attend an attendance conference concerning the truancy measures the school will be implementing, and such conference will be held not more than ten instructional days after the fifth unexcused absence occurred; and
 - E. The Superintendent or the Attendance Officer are required to report if the student is a habitual truant to juvenile court or the Department of Child Services, wherein the juvenile court may determine the student is committing a delinquent act under state law, and the parent may be prosecuted for educational neglect.
2. The school shall hold an attendance conference to discuss the student's absences and establish an attendance plan. The conference will be with the following people:
 - A. Principal or designee
 - B. A teacher of the student
 - C. The parent of the student
 - D. Parent's Representative if the parent gives 48 hours' notice of the representative's attendance and the name of the representative

3. The school shall establish an attendance plan that includes
 - A. Wraparound services to ensure school attendance for the student.
 - B. A description of the behavior required and/or prohibited for the student.
 - C. The effective time period for the plan but not to exceed 45 instructional days.
 - D. Disciplinary actions the school will take if the student does not comply with the plan
 - E. A referral to counseling, mentoring, or other services for the student as appropriate.
 - F. Whether the parent is required or expected to attend the services assigned to the student.
 - G. The signature of the student and the parent agreeing to the plan.

Legal Reference: I.C. 20-33-2.5-4

I.C. 20-33-2-14

Board Adopted: February 28, 1994;

Board Revised: August 13, 2007

July 8, 2024

July 14, 2025

December 8, 2025

May 11, 2026

HABITUAL TRUANT [ISBA Code: 4322]

1. A "Habitual Truant" is defined as a student who has ten (10) or more days (40 classes) of unexcused absences during any school year.
2. All students who are at least thirteen (13) years of age but less than the age of fifteen (15) years, and who are determined to be a habitual truant per the definition above, are subject to Indiana law, which provides that any person who is determined to be a habitual truant as defined by school board policy cannot be issued an operator's license or learner's permit until the age of 18 years, or until the student's attendance record has improved as determined by the principal upon review of the student's record of at least once per school year.
3. The student's principal may report to the Indiana Bureau of Motor Vehicles of the student's status as a habitual truant.
4. Procedures developed for the administration of this policy shall include provisions for periodic review of all students determined to be habitual truants and their reclassification, when warranted. These procedures will be developed by the Superintendent or designee.
5. The student upon initial designation of being a habitual truant is entitled to the same statutory procedures as a student who is being expelled.
6. A student who has been designated as a Habitual Truant will not be allowed to participate or continue to participate in extracurricular activities and/or co-curricular activities.

Interventions/Consequences

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

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

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

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

It is the responsibility of the parent(s) and/or legal guardian(s) to notify the school regarding their student's absences.

There are 2 ways to report an absence, late arrival or early dismissal:

- The attendance line (765-772-4702) is available 24 hours a day, seven days a week. The attendance line is available in English and Spanish.
- Online form (English and Spanish): <https://jhs.lsc.k12.in.us/>

FULL DAY ABSENCES

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

PARTIAL DAY ABSENCES

Late Arrival to School

- Students arriving to school after 7:45 a.m. must report to Student Services/Attendance office to receive a "late admit" pass.
- Students arriving within the first 5 minutes of each period are to report directly to their classroom. They will be considered tardy.
- Students are considered tardy to first period if arriving prior to 8:00 a.m. and absent after 8:00 a.m. They are considered tardy to periods 2-4 if arriving less than 5 minutes late and absent if over 5 minutes late.

Early Release from school

- Parents must contact the school using the online attendance form located on the JHS website, <https://jhs.lsc.k12.in.us/> or the attendance call line prior to a student's departure (preferably 2 hours in advance). 765-772-4702.
- Students will receive a pass to come to Student Services/Attendance office.
- Students must pick up an out-of-school pass at the Student Services/Attendance office and personally sign-out BEFORE leaving the building.
- In **emergency situations** where departure is unplanned, a parent(s)/guardian(s) will need to come to the Student Services/Attendance Office with a valid ID to release the student.

TARDY AND CONSEQUENCES FOR TARDINESS

The Tardy process will include the following:

- After the tardy bell has rung, students are to report directly to their classroom and will be marked tardy. Students arriving after the first 5 minutes of each class are to report to the attendance office to receive a late admit to class.
- Students are considered tardy to first period if arriving prior to 8:00 a.m.
- Student tardies are documented cumulatively per semester. At the beginning of each semester, students will start with a new set of tardies.
- Students caught running into class will be considered tardy.
- Jefferson High School Staff issued passes will be honored by other staff members and administrators for admittance to class after the tardy bell.

Released Students

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

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

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

ATTENDANCE CODES

JEFFERSON HIGH SCHOOL

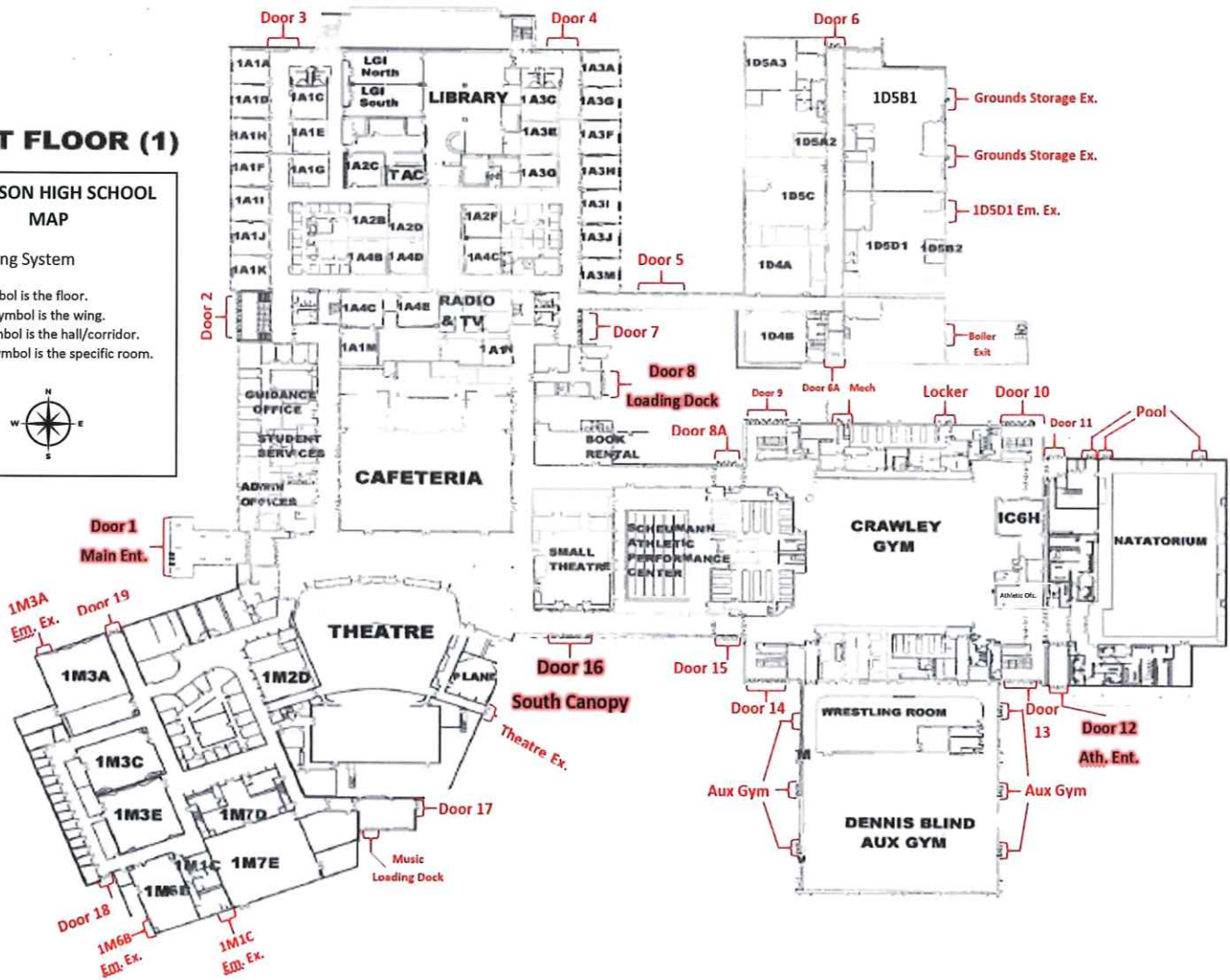
TRUANCY/UNEXCUSED ABSENCES	EXCUSED ABSENCES
<u>DO count toward 10-day unexcused absences</u>	<u>DO NOT count toward 10-day unexcused absences</u>
A-Absent – not reported	NE- Nurse Exempt (nurse sends home)
TR – Processed Truancy	DE – Doctor Exempt (medical note provided from doctor)
	KE – College Visit Exempt (note from college provided)
	RE – Other Exempt (written documentation provided)
	ZE – Funeral Exempt (written documentation provided)
	X- Sick
	D- Doctor
	K- College Visit
	R- Other
	Z- Funeral
	PRESENT CODES
	F- School Activity
	G – Guidance Office
	HB – Homebound
	N – Nurse Exempt
	O – Office Exempt
	CE – Court Exempt
	IS – In School Suspension
TARDY = T	OS – Out of School Suspension
	IA – In Attendance

FIRST FLOOR (1)

JEFFERSON HIGH SCHOOL MAP

Numbering System

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



[illegible]

SECOND FLOOR (2)

