



**THOMAS JEFFERSON HIGH SCHOOL
JAGUARS
2026-2027
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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2026-2027
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 employment 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

- Only authorized users may use, or otherwise be granted access by IT Management, to the District's telecommunications/ computing environment.
- 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:

1. Maintaining strong passwords that are changed frequently
2. Never reveal a password to another
3. For users that have multiple userIDs intended for specific purposes, never using an id for an inappropriate purpose.
4. Never accessing a computer that is logged in under another userID
5. Never leave a computer without logging off
6. Always using a locking screen saver that is activated within minutes of inactivity
7. Never saving District information on non-District computer
8. Never placing portable storage devices (diskettes, CDs, zip disks, etc. (in unsecured locations)
9. 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.
10. Auditing, testing, hacking, or bypassing security controls (whether within or outside the District network) is prohibited without written authorization from the Superintendent.
11. The falsification of identity or information is prohibited
12. Sharing of accounts and user passwords is prohibited.
13. Access by authorized users is limited to those rights specifically granted by IT Management.
14. 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.
15. 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.
16. Any use of the District's telecommunications/computing environments that conflicts with any of the District's explicit or implied policies is prohibited.
17. Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials is prohibited.
18. Accessing public bulletin boards or chat rooms not specifically related to District business is prohibited.
19. 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.
20. 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.
21. Abuse or waste of resources is prohibited.
22. 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.
23. Users may not access, alter or copy information belonging to another user without first obtaining permission from the owner or IT Management.
24. The ability to access, alter, or copy a file belonging to another user does not imply permission to do so.
25. 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.
26. 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.

Gaggle Student Safety Monitoring

To help maintain a safe and secure learning environment, the West Jefferson Hills School District utilizes **Gaggle**, a student safety monitoring service, on all district-issued devices and school accounts. Gaggle continuously monitors activity on district devices and accounts for content that may indicate a concern for student safety or violations of school policy.

Gaggle may notify school administrators when it detects content that includes, but is not limited to:

- Threats of violence or harm to self or others;
- Suicidal ideation or indications of self-harm;
- Sexual content or explicit images;
- Pornographic or obscene material;
- Harassment, bullying, or discriminatory language; and
- Other content that may violate district policies or present a safety concern.

When an alert is received, school administrators have an obligation to investigate the matter and take appropriate action to ensure the safety and well-being of students and the school community. Depending on the nature of the alert, school officials may contact parents/guardians, law enforcement, or emergency responders when necessary.

Students should have no expectation of privacy when using district-issued devices, district accounts, or the district's network. All use of school technology must comply with the District's Acceptable Use Policy and all applicable Board policies.

District-issued devices and school networks are provided solely for educational purposes. Students are prohibited from using school technology to access, create, transmit, store, or share inappropriate, illegal, or offensive material. Violations of the District's Acceptable Use Policy, Board policies, or other applicable school rules may result in disciplinary action, including the loss of technology privileges, suspension, expulsion, or referral to law enforcement when appropriate.

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 and Student Safety Requirements

Thomas Jefferson High School operates in accordance with the Pennsylvania Public School Code, including Article XIII-A (Student Supports), Section 1317.2 (Possession of Weapons Prohibited), Section 1303.2-A (Parental and Employee Notification of Weapon Incidents), and other applicable Pennsylvania and federal laws governing student safety and school discipline.

Weapons

Pennsylvania law requires a school district to expel, for a period of not less than one year, a student who is determined to have brought a weapon onto school property, to a school-sponsored activity, or onto a public conveyance providing transportation to a school or school-sponsored activity, subject to the exceptions and procedures established by law.

The Superintendent may recommend modification of the one-year expulsion requirement on a case-by-case basis, consistent with applicable law and School Board policy. Disciplinary decisions involving students with disabilities will be made in accordance with applicable federal and state special education requirements.

For purposes of Pennsylvania's weapons provisions, a weapon includes, but is not limited to, a knife, cutting instrument, cutting tool, firearm, shotgun, rifle, or any other instrument or implement capable of inflicting serious bodily injury.

The District may take disciplinary action regarding weapons and dangerous instruments that are prohibited by School Board policy even when the circumstances do not meet the statutory definition of a weapon.

Reporting and Notification

Incidents involving weapons may require notification to law enforcement and other reporting agencies in accordance with Pennsylvania law, School Board policy, and applicable procedures.

Under Pennsylvania law, school entities are required to notify parents or guardians and school employees regarding qualifying incidents involving the possession of a weapon on school property. Unless circumstances require otherwise, required notification must generally occur within 24 hours of the incident. Notifications will be made in a manner reasonably likely to reach the intended recipients and will comply with applicable student privacy requirements.

Nothing in these notification requirements limits the District's responsibility to contact law enforcement or take immediate action when necessary to protect the safety of students, staff, or others.

Student Safety and Supports

Pennsylvania's current Safe Schools framework, identified in Article XIII-A as **Student Supports**, recognizes the importance of providing students with appropriate behavioral, academic, social, emotional, and mental health supports while maintaining accountability for violations of school expectations and applicable law.

Thomas Jefferson High School may utilize positive behavioral supports, restorative practices, counseling, school-based interventions, threat assessment, school-based diversion programs, and other appropriate

supports when warranted by the circumstances.

Serious or potentially dangerous conduct may result in immediate administrative intervention, removal from school, notification of parents or guardians, notification of law enforcement, threat assessment, suspension, recommendation for expulsion, or other action required or permitted by law and School Board policy.

Nothing in this handbook limits the District's authority or responsibilities under applicable Pennsylvania or federal law or West Jefferson Hills School District Board Policy. In the event of a conflict between this handbook, Board Policy, or applicable law, Board Policy and applicable law shall govern.

Student Discipline

Discipline Philosophy

Thomas Jefferson High School is committed to providing a safe, respectful, and orderly learning environment where every student has the opportunity to succeed. The primary purpose of school discipline is to teach and correct inappropriate behavior—not simply to punish students. Whenever possible, disciplinary responses are intended to help students accept responsibility for their actions, repair harm caused to others, and develop the skills necessary to make better decisions in the future.

Student discipline is based on the principles of progressive discipline. As the seriousness, frequency, or impact of misconduct increases, so do the level of intervention, support, and disciplinary consequences. School administrators will consider the nature of the offense, the student's disciplinary history, the age and maturity of the student, the circumstances surrounding the incident, and any mitigating or aggravating factors when determining an appropriate response.

Whenever appropriate, the school will utilize restorative practices, counseling, problem-solving conferences, and other educational interventions to promote positive behavioral change. Restorative practices are intended to supplement—not replace—appropriate disciplinary consequences necessary to maintain a safe, respectful, and orderly learning environment.

Thomas Jefferson High School is committed to administering student discipline in a fair, consistent, and equitable manner while recognizing that each disciplinary situation presents unique circumstances requiring professional judgment.

Administrative Discretion

Thomas Jefferson High School utilizes progressive discipline and a Student Conduct and Discipline Matrix to promote consistency, fairness, and transparency. However, no two disciplinary situations are identical. School administrators reserve the right to investigate each incident individually and assign disciplinary consequences based on the specific facts of the incident, the student's disciplinary history, age and maturity, intent, severity of the behavior, and any mitigating or aggravating circumstances.

Not every disciplinary matter will progress through each level of the discipline system. Serious misconduct may result in immediate Level III or Level IV disciplinary action, regardless of a student's prior disciplinary history.

Student Due Process

Before disciplinary consequences are assigned, students will generally be afforded the opportunity to explain their actions and respond to the allegations, consistent with applicable law and School Board policy. Certain situations involving student safety or the need to maintain an orderly educational environment may require immediate administrative action.

Students are expected to cooperate with school personnel during disciplinary investigations. Providing false information, withholding relevant information, or interfering with a school investigation may result in additional disciplinary action.

School Jurisdiction

The authority of Thomas Jefferson High School extends to student conduct that occurs:

- On school property;
- During school-sponsored activities;
- While traveling to or from school or school-sponsored events;
- On district-provided transportation; and
- Off campus or through electronic communication when the conduct substantially disrupts the educational environment or affects the safety, welfare, or rights of students or staff.

Student Conduct Expectations

Every student at Thomas Jefferson High School shares the responsibility for creating a safe, respectful, and productive learning environment. Students are expected to conduct themselves in a manner that reflects integrity, responsibility, and respect for others while contributing positively to the school community.

Students are expected to:

- Demonstrate respect for themselves, fellow students, staff members, visitors, and members of the community.
- Follow the reasonable directions of teachers, administrators, school police, support staff, and other authorized school personnel.
- Attend school regularly, arrive on time, and be prepared to learn by bringing required materials and participating appropriately in class.
- Contribute to a positive learning environment by behaving in a manner that supports teaching, learning, and the rights of others to receive an education free from unnecessary disruption.
- Maintain academic integrity by completing their own work, using technology and artificial intelligence ethically, and complying with the school's Academic Honesty expectations.
- Respect school property and the property of others by using facilities, equipment, technology, and instructional materials responsibly.
- Use technology responsibly in accordance with Board Policy, the Student Acceptable Use Policy, and all school technology expectations.
- Help maintain a safe school environment by reporting safety concerns, threats, bullying, harassment, discrimination, or other behaviors that may endanger members of the school community.
- Take responsibility for personal choices and work cooperatively with staff to resolve conflicts and correct inappropriate behavior.
- Comply with all Board policies, school rules, and applicable state and federal laws while on school property, at school-sponsored activities, on district transportation, and in situations where school authority applies.

Students who choose not to meet these expectations may be subject to disciplinary action consistent with the principles of progressive discipline, the Thomas Jefferson High School Student Conduct and Discipline Matrix, applicable School Board policy, and state or federal law.

Thomas Jefferson High School believes that positive relationships, personal responsibility, and mutual respect are the foundation of a successful school community. Every student is encouraged to make choices that contribute to a culture of safety, respect, academic excellence, and Jaguar Pride.

Progressive Discipline

Student misconduct is organized into four levels based on the severity and frequency of the behavior. The examples below illustrate the progression of disciplinary responses. Depending on the circumstances of an individual incident, disciplinary consequences may vary.

Level	Managed By	Primary Goal	Examples of Possible Responses
Level I	Classroom Teacher	Correct minor behavior and reinforce expectations.	Verbal warning, teacher conference, parent communication, restorative conversation, loss of classroom privileges, lunch detention.
Level II	Administration	Address repeated or disruptive behavior.	Parent conference, restitution, restorative conference, after-school detention, loss of school privileges, behavioral intervention.
Level III	Administration	Address serious misconduct or repeated violations.	Restitution, Saturday detention, in-school suspension, out-of-school suspension, loss of school privileges, Student Assistance Program (SAP) referral, alternative educational placement.
Level IV	Administration / Superintendent / Law Enforcement (when appropriate)	Protect the safety of the school community.	Out-of-school suspension, recommendation for expulsion, restitution, referral to law enforcement, criminal charges when warranted by law.

Level I – Classroom Managed

Level I offenses involve minor classroom or school rule violations that can generally be addressed through classroom management strategies. These incidents are managed by the classroom teacher and documented in Skyward when appropriate. Building administration is typically not involved unless the behavior becomes repetitive, significantly disrupts the learning environment, or escalates in severity.

Level II – Administrative Intervention

Level II offenses involve repeated Level I behaviors or misconduct that disrupts the educational environment. These incidents are referred to building administration for investigation and appropriate disciplinary action.

Level III – Serious Misconduct

Level III offenses involve significant misconduct that substantially interferes with the operation of the school or poses a potential threat to the health, safety, or welfare of others. Administrative intervention is required, and more significant disciplinary consequences may be assigned.

Repeated violations of school rules may result in increasingly serious disciplinary consequences, even when the individual incidents would otherwise be considered minor.

Level IV – Severe Misconduct

Level IV offenses involve the most serious violations of school rules or state law, including behaviors that threaten the safety of students or staff, involve violence, weapons, controlled substances, or other criminal conduct. These incidents may require immediate removal from school, notification of law enforcement, mandatory reporting to the Pennsylvania Department of Education when applicable, and recommendation for expulsion.

Student Conduct and Discipline Matrix

Thomas Jefferson High School utilizes a Student Conduct and Discipline Matrix to promote consistency, fairness, and transparency in the administration of student discipline. The Matrix identifies categories of student misconduct, describes prohibited behaviors, and outlines the range of possible disciplinary responses based on the severity of the offense and whether the violation is a first or subsequent occurrence.

Student conduct violations not specifically identified within the Matrix may still result in disciplinary action when the behavior disrupts the educational environment, violates Board policy, or conflicts with applicable law.

The procedures and disciplinary responses outlined in this handbook are intended as guidelines and do not limit the authority of school administrators to assign appropriate consequences based on the facts and circumstances of each incident.

The goal of student discipline is not simply to respond to misconduct, but to foster personal growth, accountability, and responsible decision-making while maintaining a safe and productive learning environment for every member of the Thomas Jefferson High School community.

This handbook summarizes the student discipline procedures of the West Jefferson Hills School District. In the event of any conflict between this handbook, School Board Policy, or applicable state or federal law, School Board Policy and applicable law shall govern.

2026-2027 Student Conduct and Discipline Matrix

West Jefferson Hills School District Policies

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

ATTENDANCE

Philosophy

Regular attendance is essential to academic success and the development of responsible habits expected in college, careers, military service, and life. Students are expected to attend school each day, arrive on time, remain in school for the entire instructional day, and actively participate in all scheduled classes and learning activities.

The Thomas Jefferson High School attendance program is designed to promote regular attendance while recognizing that students may occasionally need to be absent for legitimate reasons. Attendance is governed by the Pennsylvania Public School Code, Pennsylvania Department of Education regulations, and West Jefferson Hills School District Board Policy.

Excused Absences

The following reasons may qualify as excused absences when appropriate documentation is provided in accordance with District procedures.

Personal Illness

Students may be excused due to personal illness or injury that prevents attendance at school.

Medical and Dental Appointments

Students may be excused to obtain medical, dental, orthodontic, behavioral health, or other health care services provided by a licensed practitioner. Whenever possible, appointments should be scheduled outside of school hours.

The District may require documentation verifying the appointment.

Family Emergency or Other Urgent Reasons

Students may be excused for verified family emergencies or other urgent reasons approved by the building administration.

Bereavement

Students may be excused to attend funeral services or grieve the loss of an immediate family member. Additional time or absences for non-immediate family members may be approved by the administration based upon individual circumstances.

Court Appearances

Students may be excused for mandatory court appearances or other legal obligations requiring their attendance.

Religious Holidays and Religious Instruction

Thomas Jefferson High School respects the religious beliefs and practices of all students and families. Students may be excused to observe a religious holiday recognized by a bona fide religious organization upon written request from a parent or guardian. When possible, parents/guardians are encouraged to identify the religious holiday being observed for attendance recordkeeping purposes.

Students may also be excused, upon written request from a parent or guardian, to attend religious instruction for up to thirty-six (36) hours during a school year, as provided by Pennsylvania law.

Absences for approved religious observances or religious instruction will be recorded as excused absences. Students shall not receive academic or disciplinary penalties solely because of these excused absences. Students remain responsible for completing all missed assignments and assessments.

Educational Trips

Educational trips provide students opportunities for learning beyond the classroom.

Students may request approval for educational trips not exceeding ten (10) school days in accordance with Pennsylvania law.

Requests must:

- be submitted through Skyward at least one week prior to departure;
- identify the destination;
- explain the educational relevance of the trip;
- receive prior administrative approval.
- students are expected to notify their teachers prior to the trip in order to prepare for missed work.

Students are expected to monitor Canvas or other teacher-designated instructional platforms while absent and complete all assignments within a timeline equal to the number of school days missed.

Educational Vacation Request Forms ([Link](#)) Educational trip requests may be denied based upon attendance history, excessive tardiness, excessive absences, academic standing, or failure to follow District procedures.

College and Career Exploration Days

Thomas Jefferson High School recognizes the importance of preparing students for life after graduation. Students in grades 10, 11, and 12 may receive up to three (3) excused College and Career Exploration Days during each school year.

Approved experiences include:

- college or university visits;
- career and technical education programs;
- apprenticeship programs;
- military recruitment activities;
- job shadowing;
- other administrator-approved postsecondary planning activities.

To receive an excused absence for a college visit, career exploration activity, or other approved educational opportunity, the following requirements must be met:

- A parent or guardian must notify the school in advance of the absence.
- The student must participate in an approved activity.
- Documentation verifying the student's participation must be submitted. Verification may be provided through a document from the college or facility visited or by having the official school form, available through the Guidance Office, completed by a representative of the college, employer, or other approved activity.
- Upon returning to school, the student must complete a Xello reflection artifact. The completed artifact will become part of the student's College and Career Portfolio.

Students may receive up to two (2) additional College and Career Exploration Days, for a maximum of five (5) days per school year, with prior administrative approval.

Documentation for Absences

Written documentation must be submitted within three (3) school days following a student's return to school.

Documentation may be submitted:

- through the Qmlativ Parent Portal;
- by email from the parent or guardian's registered Skyward email account;
- by written note;
- by medical documentation when appropriate.

Failure to provide documentation within three (3) school days may result in the absence being recorded as unexcused.

Understanding Parent-Excused Absences

Parents and guardians should be aware that Pennsylvania law permits a limited number of absences to be excused based solely on parental notification. At Thomas Jefferson High School, students may accumulate up to ten (10) parent-excused absences during a school year without additional documentation, subject to the District's attendance procedures.

The ten (10) parent-excused absences are not in addition to a separate number of unexcused absences. The ten-day parent-excused allowance represents the maximum number of absences that may be excused solely through parental notification. Once a student has reached the ten (10) parent-excused absence limit, additional absences that do not qualify for another legally recognized or school-approved reason may be considered unexcused and may require appropriate documentation. Parents and guardians should also understand that partial-day absences, tardies, and early dismissals may be subject to separate attendance procedures and may count toward applicable attendance thresholds in accordance with District policy.

Examples of absences that generally count toward the ten (10) parent-excused absences include:

- Personal illness documented by a parent or guardian
- Family vacations or educational trips approved by the District
- Family emergencies or other parent-excused reasons approved by the school

The following absences **do not count** toward the ten (10) parent-excused absences when appropriate documentation is provided:

- Absences verified by a licensed medical practitioner
- Court appearances
- Bereavement or funeral leave for immediate family member
- Approved religious holidays
- Approved religious instruction (up to thirty-six (36) hours per school year as provided by Pennsylvania law)
- Approved College and Career Exploration Days (3)
- School-sponsored educational activities

Parents are encouraged to use parent-excused absences thoughtfully throughout the school year. Once a student has accumulated ten (10) parent-excused absences, the District may require documentation from a licensed medical practitioner for all subsequent absences. Failure to provide the required documentation may result in future absences being recorded as unexcused in accordance with Pennsylvania law and District policy.

Excessive Parent Excuses

After ten (10) cumulative parent-excused absences during a school year, the District may require all subsequent absences to be verified by documentation from a licensed medical practitioner. Failure to provide required medical documentation may result in subsequent absences being recorded as unexcused in accordance with Pennsylvania compulsory attendance law.

Make-Up Work

Students are expected to complete all assignments, assessments, projects, and other instructional activities missed because of an excused absence.

Students generally will be provided a period of time equal to the number of school days absent to complete missed work unless alternate arrangements are approved by the teacher or administrator.

Students are encouraged to communicate with their teachers before planned absences whenever possible.

Students experiencing excessive absences may be required to provide medical documentation or receive administrative approval to continue receiving make-up privileges.

Unexcused Absences

Absences that do not meet the criteria for an excused absence or that are not properly documented shall be recorded as unexcused.

Examples include:

- leaving school without permission;
- class cuts;
- failure to submit required documentation;
- other absences not recognized under Pennsylvania law or District policy.
- Any parental note after the 10th parent note in a given school year.

Repeated unexcused absences may result in disciplinary action, parent conferences, School Attendance Improvement Conferences (SAIC), referrals required by Pennsylvania compulsory attendance law, and other interventions designed to improve attendance.

Chronic Absenteeism

Students who miss ten percent (10%) or more of the school year, whether absences are excused or unexcused, may be identified as chronically absent.

The District may implement attendance improvement strategies including conferences, intervention plans, counseling referrals, and additional supports designed to improve attendance.

Attendance and Academic Credit

Attendance is an important component of successful course completion.

Teachers shall notify parents when excessive unexcused absences begin to negatively impact academic performance.

Students who accumulate excessive unexcused absences may be denied academic credit only after documented interventions, parent notification, administrative review, and consideration of the student's individual circumstances and applicable District policy.

Tardiness

Students are expected to arrive at school before the official start of the school day and report to their assigned location on time.

A tardy may be excused when it is supported by an appropriate and verifiable reason consistent with District attendance procedures. When a student arrives late to school, any documentation or written excuse intended to establish an excused tardy should be presented to the attendance office at the time of arrival. Documentation submitted later may not be accepted as an excuse for the tardy unless approved by the administration.

After ten (10) parent-excused tardies during a school year, the District may require appropriate documentation for subsequent tardies in accordance with District attendance procedures.

Progressive disciplinary consequences for excessive unexcused tardiness may include parent conferences, detention, loss of parking privileges, loss of driving privileges, Saturday detention, or other disciplinary measures consistent with the Student Code of Conduct.

Students and parents/guardians are responsible for ensuring that attendance excuses are submitted in a timely manner. A parent notification does not automatically make a tardy excused if the tardy does not meet the requirements for an excused absence under District policy.

Attendance and Extracurricular Activities

Students must be present in school prior to 8:59 a.m. to participate in extracurricular activities scheduled that day unless the absence or tardy results from:

- a documented medical appointment;
- a mandatory court appearance;
- prior administrative approval.

Students who accumulate excessive absences or excessive tardiness may lose eligibility to attend dances, prom, or other extracurricular events as established by District procedures.

Responsibilities

Parents/Guardians

Parents and guardians are responsible for ensuring regular attendance, providing timely documentation, and communicating with the school regarding absences.

Students

Students are responsible for attending school regularly, arriving on time, completing missed work, and communicating with teachers regarding assignments missed during absences.

School

The District shall maintain accurate attendance records, notify families regarding attendance concerns, provide interventions as appropriate, and administer attendance procedures in accordance with Pennsylvania law and Board policy.

Attendance and Eligibility for School-Sponsored Events

Regular school attendance is an expectation for participation in extracurricular and school-sponsored social events. Students are expected to demonstrate a commitment to attending school consistently and fulfilling their academic and disciplinary responsibilities.

Students who accumulate **eighteen (18) or more full-day absences** that are parent-excused and/or unexcused, or **eighteen (18) or more parent-excused and/or unexcused tardies** during the school year, may be deemed ineligible to attend school-sponsored social events.

School-sponsored social events include, but are not limited to:

- Homecoming
- Winter Semi-Formal
- Junior/Senior Prom
- Other school-sponsored dances or social activities as determined by the administration

In addition, students must have satisfied all assigned disciplinary consequences and be in good standing with the Student Code of Conduct in order to purchase tickets for or attend school-sponsored social events.

The building administration reserves the right to review individual circumstances and make eligibility determinations consistent with District policy and the best interests of the school community.

Failure Due to Excessive Unexcused Class Absences

Students with excessive **unexcused class absences** may fail a course due to the loss of instructional time. Teachers may assign a failing grade in accordance with the following guidelines:

Semester Courses

- A student who accumulates **12 unexcused class absences** in a semester course may receive a failing grade for the course.

Year-Long Courses

- A student who accumulates **24 unexcused class absences** in a year-long course may receive a failing grade for the course.

Parent Notification

- When a student accumulates **10 unexcused class absences** in any course, the teacher will notify the parent/guardian. Documentation of the communication must also be provided to the student's grade-level assistant principal and school counselor.

Quick Reference Attendance Chart

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](#)

Advanced Course Acceleration

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.

AP Scholar Recognition

Students who have taken at least five (5) Advanced Placement (AP) examinations and have earned a score of 3 or higher on at least three (3) AP examinations will be recognized as an AP Scholar. AP Scholars will be recognized in the graduation program and will be awarded an AP Scholar medal to wear during the commencement ceremony. Medals will be distributed to eligible students prior to graduation during their graduating year.

Students are eligible to earn AP Scholar recognition only once during their high school career. Once a student has been recognized as an AP Scholar, they will not receive the recognition or a second graduation medal.

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.

Audio/Video Recording

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

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

2026-2027 Bell Schedule

Bookbags, Backpacks, and Athletic Bags

Thomas Jefferson High School encourages students to minimize the personal belongings they bring to school each day. Students should bring only those items necessary for their classes, activities, and other school-related needs. Limiting the number and size of personal items in the school helps maintain a safe, orderly, and secure learning environment.

Students may bring bookbags or backpacks to and from school each day. Students who regularly carry large bookbags, backpacks, or other personal belongings are encouraged to request a locker through the Counseling Office for storage during the school day. Students are responsible for securing their personal belongings and should not leave valuables unattended.

Athletic Bags

Athletic bags must be stored in the designated athletic bag room during the school day. The bag room will remain secured and monitored by camera.

Students may not retrieve athletic bags from vehicles once the school day has begun. Students should plan accordingly and bring all necessary athletic equipment with them when they arrive at school.

Bags in the Student Center

Bookbags, backpacks, athletic bags, and large personal bags are not permitted in the Student Center during lunch periods. Students should store these items in a locker or designated storage area before reporting to lunch.

Safety and Security

The school may establish additional restrictions regarding the size, location, or use of bags when necessary to maintain safety, security, or the orderly operation of the school. Students are expected to cooperate with reasonable directions from school personnel regarding the storage, inspection, or removal of personal belongings in accordance with School Board policy and applicable law.

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.

Calculation of Final Grades

Nine-week marking period grades and final course grades will be calculated by averaging the percentage grades earned during each applicable grading period. In accordance with District policy, quarterly grades and final course grades will be rounded up to the next whole percentage point when determining the reported grade. The resulting percentage will then be converted to the appropriate final letter grade for the course. Only the final course grade will be recorded on the official high school transcript.

For semester courses, the final course grade will be determined by averaging the two marking period grades. If a midterm exam or culminating assessment is administered, the grade earned will be added to the respective quarter grade in which the assessment occurs and will become part of that marking period calculation.

Semester Course Grade Calculation Example:

Q1: 93%

Q2: 82%

Semester Average: $(93 + 82) \div 2 = 87.5\%$

Rounded Final Percentage: 88% = B

For year-long courses, the final course grade will be determined by averaging the four marking period grades. If a midterm exam or final exam is administered, the exam grade will be included in the respective quarter grade in which it is administered and will be calculated as part of that marking period grade.

Year-Long Course Final Grade Calculation Example:

Q1: 82%

Q2: 71%

Q3: 87%

Q4: 93%

Year Average: $(82 + 71 + 87 + 93) \div 4 = 83.25\%$

Final Percentage: 83% = B

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 2026-2027 school year. Rental payment and signed parent form must be submitted before a calculator is provided.

Cheating and Plagiarism: Academic Dishonesty

Academic dishonesty is any act that misrepresents a student's own knowledge, understanding, or work. This includes, but is not limited to, willingly sharing completed work with another student; copying another student's homework, classwork, or assignments; submitting another person's work as one's own (including work completed by a parent, guardian, tutor, or any other individual); copying any portion of another person's work without proper citation in accordance with the Thomas Jefferson High School Research Manual and/or MLA/APA documentation guidelines; and using or attempting to use unauthorized materials, devices, or assistance during a test, quiz, or other academic exercise.

The unauthorized use of **Artificial Intelligence (AI)** or other generative technologies is also considered academic dishonesty. Unless expressly permitted by the classroom teacher for a specific assignment, students may not use AI tools to generate, complete, revise, paraphrase, summarize, solve, or otherwise produce work that is submitted for academic credit. Presenting AI-generated content, in whole or in part, as one's own original work is considered plagiarism and will be treated as academic dishonesty. When AI is authorized by the teacher, students must use it only in the manner and to the extent directed by the teacher and must comply with any required citation or disclosure expectations.

Academic dishonesty will result in a grade of zero for the assignment or assessment. This may include, but is not be limited to, homework, quizzes, tests, laboratory activities, projects, presentations, essays, research papers, or other graded coursework. Parents/guardians will be notified, and a disciplinary referral will be issued. The high school administration will follow the discipline matrix in regards to academic dishonesty.

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

Students who photograph, record, copy, transmit, or share any assessment, assignment, answer key, or other instructional material using an iPad, smartphone, smartwatch, or any other electronic device

without teacher authorization will receive a zero on the assignment and be referred to the main office for academic dishonesty and unauthorized use of personal technology. Additional disciplinary consequences may be assigned for the improper use of electronic devices during academic activities.

Chill Project AHN™

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.

Cell Phone Policy

To promote a focused learning environment and minimize distractions, a bell-to-bell cell phone restriction is in effect for all classrooms at Thomas Jefferson High School. This restriction applies from the beginning of the class period until the dismissal bell and includes all instructional time within the classroom.

All students are required to place their cell phones in the designated cell phone caddy located in each classroom at the beginning of every period. Cell phones must remain in the caddy for the duration of the class period unless a classroom teacher specifically directs students to use their devices for an approved instructional purpose.

Students are not permitted to access, use, or have their cell phones in their possession during instructional periods unless authorized by a classroom teacher. Violations of this policy will result in disciplinary consequences in accordance with the TJHS Discipline Matrix.

Students who are 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. Cell phones must remain in the designated location until the student's meeting has concluded and the student has been dismissed by administration.

The administration reserves the right to address any misuse of electronic devices that disrupts the educational environment or violates district expectations for student conduct.

Class Rank

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

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.

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 2026-2027 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.

Student Dress Code

Dress Code Philosophy

Thomas Jefferson High School recognizes that student dress is an important form of personal expression and that students come from diverse backgrounds, cultures, and communities. The purpose of the dress code is to establish reasonable standards for student attire that support a safe, respectful, and productive learning environment.

Students are expected to dress appropriately for school and school-sponsored activities. Clothing and accessories should allow students to participate safely and fully in the educational program and should not unnecessarily disrupt the learning environment.

The dress code is intended to be applied fairly, consistently, and without regard to a student's gender, race, ethnicity, religion, or other protected characteristic. Religious, cultural, and medically necessary attire or accommodations will be permitted in accordance with applicable law and School Board policy.

Student Dress Expectations

Students are expected to comply with the following standards:

- **Appropriate coverage:** Clothing must provide appropriate coverage and may not expose areas of the body that are normally covered by undergarments.
- **Undergarments:** Undergarments must be worn and may not be intentionally exposed.
- **Tops:** Tops must provide appropriate coverage and may not expose the student's chest, torso, or undergarments. Clothing that is see-through or otherwise does not provide appropriate coverage is prohibited.
- **Pants, shorts, and skirts:** Pants, shorts, and skirts must be worn securely at or above the hips and provide appropriate coverage. Clothing may not be worn in a manner that intentionally exposes undergarments or areas of the body that are normally covered.
- **Footwear:** Appropriate footwear must be worn during the school day and for school-sponsored activities. Additional footwear requirements may apply for specific classes or activities for safety reasons.
- **Head coverings:** Hoods and other head coverings may not be worn in the school building unless specifically permitted for religious, cultural, medical, instructional, or school-approved purposes. Hoodies may not be worn over the head while inside the building unless an exception applies.
- **Costumes:** Costume apparel may not be worn during the school day unless it is related to a school-sponsored activity, instructional project, or other school-approved event.
- **Safety:** Clothing, footwear, jewelry, accessories, or other items that create a safety hazard, interfere with participation in school activities, damage school property, or otherwise compromise the health and welfare of students or staff are prohibited.
- **Identification:** Students must remain readily identifiable to school personnel. Clothing, accessories, or other items may not obscure a student's face or substantially interfere with identification, except when permitted for religious, cultural, medical, or school-approved purposes.
- **Messages and images:** Clothing, accessories, or other items may not display words, images, symbols, or messages that are obscene, sexually explicit, threatening, discriminatory, harassing, or reasonably likely to cause a substantial disruption to the educational environment.
- **Prohibited substances and activities:** Clothing, accessories, or other items that depict,

advertise, promote, or encourage the use of alcohol, drugs, tobacco or nicotine products, violence, criminal activity, or gang-related activity are prohibited.

- **Discriminatory or offensive content:** Racially, ethnically, sexually, or otherwise discriminatory or derogatory language, symbols, or depictions on clothing or accessories are prohibited. Such conduct may result in disciplinary action consistent with the Student Conduct and Discipline Matrix.
- **Chains and similar accessories:** Chains, bandanas, or similar accessories may not be worn when they create a safety concern, interfere with the educational environment, or otherwise violate school expectations.
-

The fact that an item of clothing is fashionable, commercially available, or commonly worn does not exempt it from these expectations.

Dress Code Enforcement

The goal of dress code enforcement is to address violations efficiently, preserve instructional time, and maintain a safe and productive learning environment. Students will generally be given an opportunity to correct a dress code violation when reasonably possible.

Dress code violations will be addressed in accordance with the principles of progressive discipline and the Thomas Jefferson High School Student Conduct and Discipline Matrix. Depending on the nature and severity of the violation, responses may include:

- Verbal reminder or correction;
- Student conference;
- Opportunity to correct or modify the clothing;
- Parent/guardian notification;
- Loss of privileges;
- Lunch or after-school detention;
- Saturday detention;
- In-school or out-of-school suspension; or
- Other disciplinary consequences consistent with the Student Conduct and Discipline Matrix and applicable School Board policy.

Repeated dress code violations may result in increasingly serious disciplinary consequences. Serious violations, including clothing or accessories that create a significant safety concern, contain threatening or discriminatory content, or substantially disrupt the educational environment, may result in more significant disciplinary action regardless of prior violations.

When a student is unable to immediately correct a dress code violation, the school may provide an appropriate alternative, when available, to minimize the loss of instructional time.

School administrators retain the authority to determine whether an item of clothing or accessory violates the dress code based on the circumstances of the individual situation. Administrative decisions will be guided by the purpose and expectations of this policy and applicable School Board policy and law.

Dropping/Adding A Course

The Drop/Add Period covers the first 5 days of a year-long course (September 1, 2026) 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 student's 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 Procedures

Students who need to leave school before the end of the regular school day must follow the District's early dismissal procedures. Early dismissals should be limited to necessary appointments, emergencies, or other approved reasons, and families are encouraged to schedule appointments outside the school day whenever reasonably possible.

Requesting an Early Dismissal

A parent or guardian must provide written excuse to the Attendance Office identifying the student, the requested dismissal time, and the reason for the early dismissal. Students should report to the Attendance Office at the beginning of the school day to present the early dismissal request.

Early dismissals may be approved for reasons including:

- Verified medical or dental appointments;
- A driver's examination or test (up to one-half day may be excused);
- Family emergencies; or
- Other reasons permitted under District attendance procedures or approved by an administrator.

Early dismissal for college visits, college appointments, job interviews, or other educational or career-related activities requires prior approval from a counselor or administrator in accordance with District attendance procedures.

Students are responsible for completing any required academic work missed because of an early dismissal.

Early Dismissal Check-Out Procedures

Students leaving school for an approved early dismissal must sign out through the Attendance Office and follow the designated check-out procedures at the main entrance.

Parents or guardians picking up a student must present a valid government-issued photo ID at the security station upon arrival at Thomas Jefferson High School. This requirement applies even when a written note, email, or other notification has previously been provided to the Attendance Office.

After the parent's or guardian's identity has been verified, the student will be released in accordance with District procedures. Students leaving for an early dismissal will exit through the designated attendance office entrance.

Students may not leave school grounds during the school day without authorization from the Attendance Office or appropriate school personnel.

Documentation for Early Dismissals

Students may be required to provide documentation verifying the reason for an early dismissal. When documentation is required, it should be provided to the Attendance Office upon the student's return to school or no later than the following school day.

Administration may require appropriate documentation, including documentation from a state-licensed medical or other qualified practitioner, when a student has excessive early dismissals. Failure to provide required documentation may result in the early dismissal being recorded as unexcused, consistent with District attendance procedures.

Extracurricular Activities

Students who are dismissed early for an appointment or other approved reason must return to school following the appointment in order to participate in extracurricular activities, unless an administrator has approved an exception.

To be eligible to participate in an extracurricular activity on a given school day, a student must be present in school for a minimum of four (4) of the eight (8) instructional periods scheduled that day.

Students who have a medical appointment that requires them to be absent for more than half of the school day must receive prior approval from a high school administrator in order to participate in an extracurricular activity that day. Medical documentation may be required.

Students who do not meet the attendance requirement or receive the required administrative approval may not participate in that day's extracurricular activity.

Nurse-Directed Dismissals

Students who are dismissed from school due to illness or injury at the direction of the school nurse will follow a separate health-office dismissal procedure.

The school nurse will contact a parent or guardian before the student leaves school. The parent or guardian will pick up the student at the designated athletic entrance. The school nurse will supervise the dismissal and document the time of departure and the identity of the person picking up the student for school records.

Students who become ill or believe they need to leave school due to illness or injury must report to the school nurse before leaving school. Students may not leave school due to illness or injury without being evaluated and authorized for dismissal by the school nurse or appropriate school personnel.

Students who leave school early because they report being ill but have not been evaluated or authorized for dismissal by the school nurse must provide a parent or guardian note upon returning to school. The absence or early dismissal will be reviewed in accordance with District attendance procedures and may be recorded as unexcused if the required documentation is not provided.

Excessive early dismissals or absences attributed to illness that are not supported by appropriate documentation may result in subsequent absences or early dismissals being recorded as unexcused and may result in additional attendance interventions.

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.

Employment Certificates (Work Permit)

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(s)

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).

Graduation Requirements

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

		Class of 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.

Completion of all Graduation Requirements

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

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 2026-2027 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 Credit Value		Quality Point Total
Algebra I	A	4.0	x	1.0	=	4.0
Biology	B	3.0	x	1.0	=	3.0
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 = $16.5/4.5 = 3.67$

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

Incomplete Grades

An Incomplete ("I") grade is intended to be used only in limited circumstances when a student has been unable to complete required coursework due to extenuating circumstances beyond the student's control (e.g., extended illness, hospitalization, family emergency, or other circumstances approved by the administration). An Incomplete grade is **not** intended to provide additional time for students who have simply failed to complete assignments during the grading period.

The assignment of an Incomplete grade requires prior administrative approval. Teachers requesting an Incomplete must complete the district's Incomplete Grade Request Form identifying:

- The reason for the Incomplete grade;
- The specific assignments or assessments that remain outstanding;
- The timeline for completion; and
- The expected grade calculation upon completion of the required work.

Students and parents/guardians will be notified in writing of the requirements necessary to remove the Incomplete grade, including all remaining coursework and the deadline for completion. Failure to complete the required work by the established deadline may result in the Incomplete grade being converted to the earned grade based on work submitted, including a failing grade if warranted.

An Incomplete grade should be used only when there is a reasonable expectation that the student can successfully complete the required coursework within the approved timeframe. Each request will be reviewed individually by the building administration based on the student's circumstances and the educational merits of the request.

Grade 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.

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

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:

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

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

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: December 7-18, 2026
- Spring End of Year Assessment & Make-ups: May 17-28, 2027
- Summer Make-ups July 26-30, 2027

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

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.

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.

Honors Optional Courses

Beginning with the 2026–2027 school year, Thomas Jefferson High School will offer select Honors Optional courses that provide students with the opportunity to earn Honors-weighted credit through the successful completion of an approved capstone project.

Students enrolled in an Honors Optional course will complete the standard course curriculum and expectations. Students who elect the Honors option will complete an additional capstone project designed to extend learning beyond the traditional course requirements and demonstrate advanced understanding, independent learning, and application of course content.

Capstone Project Requirement:

Students pursuing Honors credit must complete a capstone project that demonstrates advanced understanding, independent learning, and application of course content.

Additional Workload:

The Honors option requires approximately 20–30% additional work beyond the traditional course expectations. Additional work may occur outside of the regular school day.

Presentation Requirement:

All Honors capstone projects must include a formal presentation to an audience in which students explain their project, learning process, and outcomes.

Teacher Approval and Evaluation:

The approval, scope, and evaluation of all capstone projects are subject to teacher discretion. Teachers will determine whether a student's project meets Honors-level expectations and requirements.

Honors Contract and Opt-In Deadline:

Students who wish to pursue Honors-weighted credit must submit a signed Honors Contract, co-signed by a parent/guardian, acknowledging their commitment to the additional expectations and responsibilities associated with the Honors option.

The completed Honors Contract must be submitted prior to the established drop/add deadline for Semester 1 or Semester 2. Students who do not submit the required documentation by the deadline will not be eligible to earn Honors-weighted credit for that semester.

Individual Honors Designation:

Honors weight will be awarded at the conclusion of the course to individual students who successfully complete all Honors requirements. Enrollment in an Honors Optional course does not automatically result in Honors-weighted credit.

Students considering the Honors Optional pathway should carefully evaluate their academic workload, time commitment, and readiness for independent learning before selecting this option.

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 PIAA and WPIAL, 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.

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.

Media Center

The Thomas Jefferson High School Media Center provides students with access to a wide variety of print and digital resources to support learning, research, and recreational reading.

Students will have limited opportunities to check out library materials and utilize Media Center resources outside of their scheduled class time. A certified Media Specialist is available to manage the circulation of materials, assist students with research, and provide support in accessing available resources.

Students wishing to use the Media Center outside of class should make arrangements through a classroom teacher or a school administrator. Access is subject to staff availability, scheduled classes, and other school activities.

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 scheduled intermittently throughout the school year.

National Honor Society

The Thomas Jefferson High School Chapter of the National Honor Society (NHS) recognizes students who demonstrate excellence in the four pillars of the organization: Scholarship, Leadership, Service, and Character.

Students become eligible for consideration after the completion of their sophomore year by earning a minimum cumulative grade point average (GPA) of 3.800. Meeting the GPA requirement establishes eligibility for consideration but does not guarantee selection for membership.

Eligible students will be notified by the NHS Adviser in September of their junior year and will be invited to complete the chapter's candidacy process. As part of the selection process, students must provide evidence demonstrating that they meet the expectations in all four pillars of the National Honor Society.

An anonymous Faculty Council, operating in accordance with the National Honor Society Constitution and the Thomas Jefferson High School Chapter Bylaws, reviews each eligible candidate's materials and determines membership based on the student's demonstrated achievement in Scholarship, Leadership, Service, and Character.

Students selected for membership will be formally inducted during the annual National Honor Society Induction Ceremony. Additional information regarding eligibility, selection procedures, member

expectations, and continued membership requirements can be found in the Thomas Jefferson High School Chapter of the National Honor Society Bylaws.

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 2026-2027 school year after June 5, 2026 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 provide students with flexibility and ownership over their learning. During this time, students select sessions based on their academic needs, personal interests, or teacher recommendations. PLT provides opportunities for enrichment, academic review, intervention, assessment completion, college and career readiness activities, and 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 academic expectations may be assigned to work with the appropriate course teacher for remediation and support.

Students are expected to take responsibility for appropriately scheduling and attending PLT each day. Failure to complete any of the following expectations may 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 or location for the full duration of the PLT session.

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 the direct supervision of 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. Students are expected to treat PLT with the same

responsibility, accountability, and seriousness as any other class period.

- Beginning with the 2026–2027 school year, failure to consistently meet PLT expectations, including repeated failure to appropriately schedule or attend assigned PLT sessions, has been added to the Discipline Matrix and may impact a student’s eligibility for future student parking privileges. Loss of parking privileges will be considered for students who demonstrate a pattern of noncompliance with PLT expectations. Student parking is a privilege provided by Thomas Jefferson High School and is contingent upon students demonstrating responsibility, accountability, and adherence to school expectations.

Student Lockers

Thomas Jefferson High School maintains a limited number of student lockers. Because the number of lockers is no longer sufficient to assign one to every student, lockers will be provided upon student request and are available on a first-come, first-served basis. Students who wish to be assigned a locker should contact the main office.

Students who are assigned a locker are expected to use it responsibly. Lockers should be used only for the storage of school bags, outerwear, school supplies, and other school-related materials. Students are responsible for keeping their lockers locked and maintaining them in a clean and orderly condition.

Lockers are the property of the West Jefferson Hills School District and are provided for student use. In accordance with Pennsylvania law and School Board policy, school authorities may inspect or search lockers and seize any illegal or prohibited materials. Such materials may be used as evidence in school disciplinary proceedings and, when appropriate, juvenile or criminal proceedings.

Students are responsible for securing their personal belongings. The District assumes no responsibility for items that are lost, stolen, or removed from a locker.

Students requesting a locker can see Mrs. Haggerty in the counseling office.

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.

Safe2Say Something Program

In accordance with Pennsylvania law (Act 44 of 2018), Thomas Jefferson High School participates in the Commonwealth's Safe2Say Something Program, a statewide anonymous reporting system administered by the Pennsylvania Office of Attorney General. The program provides students, parents/guardians, school employees, and community members with a safe and confidential way to report concerns that may threaten the safety and well-being of students, staff, or the school community.

Reports may be made anonymously regarding concerns such as:

- Threats of violence or planned acts of violence
- Bullying, cyberbullying, or harassment
- Self-harm or suicidal concerns
- Substance abuse
- Weapons on school property
- Criminal activity
- Any other behavior that could pose a threat to the safety of students, staff, or the school community

Reports submitted through Safe2Say Something are reviewed by trained crisis center personnel and forwarded to the appropriate school officials and/or law enforcement agencies for assessment and response when necessary. All reports are taken seriously and investigated in accordance with district procedures and applicable law. The Safe2Say Something Program is intended to supplement, not replace, emergency services. If there is an immediate emergency or an imminent threat to life or safety, call 911 immediately.

How to Submit an Anonymous Report

Anonymous reports may be submitted 24 hours a day, 7 days a week by:

- Website: www.safe2saypa.org
- Phone: 1-844-SAF2SAY (1-844-723-2729)
- Mobile App: Safe2Say Something, available for Apple and Android devices.

Students are encouraged to report legitimate safety concerns in good faith. Intentionally making false reports or using the system to harass, intimidate, or retaliate against another individual may result in disciplinary action consistent with the Student Code of Conduct and may also have legal 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 al 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.

Senior Ambassador Program

The Senior Ambassador Program is an opportunity available to eligible seniors who are in good academic and behavioral standing, are on track to graduate, and have completed or exhausted Thomas Jefferson High School coursework that they believe will meaningfully benefit their future plans.

The program is designed to provide students with flexible, authentic postsecondary learning experiences while maintaining accountability, academic rigor, and preparation for life after high school.

Beginning with the Class of 2027, students who enroll in the Senior Ambassador Program for Semester 1 and/or Semester 2 will receive a Pass/Fail designation on their final high school transcript for the semester(s) in which they participate.

To earn a passing designation, students must successfully complete one approved learning experience during each semester of enrollment. Approved options include:

- Completion of a college course.
- Completion of a micro-credential.
- Obtaining a career or industry-recognized certification outside of any coursework in which the student is currently enrolled.
- Completion of a community service project during the semester of enrollment. The project scope, required hours, and expected outcomes must be approved in advance and documented.
- Completion of a graduation portfolio, which must be formally presented to Thomas Jefferson High School staff at the end of Semester 1 or at the conclusion of the school year.
- Serving as a classroom or program assistant within Thomas Jefferson High School or another West Jefferson Hills School District building. Examples may include, but are not limited to,

serving as a math assistant, science/lab assistant, instructional support assistant, or another approved position that provides a meaningful educational experience. All placements must be approved in advance by administration and the supervising teacher or staff member.

Students participating in a school-based assistant position are expected to demonstrate professionalism, reliability, confidentiality, and appropriate workplace behaviors while supporting students and staff.

Students enrolled in the Senior Ambassador Program for two semesters must successfully complete at least one approved option during each semester to earn a passing designation for both terms.

Participation in the Senior Ambassador Program is a privilege. Students must maintain eligibility, meet all program requirements, demonstrate responsibility and professionalism, and communicate regularly with their assigned school contact regarding progress and completion of program expectations.

Failure to meet program expectations may result in removal from the Senior Ambassador Program and may impact the student's ability to earn a passing designation for the semester.

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.

Smart Glasses and Wearable Recording Devices

To protect student and staff privacy and maintain a safe and distraction-free learning environment, smart glasses and other wearable devices capable of recording, photographing, transmitting, or storing audio or video are not permitted to be used or worn during the school day or at school-sponsored activities unless specifically authorized by school administration.

Students may not use these devices to photograph, record, livestream, transmit, or otherwise capture images, video, or audio of students, staff, visitors, or school activities without appropriate authorization.

Devices with recording or surveillance capabilities may not be used in classrooms, restrooms, locker rooms, changing areas, offices, or other locations where individuals have a reasonable expectation of privacy.

School administration may require a student to remove, secure, or surrender a recording-capable wearable device when its use or presence violates school expectations, interferes with the educational environment, compromises privacy, or creates a safety or security concern.

Unauthorized use of smart glasses or other recording-capable wearable technology may result in disciplinary action consistent with the Student Conduct and Discipline Matrix and applicable School Board policy. Depending on the circumstances, consequences may include loss of technology privileges, parent/guardian notification, detention, suspension, or referral to law enforcement when warranted.

Nothing in this provision prohibits the use of assistive technology or other devices that are required as part of an approved accommodation, provided their use is consistent with applicable law and School District procedures.

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, 2027, 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.
- No student drivers will be permitted to exit campus before school buses.
- 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:

- The student may have the car towed at the owner's expense, OR
- 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 2026-2027

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.

Title IX, Discrimination, and Sexual Harassment (Board Policy 103)

The West Jefferson Hills School District is committed to providing all students with a safe, welcoming, and respectful learning environment that is free from discrimination, harassment, intimidation, and retaliation.

In accordance with Board Policy 103 – Discrimination/Title IX Sexual Harassment Affecting Students, federal law, and applicable Pennsylvania law, the District prohibits discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, gender identity, gender expression, ancestry, national origin, marital status, pregnancy, disability, genetic information, or any other classification protected by law.

Title IX Sexual Harassment

Title IX prohibits discrimination on the basis of sex in educational programs and activities receiving federal financial assistance. Sexual harassment is a form of sex discrimination and is prohibited.

Prohibited conduct may include, but is not limited to:

- Unwelcome sexual advances or requests for sexual favors.
- Unwelcome verbal, nonverbal, or physical conduct of a sexual nature.
- Sexual assault, dating violence, domestic violence, or stalking, as defined by law.
- Conduct that is so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the District's educational programs or activities.

Sexual harassment may occur between students, between employees and students, or involving third parties participating in District programs or activities.

Reporting Discrimination or Harassment

Any student who believes they have experienced discrimination, harassment, or Title IX sexual harassment—or who witnesses conduct that may violate this policy—is encouraged to report the incident as soon as possible.

Reports may be made to:

- A teacher, counselor, school administrator, or principal.
- The District's Title IX Coordinator.
- Any trusted District employee, who will forward the report to the appropriate administrator.

Reports may be made verbally or in writing. Parents/guardians may also report concerns on behalf of a student.

Students are encouraged to report concerns promptly so the District can respond appropriately, although delayed reporting will not prevent the District from investigating.

Investigation Process

The District will:

- Promptly review and assess all reports.
- Conduct an impartial and equitable investigation.
- Take appropriate steps to stop prohibited conduct, prevent its recurrence, and address its effects.
- Follow all applicable procedures outlined in Board Policy 103 and Title IX regulations.

The District may implement supportive measures to assist students during an investigation, regardless of whether a formal complaint is filed.

Retaliation Prohibited

Retaliation against any student or individual for reporting discrimination or harassment, participating in an investigation, or exercising rights under Board Policy 103 or Title IX is strictly prohibited.

Any person who engages in retaliation may be subject to disciplinary action.

False Reports

Knowingly making a false report or intentionally providing false information during an investigation may result in disciplinary action consistent with the Student Code of Conduct. However, a report made in good faith that is not substantiated after investigation will not result in disciplinary action.

Confidentiality

The District will make reasonable efforts to protect the privacy of all individuals involved while conducting a thorough investigation and complying with applicable legal requirements.

Additional Information

Students and parents/guardians are encouraged to review the complete Board Policy 103 – Discrimination/Title IX Sexual Harassment Affecting Students, which is available on the District website or by contacting the school office.

Questions regarding Title IX or the District's nondiscrimination policies may be directed to the District's designated Title IX Coordinator.

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.

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.

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