

JEFFERSON HIGH SCHOOL
STUDENT HANDBOOK
2026-2027

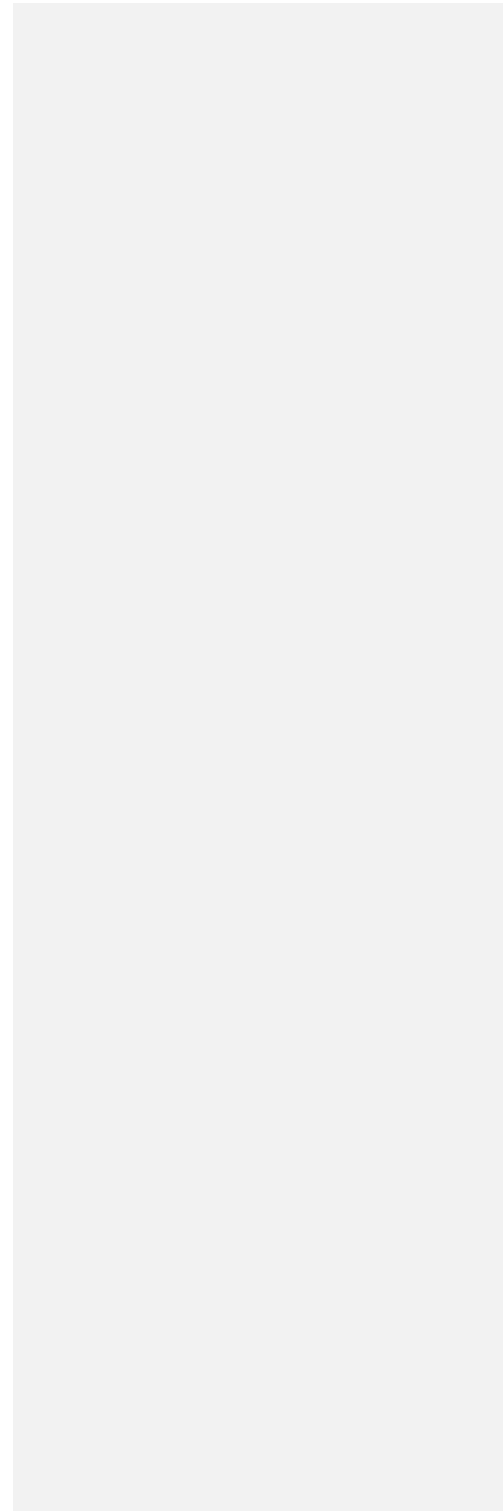


TABLE OF CONTENTS

MISSION STATEMENT	6
Vision Statement	6
WELCOME.....	6
WELCOME FROM THE FACULTY AND STAFF.....	6
SCHOOL ADMINISTRATIVE DIRECTORY	7
SCHOOL INFORMATION	7
SCHOOL HOURS.....	8
ACADEMIC OR BEHAVIOR CONCERNS	8
ACCIDENTS/INJURIES (BOARD POLICY 3540)	8
ADVANCED OPPORTUNITIES	8
ALLERGIES (BOARD POLICIES 3510 AND 3515).....	8
ATTENDANCE	8
BACKPACKS/BAGS/SATCHELS/PURSES/ETC.....	10
BEFORE AND AFTER SCHOOL SUPERVISION	10
Bell Schedule.....	10
BIRTH CERTIFICATES (BOARD POLICY 3000).....	10
BIKES/SKATEBOARDS/HEELYS	10
BULLYING (BOARD POLICY 3295)	10
BUSES (BOARD POLICY 8140).....	11
CAFETERIA/EATING AREA.....	11
CAMPUS SAFETY	11
CELL PHONES/ELECTRONIC DEVICES (BOARD POLICY 3265/3563)	11
Extensions for Students with IEPs, 504 Plans and Health Plans:	12
Additional Guidelines:	12
Emergency Situations:	12
CHANGE OF ADDRESS OR PHONE	12
CHEATING/PLAGIARISM	12
CHECK CASHING POLICY	13
CLASSROOM EXPECTATIONS	13
CLASSROOM PROCEDURE & GENERAL CONDUCT	13

COMMUNITY SERVICE	13
COPYRIGHT (BOARD POLICY 2150/2150P)	13
DELIVERIES	13
DISCRIMINATION (BOARD POLICY 3280)	14
DIRECTORY INFORMATION OPT-OUT (BOARD POLICY 3570)	14
DISCIPLINE	14
DISCIPLINE REFERRAL	14
DRESS EXPECTATIONS.....	16
DRIVING ON CAMPUS	16
DRUG TESTING.....	16
EXTRA-CURRICULAR ACTIVITIES & ELIGIBILITY.....	17
FERPA - EDUCATIONAL RIGHTS AND PRIVACY ACT REQUIREMENTS	17
Parent or students have the right to:	17
FIRST AID AND ILLNESS	18
GIFTED AND TALENTED	18
GRADES.....	18
GRADUATION REQUIREMENTS (BOARD POLICY 2700)	18
The state core of instruction is 29 semester credits:	18
Summary of the total credits required to graduate are:	19
GUESTS.....	21
HARVEST EXCEPTION	21
HOMELESS/FOSTER CARE STUDENTS (BOARD POLICY 3060)	21
HOMEWORK (BOARD POLICY 2630).....	21
ILLEGAL ACTIVITIES.....	21
IMMUNIZATION POLICY (BOARD POLICY 3525).....	21
INSTRUCTIONAL MATERIAL	21
INSURANCE FOR STUDENTS – ASSUMPTION OF RISK (BOARD POLICY 3540).....	22
INTERNET ACCESS (BOARD POLICIES 3270/3270F)	22
INTERNSHIP/ Work Release	22
Student Expectations:	22
Employer Expectations:	22

Jefferson High School Expectations:	22
INVESTIGATIONS	22
LOST AND FOUND	23
LUNCH/BREAKFAST PROGRAM.....	23
Online Courses.....	23
Students Should:	23
Attendance:	23
Attendance Policy:	23
Late Work:	23
Final Exam:	23
Academic Honesty:	23
Plagiarism Policy:	24
Student Roles & Responsibilities:	24
Course Registration/Withdrawal:	24
Course Extensions:	24
Future ROHS Course Enrollment:	24
Course Retakes:	24
MEDIA RELEASE (BOARD POLICY 3570)	25
MEDICATION AT SCHOOL (BOARD POLICIES 3510 AND 3300).....	25
MENTORSHIP	25
MIGRANT PROGRAMS (BOARD POLICIES 2390)	25
NOTICE OF NON-DISCRIMINATION	25
NOTICE OF NONDISCRIMINATION STATEMENT 504 AND IDEA.....	26
PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION, AND PLACEMENT OF STUDENTS WITH DISABILITIES	26
Parents have the right to:	26
PARENT/TEACHER CONFERENCES OR PARENT REQUESTED MEETINGS (BOARD POLICY 2625)	27
PROGRESS REPORTS – report cards (BOARD POLICY 2620).....	27
RELEASE OF STUDENTS DURING THE DAY (BOARD POLICIES 3550/3550, 3050).....	27
REPEATING OR RETAKING CLASSES.....	27
1. Students may retake a class for two reasons:	27

SCHOOL CLOSURE (BOARD POLICY 2210/2210P1/2210P2) 28

SEARCHES AND SEIZURE (BOARD POLICY 3370/3370P) 28

SENIOR CREDIT REQUIREMENTS 28

SPECIAL EDUCATION/504 (BOARD POLICIES 2400, 2410/2410P, 3280) 28

STUDENT RECORDS (BOARD POLICY 3570/3570P) 28

SUBSTITUTE TEACHERS 28

SURVEILLANCE CAMERAS (BOARD POLICY 3560) 28

TEACHER QUALIFICATIONS 29

TEXTBOOKS/COMPUTERS 29

TITLE I (BOARD POLICY 2420/2420P) 29

VERBAL OR WRITTEN THREATS (BOARD POLICY 3330) 30

WELLNESS (BOARD POLICY 8200) 30

ZERO TOLERANCE OFFENSES (BOARD POLICY 3361) 31

Title I School Compact 32

PARENT/STUDENT SIGNATURE PAGE 33

 Dear Students and Parent(s)/Guardian(s): 33

JEFFERSON HIGH SCHOOL

HOME OF THE PATRIOTS

MISSION STATEMENT

“The mission of Jefferson High School is to provide each student with a high-quality education.

VISION STATEMENT

Preparing Every Student for Enrollment, Enlistment, or Employment.

E³

Enrolled
Enlisted
Employed

WELCOME

Welcome to Jefferson High School. JHS has a long-standing tradition of excellence, and we welcome you in that pursuit. Working hard in your classes and taking advantage of opportunities will give you a richer school experience. It also gives you the opportunity to leave a legacy at Jefferson High and to be a part of an organization that influences the lives of many. The use of this handbook should help ensure your success, by raising your level of knowledge about the high expectations Jefferson High School has for all that enter the school’s doors. All of Jefferson High School staff are here to help you, so, if you have questions, please feel free to ask.

WELCOME FROM THE FACULTY AND STAFF

Dear Students,

We, the faculty, would like to take this opportunity to welcome each and every one of you to another school year. Our goal is to make this year a successful one, and we will do everything in our power to achieve that. However, we also expect you to do your part because the power to learn lies within each of you.

We are here to support you in every possible way. Whether you need help before or after school, our doors are open. We have high expectations for our students and will provide you with the resources and guidance necessary to achieve them. We urge you to do your very best and not be satisfied with less.

Let us make a strong commitment to excellence this year! We believe that teachers, students, parents, staff, administrators, and other members of the Jefferson High School Family must work as a team so that every student may experience the highest level of success in school.

We look forward to working with you and wish you a great school year ahead.

Sincerely,
The Faculty at JHS

SCHOOL ADMINISTRATIVE DIRECTORY

Faculty and Staff	
Principal.....	Mrs. Angel Wadsworth
Resource Officer.....	Deputy Shane Hubler
Secretary	Mrs. Nickey Franck
Counselor.....	Mrs. Heather Cooper
Student Companion/Special Education.....	Mrs. Megan Brandley
Title I Paraprofessional	Mrs. Kami Pace
E-Center Paraprofessional	Ms. Paige Brandley
Community School Coordinator	Mrs. Stacy Salvesen
Science Teacher.....	Mr. Kelton Fortune
Social Studies Teacher.....	Mr. Brooks Strong
Math Teacher.....	Mrs. Rachael Wilson
Family Consumer Science Teacher.....	Mrs. Sara Billeter
English Teacher.....	Mrs. Nichole Weekes
English Teacher.....	Mr. Colby Ottley
Special Education Teacher/ Consulting Teacher	Mrs. Taunya Campbell
School Psychologist	Mrs. Kimberly Smith
ELL Coach	Ms. Barbra Lords
Custodian.....	Ms. Jordan Friend
Lunch	Mrs. Sheena Jeppesen

SCHOOL INFORMATION

Phone:208.754.4550
Cell phone for text messages: 208.909.8005
Fax:208.754.4581
Address:529 North 3470 East, Menan, Idaho 83434
Webpage:www.jeffersonhigh.jeffersonsd251.org

Social Media:[JHS Facebook Page](#)
Colors:Red. White. Blue.
Mascot:Patriots

SCHOOL HOURS

The school is open from 7:45 AM until 4:30 PM Monday- Thursday and on scheduled Fridays from 7:45-3:45.

ACADEMIC OR BEHAVIOR CONCERNS

When academic or behavioral concerns become apparent to either parent or teacher, the district has a problem-solving process to address the issue. The first step is for the parent and teacher to discuss the concern and try some interventions in the classroom. If the concern persists, or significantly impacts the child's learning, the parent or teacher may refer the student to a building student support team to review the concern and interventions previously tried. This team may then develop an additional intervention plan and timeline. If the concern persists even after additional interventions, the child may be referred to a building level multidisciplinary team for further assessments.

ACCIDENTS/INJURIES (BOARD POLICY 3540)

If an accident occurs at school and the student is under 18, the school office will call parents/guardians or emergency contacts to notify them of the situation. Please keep your contact information current with your teacher and the front office.

ADVANCED OPPORTUNITIES

Advanced Opportunities allow students to individualize their high school learning plan and get a jump-start on their future. These options include dual credit, technical competency credit, and Advanced Placement.

Advanced Opportunities provided every student attending an Idaho public school an allocation of \$4,625.00 to use toward Advanced Opportunities in grades 7-12. The program was expanded by the Legislature in 2016 through the passing of House Bill 458 (<http://www.legislature.idaho.gov/legislation/2016/H0458E1.pdf>). This fund can be used for:

- Overload Course – High school level course that is taken in-excess-of the student's regular school day. The courses may be offered online, during the summertime or after school, depending on the individual course and instructor.
- Dual Credits – High school students take dual credit that is transcribed on their high school and college transcripts. This course can be taken online and by virtual conferencing.
- Exams – Students can use funds to pay for a variety of college-credit-bearing or professional technical exams.

ALLERGIES (BOARD POLICIES 3510 AND 3515)

It is common for students to have serious allergies. **Please notify the office if your student has any allergies.**

ATTENDANCE

ABSENCES

Attendance at school is an indicator of success in school and is necessary for maximum student learning. All students are expected to be in class on time every school day. Jefferson School District defines acceptable school attendance as missing not more than five (5) days per trimester. If a student must be absent from school, the parent/guardian is requested to call the office by 9:00 am to report the absence for that day. If a phone call is not possible, a note explaining the absence must be given to the office on the day of return. If parents/guardians find it necessary to take students out of school for an extended period, please contact the office in advance. (Board Policy 3050 and 2380)

A student is absent if they are over 20 minutes late to the class period. 1st through 5th class absence in the block: No makeup time would be required. For all absences beyond the 5th class absence in a block, the time missed would need to be made up minute for minute. Students can make up time before or after school, during morning intervention, during lunch or on select Fridays with prior arrangements. Students staying after school will need to make arrangements for transportation home and

with the building administrator to ensure there is supervision. All time that needs to be made up must be completed, failure to do so will result in a hold on the credit until the time is made up.

Students who accrue eight (8) consecutive whole day absences may be dropped from school from non-attendance. When the student returns to school, the student may be re-enrolled in school given space is available at Jefferson High. Students served by homebound will not be included in this procedure (Board Policy 2380). In addition, students with five (5) or more unverified absences, whether consecutive or accumulative, may be referred to the Board of Trustees, or designee, as a habitual truant.

With the implementation of §49-303A Idaho Code, the driver's license and/or privileges of minors under the age of 18 years may be suspended if he/she drops out of school or is not meeting the minimum attendance requirements of the school.

UNVERIFIED ABSENCE

An unverified absence is any absence not appropriately cleared with the school office. To verify an absence, the school secretary needs written or verbal communication from the parent, teacher, or administrator depending on circumstances.

TRUANT

Truancy is an unverified absence that has not been cleared within 24 hours of the absence, or when a student is in the school building but is not in attendance at a regularly scheduled class without permission of the teacher or school office. Parental permission IS NOT valid when a student misses a class and remains on school grounds. Students who leave the school building without prior approval by the parent or guardian (given over the phone or in writing) and without checking out through the office are considered absent.

A student absent from school without the knowledge of his/her parent is considered truant.

Students with two or more unverified absences, whether consecutive or accumulative, may be referred to the Board of Trustees, or designee, as a habitual truant under provisions of Section 33-205 of Idaho Code. In addition, students who are excessively absent or routinely late for school may be referred for alternative placement, to Idaho Department of Health and Welfare, or the county prosecuting attorney.

TARDIES

Tardies caused by a late bus, inclement weather, or for medical reasons are excused and shall not be counted on the student's record. "Excessive" tardies are defined as more than five tardies. (Board Policy 3050 and 2380)

Students must be in the classroom ready to learn at the scheduled time or they are tardy. Tardies 1-5 (less than 20 minutes) do not require make up time.

Tardies beyond the 5 must be made up (five minutes per tardy).

Students may make up time before or after school, during morning intervention, during lunch or on select Fridays when prior arrangements have been made. Time must be completed to receive credit for the class.

LEAVING CAMPUS

Students are NOT allowed to check out and leave the building unless checked out by a legal guardian or are 18 of age and check themselves out. Jefferson High School is a closed campus with the exception of lunch. Students are not permitted to leave campus between classes and doing so will result in a truancy.

STUDENTS ON CAMPUS

Students not enrolled at Jefferson High School are not allowed on campus during school hours, unless conducting school business with staff, NOT other students. The trespasser may be charged with trespassing.

BACKPACKS/BAGS/SATCHELS/PURSES/ETC.

Students are discouraged from bringing these items to school. Backpacks, bags, satchels, purses, etc. that are brought into the school must be kept in the secured designated location and are not to be taken into the classrooms. Please keep in mind that access to these items, during the school day, will be limited since they will be locked up.

BEFORE AND AFTER SCHOOL SUPERVISION

For your child's safety, students shall not arrive on school grounds prior to 20 minutes before school and must exit school grounds no later than 20 minutes after the final bell. School personnel are not available for supervision outside of those times unless prior arrangements have been made.

BELL SCHEDULE

8:15-9:15 Intervention

9:20-11:50 1st Credit Class

11:50-12:25 Lunch

12:30-3:00 2nd Credit Class

3:05-3:45 Mentor/Community Time

3:45 Dismissal

BIRTH CERTIFICATES (BOARD POLICY 3000)

Idaho State law requires: "Upon enrollment of a student for the first time in an elementary school or secondary school, the person enrolling the student must provide either a CERTIFIED copy of the student's birth certificate or other reliable proof of the student's identity and birth date, which proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate". Other reliable proof of the student's identity and birth date may include a passport, visa, or other government documentation of the child's identity.

BIKES/SKATEBOARDS/HEELYS

Bicycles, Skateboards, and Heelys are not allowed inside of the building at JHS. If you ride a bicycle to school you may park outside the main office and it is recommended that it should be locked up; if you bring a skateboard, turn it into the office. Heelys will not be allowed, and the wheels of the Heelys will be confiscated if seen in the building.

BULLYING (BOARD POLICY 3295)

Bullying is an aggressive behavior that is intentional, repeated over time, and involves an imbalance of power or strength. A child who is being bullied has a hard time defending himself or herself. We are committed to providing all students with a safe, bully-free environment that will allow them to learn and grow.

Hazing, Harassment, Intimidation, Bullying, Cyber Bullying

Jefferson High School is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, cyberbullying, or bullying by students or third parties is strictly prohibited and shall not be tolerated. This includes actions on school grounds, school property, school buses, at school bus stops, at school-sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists and actions at locations outside of those listed above that can be reasonably expected to materially and substantially interfere with or disrupt the educational environment of the school or impinge on the rights of

other students at school.

The school expects all students to treat each other with civility and respect and not to engage in behavior that is harmful to another student or the property of another student. The school expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, and for the educational purpose underlying all school activities.

Discipline

Students whose behavior is found to be in violation of this policy will be subject to discipline and graduated consequences, up to and including expulsion consistent with the Board's policy on student discipline. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or Board. Students or third parties may also be referred to law enforcement officials.

BUSES (BOARD POLICY 8140)

Riding the school bus is a privilege for students, not a right. Appropriate student behavior is essential for a safe and positive environment while transporting students. Students are expected to conduct themselves in an orderly manner while waiting for and riding on the school bus. The bus driver has the same rights and responsibilities to maintain order on the bus as the teacher does in the classroom and it is vitally important not to distract the driver from his/her driving duties. Misbehavior on the bus or at the bus stop can deprive a student of their bus riding privileges. **The phone number for Transportation is 208-754-8211**

CAFETERIA/EATING AREA

Bring your lunch from home or take advantage of Jefferson's cafeteria selection. Students have a choice of full lunch in the cafeteria that must be indicated on the clip board at the start of each day. All students at Jefferson High School can receive free breakfast and lunch.

Our school wide goal is to keep all shared eating areas neat and clean. Students are to take their place in line, advance in an orderly manner, and be well mannered while eating. Being well mannered includes cleaning up after you are finished. If litter becomes a problem in eating areas or on campus, open campus lunch privileges will be limited until the "litter" issue can be resolved.

CAMPUS SAFETY

Jefferson High School takes the safety of our students very seriously. Fire drills, earthquake drills, and lock down drills for intruder situations are conducted on a regular basis at all schools.

CELL PHONES/ELECTRONIC DEVICES (BOARD POLICY 3265/3563)

The Jefferson School District #251 is committed to creating an educational environment that supports mental health, academic success, and character development. Our goal is to foster a school culture where students are fully present, free from distractions, and deeply engaged in their learning. This policy aligns with our district's mission to provide each student with a high-quality education.

To maintain a focused and distraction-free learning environment, the use of cell phones and other personal electronic devices is prohibited during school hours for all students. Unless under exceptional circumstances involving immediate physical danger. Usage during instructional hours is prohibited.

A personal electronic communication device includes but is not limited to cell phones, smart watches, ear buds or other related devices. When used appropriately and in accordance with the electronic use policy laptop computers are permissible when being used for academic purposes.

Students must keep their devices turned off, out of sight and not on their person while on school campuses or at school activities for the duration of the school day. Personal Electronic devices will be stored in a designated spot in the classroom. The only exception is that high school students may use their devices during their lunch periods at school.

Use of phones in bathrooms, locker rooms, or any private areas is strictly prohibited at any school level. Prior consent is required before taking photographs or videos of individuals, and further authorization is necessary before posting on social media or other online platforms. Any student found using electronic devices to facilitate cheating on assessments, projects, or assignments will face disciplinary action, including confiscation of the device until a parental meeting is conducted.

Students are accountable for the security of their devices they bring on campus. The District disclaims liability for loss, theft, damages, or destruction of student owned devices on school property.

Violations of this policy may lead to disciplinary measures, such as forfeiting device privileges on school grounds, detention, suspension, or expulsion and confiscation of the device.

The regulations on electronic communication devices contained in this policy do not supersede the rights of special education or Section 504 students or students with an Individualized Education Plan when these plans conflict with the outlined provisions.

First Violation: Verbal Warning and Device Confiscation

The student receives a verbal warning from staff and the device is confiscated and stored in the main office, retrievable by the student or parent. The parent or guardian will be contacted by school administration if needed.

Second Violation: Continued Confiscation and Parent Involvement

The device is confiscated and stored in the main office, retrievable solely by the parent.

Subsequent offenses: The phone will be confiscated and returned only to a parent or guardian. A meeting with the student, parent/guardian, and an administrator will be scheduled.

EXTENSIONS FOR STUDENTS WITH IEPs, 504 PLANS AND HEALTH PLANS:

Students with IEPs, 504 plans, or Health Plans that necessitate the use of electronic devices as part of their accommodation will be allowed to use their devices in accordance with their plan. These students will work with school administrators to establish a clear plan for device usage that supports their learning and well-being.

ADDITIONAL GUIDELINES:

Noncompliance: Failure to surrender the device upon request is considered insubordination, warranting immediate intervention by school administration.

EMERGENCY SITUATIONS:

If an emergency occurs and classrooms are locked down requiring the use of a cell phone will be addressed on a case-by-case basis in consultation with parents/guardians and school personnel.

CHANGE OF ADDRESS OR PHONE

It is the goal of JHS to have great communication with the families of our students. Please inform the office if you change your address or telephone number. Please inform the office if your emergency contact information changes.

CHEATING/PLAGIARISM

To maintain academic integrity at JHS. Cheating and/or plagiarism will not be tolerated. Cheating can include but is not limited to, obtaining, and giving information during a test by secret or public means, and copying and/or duplicating another person's work. In all cases, a student must do his/her own work. Plagiarism is copying another person's work and claiming it as one's own this includes the use of AI. The instructor makes the determination that cheating, or plagiarism has occurred. In the event a student cheats or plagiarizes:

- 1) The instructor will inform the student of the incident.
- 2) The student will receive no credit on the assignment.
- 3) A student may make up the assignment within one week.
- 4) The teacher will notify parent/guardian and administrator of the incident.
- 5) A conference to discuss the matter will be arranged if so desired by the administrator or parent/guardian.
- 6) A second offense in the same class will result in parent notification by the teacher and a final grade of "F" on the assignment.
- 7) If administration detects habitual cheating or plagiarism, the student will be placed on a behavior contract with the risk of being placed on long-term suspension from JHS.

CHECK CASHING POLICY

Jefferson High School cannot "cash" personal checks.

CLASSROOM EXPECTATIONS

Classroom teachers have the responsibility to set classroom expectations which contribute to the learning environment of all students. Failure to comply with classroom expectations may constitute insubordination and result in disciplinary action.

CLASSROOM PROCEDURE & GENERAL CONDUCT

Students are always expected to behave in a manner that will bring credit to themselves, their school, their family, and their community. It is important for students to recognize that they are responsible for the behavior on the way to and from school, during school hours, on the bus and at all school events. JHS staff and volunteers help monitor student behavior and provide a safe and productive learning environment. When behavior in the classroom consistently interrupts the learning environment, other educational opportunities for the student will be explored.

COMMUNITY SERVICE

Community Service may be assigned for infractions, including discipline and attendance. When doing community service, students are expected to follow rules handed out at the time of assigned service. No electronic devices are permitted during community service. Community service could be held after school as needed. Failure to attend community service will be treated in the same manner as failure to attend school. Students who are marked truant will need to serve an additional community service. Parents will be notified if students are asked to leave due to noncompliance with staff.

COPYRIGHT (BOARD POLICY 2150/2150P)

Federal law makes it illegal to duplicate copyrighted materials without the authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or using of audio, visual or printed materials and computer software, unless the copying or using conforms to the "fair use" doctrine. Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research.

Teachers will instruct students to respect copyright laws and to request permission when their use of material has the potential of being considered an infringement. No information or graphics may be posted on any school system official website in violation of any copyright laws.

DELIVERIES

Jefferson High does not take personal deliveries. Flowers/plants or other gift deliveries to students will not be accepted due to student allergies, storage, disruption to the school day, etc.

Please do not set up a delivery to come to the high school for birthdays, Valentine's Day, or any other reason. This includes food deliveries such as Grub Hub and Uber Eats.

DISCRIMINATION (BOARD POLICY 3280)

Jefferson High School does not discriminate based on race, color, national origin, religion, sex, disability, or status in admission to its educational programs and activities as prescribed by federal and state laws and regulations.

DIRECTORY INFORMATION OPT-OUT (BOARD POLICY 3570)

Schools may disclose, without consent, "Directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, participation in school activities, photograph, weight, and height of athletic team members and dates of attendance. The information is routinely disclosed for the purposes of graduation programs, newspaper articles, and other program related activities.

DISCIPLINE

For any organization to function properly, there must be certain expectations for performance. Jefferson High School has expectations of behavior that will provide for an orderly school atmosphere where students feel safe and part of the community. Our goal is to assist families in developing young men and women that are self-disciplined and can make good judgments about acceptable behavior. We believe that no student should disrupt the learning of another.

It is our belief that by encouraging and celebrating positive behavior and by working together as a team, your child's education will reflect positive behavior. It is our policy that students be held accountable for their own actions. If a student demonstrates inappropriate behavior, they are dealt with fairly and with dignity. We involve and inform parents when misbehavior arises. It is our belief that children of informed parents experience fewer misbehaviors. We sincerely invite parents to come in and talk with us about concerns. For further information, refer to Board Policies 3330 and 3340 at www.Jeffersonsd251.org.

- 1. Inappropriate behavior (as determined by school policy) anytime during the school day will be documented with an incident report and placed in the student's discipline file.

Jefferson High uses a discipline policy, which is explained by each individual teacher to each class at the beginning of the school year.

DISCIPLINE REFERRAL

There are five classes of student misconduct. The referral process and consequences for the misconduct are outlined in the following:

Class 1 offenses are dealt with at the time and place of occurrence. Referral to a school administrator or designee occurs only if the misconduct persists after the appropriate intervention.

Class 2 offenses are dealt with at the time and place of occurrence. Depending upon circumstances, the school administrator also may be involved for help with disciplinary actions.

Class 3, 4, and 5 offenses are immediately referred to a school administrator or designee after the appropriate action has been taken.

CLASS OF BEHAVIOR	CONSEQUENCES
Class 1: Disruptive behavior Examples: Dress code violations Devices/objects not allowed on school property or unauthorized use Loitering/littering Throwing Objects School Policy infractions Refusal	Required: Verbal Warning Optional: Administered at the discretion of school personnel • Written warning – Incident Report (IR) - Lunch detention 30 minutes - 48 hours to complete detention - If not completed, time is doubled - If not completed after doubled, in school suspension • Conference with the student and parent notification • Natural consequences • Community Service around the school grounds Appeal process:

	1. Write down what happened with the reason for the appeal. 2. Schedule an appointment with the person who assigned the consequence and the building administrator to discuss and review the issue.
Class 2: More serious disruptive behaviors Examples: Repeated class 1 behaviors Inappropriate language or gestures Disrespect toward students and/or staff or property Sluffing/Tuancy Cheating/ lying/deceit Defiance/insubordination Verbal harassment or bullying Public displays of affection	Required: Incident Report issued to the student and parent notified. Optional: Administered at the discretion of the teacher and administrator • Written Incident Report (Guidelines in Class 1) • Behavioral education or behavior contracts • School counselor or school social worker will confer with the student and parents • In-school suspension, detention, after school detention, or community service hours Appeal Process: 1. Write what happened and the reason for the appeal. 2. Schedule an appointment with the person who assigned the consequence and the building administrator to discuss and review the issue.
Class 3: Misconduct that could result in property damage or personal injury Examples: Repeated class 2 behaviors Obscene gestures Cheating Throwing objects Pushing/shoving (body contact) Kicking, hitting, spitting Stealing under \$25 Vandalism under \$25 Verbal threats to harm another Fighting - first incident Possessing or using matches/lighters	The administrator will direct any of the following: • School reports misconduct to the School Resource Officer or law enforcement agency when the misconduct is a criminal offense. • Administrator, school counselor, school social worker, or designee will confer with the student and parents. • Restitution for damage • In school suspension or study hall for safety precautions • Written Incident Report (Guidelines in Class 1) Optional: Administered at the discretion of the administrator • Out of school suspension for safety precautions • Alternative education placements • Behavioral contracts Appeal Process: 1. Write down what happened and the reason for the appeal. 2. Schedule an appointment with the building administrator to discuss and review the issue. 3. To carry the appeal to the next higher level, schedule an appointment with the Superintendent. The building administrator is also invited to attend this meeting.
Class 4: Severe misconduct, illegal activities Examples: Repeated class 3 behaviors Tobacco/smoking, chewing, Vaping Drug/tobacco paraphernalia Alcohol - selling, possessing, under the influence Inappropriate, unwanted touching Unauthorized pulling of a fire alarm Fireworks Fighting – the second incident or one resulting in injury Vandalism - greater than \$25 Stealing - greater than \$25 Extortion Pornography	Administrator and/or Superintendent will direct any of the following: • Meet with a student and parent • School reports misconduct to the School Resource Officer or law enforcement agency. • Restitution for damage • Suspension with possible expulsion Optional: Administered at the discretion of the superintendent and administrator • Alternative education placements Appeal Process: 1. Write down what happened and the reason for the appeal. 2. Schedule an appointment with the building administrator and the superintendent to discuss and review the issue. If law enforcement was involved at the time of the misconduct, the officer is invited to attend the meeting to report facts of the case.
Class 5: Illegal/Criminal Behaviors Repeated class 4 behaviors Threats with intent (the means) or written threats Bomb threats/ explosive devices/seeking Internet instructions Drugs or drug paraphernalia Rape/attempted rape Weapons or devices (or look-alikes that can be construed as weapons) which are at school, on	School reports the misconduct to the School Resource Officer or law enforcement agency. All misconduct in class 5 will be reported to the superintendent and reviewed by the school board. Immediate consequences may include in-school or out of school suspension with limitations imposed by Idaho Code. Administrators may recommend expulsion.

school property, or at any school-sponsored activity

Appeal Process:

Appeal procedures for expulsions are outlined in Idaho Code.
See Drug-Free Policy 717.2

DRESS EXPECTATIONS

To support parents and students in making appropriate clothing selections the following guidelines must be adhered to:

1. All clothing shall be neat, clean, un-torn, and appropriate to the circumstances.
2. Students will be excluded from attending classes, or participating in school-related activities that are held on school property, when, in the opinion of the administrator on duty, any of the following are worn:
 - a. Underwear as outerwear
 - b. Clothing, jewelry, or body art that advertises alcoholic beverages or illegal drugs
 - c. Clothing, jewelry, or body art that displays obscene or immoral pictures, slogans, or statements
 - d. Clothing that reveals the midriff
 - e. Clothing that reveals underwear
 - f. Excessively tight clothing
 - g. "No sagging"—sagging is defined as wearing the waistband of slacks or pants below the natural waistline. A belt is required for over-sized pants.
 - h. Clothing, jewelry, or body art that promotes gang activity will not be permitted at any time.
 - i. Shoes must be worn in all instances.
3. Students shall avoid extremes in dress which distract from an atmosphere of learning and/or which tends to disrupt class and/or which reduces attentiveness in class. To assist students, parents, and school personnel the following guidelines apply:
 - a. Tank tops, unlined sheer material, and fishnet tops are not allowed.
 - b. When hands are placed on head, if the stomach and/or the back show, shirt and/or pants are not appropriate.
 - c. When hands are placed on shoulders, if underclothing or bare chest shows, shirt is not appropriate.
 - d. When hands are placed on knees, if the back/the derrière or underclothing/or the chest show, clothing is not appropriate.
 - e. When hands are placed on toes, if the back/the derrière or underclothing shows, skirts or other clothing is not appropriate.
4. Clothing, jewelry, or body art marked with profanity and/or sexually suggestive writing or pictures, or advertising alcohol, illegal drugs or tobacco is not allowed.
5. Clothing, jewelry, or body art with writing or pictures that promote violence or anti-social behavior, or with writing or pictures advertising groups or organizations that promote violence or antisocial behavior, or clothing that is currently associated with gangs due to colors or design of clothing is not allowed.
6. Clothing, jewelry, or body art demeaning others is not allowed.
7. Heavy chains and spikes may not be worn.
8. No sunglasses will be worn in the building.

Exceptions to the dress code may be made for special days or special events. These days and events are announced in advance. Violations of the dress code will lead to corrective action.

DRIVING ON CAMPUS

1. Driving vehicles to school is a privilege. Students must park in the designated area (North Parking Lot).
2. With the implementation of §49-303A Idaho Code, the driver license and/or privileges of minors under the age of 18 years may be suspended if he/she drops out of school or is not meeting the minimum attendance requirements of the school.
3. Erratic driving and speeding (exceeding 15 mph speed limit) may result in the loss of driving privileges.
4. Students should not sit in or loiter around vehicles during class time.
5. Drivers are responsible for those they transport.

DRUG TESTING

1. Substance abuse testing may be done based on reasonable suspicion, at the discretion of the principal, at request of a parent / legal guardian, or a teacher.
2. A student who tests positive for an illegal substance or a prescription medication that has not been prescribed to the student will be immediately notified by the principal.
3. The student and the principal will then notify the student's parent or guardian, and the student may meet with a counselor for counseling and may take an on-going substance abuse prevention class.

4. A second positive test will result in the student being disciplined immediately with a parent meeting, and a preventative plan written and put in place.

EXTRA-CURRICULAR ACTIVITIES & ELIGIBILITY

Students are encouraged to become involved in extra-curricular activities within the district. To be eligible to participate in these activities, students must meet guidelines set forth by the Idaho High School Activities Association rule 8.8.

1. Students must have received passing grades (credit) in at least four (4) classes from the preceding trimester. Release Time and School Release *do not* count toward this requirement.
2. During the season, the student must maintain a minimum of a 2.0 GPA and *must not be failing* any of his/her classes.
3. Grades will be entered by teachers within 5 days of the due date if they are turned in on time, and coaches will be provided with eligibility lists on a weekly basis.
4. If a student falls below the criteria set forth by the IHSAA and JHS, the student will be “flagged”, and he/she shall be allowed 5 school days to bring up their scores. Failure to do so will make the student academically ineligible until proof that the required academic standard has been obtained.

FERPA - EDUCATIONAL RIGHTS AND PRIVACY ACT REQUIREMENTS

Education records include a range of information about a student that is maintained in schools in any recorded way, such as handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche. Examples are:

- Date and place of birth, parent(s) and/or guardian addresses, and where parents can be contacted in emergencies.
- Grades, test scores, courses taken, academic specializations and activities, and official letters regarding a student's status in school;
- Special education records;
- Disciplinary records;
- Medical and health records that the school creates or collects and maintains;
- Documentation of attendance, schools attended, courses taken, awards conferred, and degrees earned;
- Personal information such as a student's identification code, social security number, picture or other information that would make it easy to identify or locate a student.

Records falling within the definition of “education record” pursuant to the Family Educational Rights and Privacy Act (FERPA) do not fall within the purview of HIPAA requirements. Reports, evaluations, summaries received by a school, including health records, may be shared with individuals with legitimate educational interest and will move with a student if he/she transfers.

PARENT OR STUDENTS HAVE THE RIGHT TO:

1. Inspect and review the student's records;
2. Request to amend the student's education records to ensure they are not inaccurate, misleading, or otherwise in violation of the student's right or privacy;
3. Consent to disclosure of personally identifiable information contained in a student's education records, except to the extent that the Act and its regulation authorize disclosure without consent;
4. File with the U.S. Department of Education a complaint concerning allegations of failures by the agency or institution to comply with the requirements of the Act;
5. Obtain a copy of the policy adopted by the agency or institution regarding how the requirements of the Act are met;
6. Request a due process hearing regarding contents of records; and
7. Be informed of the cost of copies should copies be requested
8. ...whenever a student has attained eighteen years of age or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

FIRST AID AND ILLNESS

Medications, such as aspirin, are not given to students. School personnel can give only emergency first-aid treatment. Students taking medication during school hours must have the proper form filled out and store medications in the office. All medications stored in the office will always be locked up.

No prescription or over the counter medication can be dispensed to the student without completion of the "Medication Request and Release Form." The school cannot provide any medication to students, including over the counter medications.

GIFTED AND TALENTED

The term "gifted and talented" means students who are identified as possessing demonstrated or potential abilities that give evidence of high performing capabilities in intellectual, creative, specific academic or leadership areas, or ability in the performing or visual arts and children of outstanding abilities who are capable of high performance and require services or activities not ordinarily provided by the District in order to fully develop such capabilities. The District provides for special instructional needs of gifted and talented children enrolled in the District. (Board Policy 2430)

GRADES

Jefferson High School uses percentages, letter grades, and a four-point conversion scale to indicate student academic performance. Incomplete grades (I) may be issued to students who have been unable to meet requirements due to extenuating circumstances.

Percentage	Letter Grade	4-point Scale Equivalent
94-100	A	4
90-93.9	A-	3.7
87-89.9	B+	3.4
83-86.9	B	3
80-82.9	B-	2.7
77-79.9	C+	2.4
73-76.9	C	2
70-72.9	C-	1.7
67-69.9	D+	1.4
63-66.9	D	1
60-62.9	D-	.7
Below 60	F	0
Incomplete	I	Incomplete/Not Counted until completion of requirements by deadline

GRADUATION REQUIREMENTS (BOARD POLICY 2700)

Credits

Students shall be expected to earn a total of 46 trimester credits (1 trimester equaling 1/3 year) unless otherwise noted in IEP or 504 plan.

THE STATE CORE OF INSTRUCTION IS 29 SEMESTER CREDITS:

Secondary Language Arts and Communication	9 credits total
English (language study, composition, literature)	8 credits
Speech or Debate	1 credit

<u>Mathematics</u>	<u>6 credits total</u>
Algebra	2 credits
Geometry	2 credits
Secondary Mathematics of the student's choice	2 credits

<u>Science</u>	<u>6 credits total</u>
Non-Lab Science	2 credits
Lab Science	4 credits

<u>Social Studies</u>	<u>5 credits total</u>
Government	2 credits
US History	2 credits
Economics	1 credit

<u>Humanities</u>	<u>2 credits total</u>
(Interdisciplinary humanities, visual and Performing arts, or Foreign language)	
<u>Health/Wellness</u>	<u>1 credit total</u>

SUMMARY OF THE TOTAL CREDITS REQUIRED TO GRADUATE ARE:

State Core Requirements	29 credits
Electives	17 credits
	(16 + Digital Literacy for 2028 Graduates and Beyond)
Total Needed to Graduate	46 Credits

Recommended Class Completion Schedule

The following quad track is a recommended path to graduation once entering Jefferson High School.

9 th Grade	10 th Grade
English 9 A	English 10 A
English 9 B	English 10 B
US History A	World History A (Humanities)
US History B	World History B (Humanities)
Algebra 1 A	Geometry A
Algebra 1 B	Geometry B
Physical Science A	Biology A
Physical Science B	Biology B
3 Electives	Health
	4 Electives
11 th Grade	12 th Grade
English 11 A	English 12 A
English 11 B	English 12 B
Speech	Government A
Economics	~Civics Test
Science Extra A	Government B
Science Extra B	Financial A

Digital Literacy 5 Electives ~Career Mentorship ~SAT Prep ~ ISAT	Algebra II 5 Electives ~Career Mentorship/ Job Shadowing - Future Readiness Project
--	--

College Entrance Examination

A student must take one of the following college entrance or placement examinations before the end of the student's 11th grade year: COMPASS, ACT, SAT or ISAT.

Refer to Board Policy 2700 for exemptions and missed exams.

Future Readiness Project (Senior Project)

A student shall complete a Future Readiness Project as part of the State of Idaho graduation requirements. Each student's mentor will have information to share with students.

Idaho Standards Achievement Tests (ISAT)

In addition to obtaining the necessary credits as outlined above, a student will take the Idaho Student Achievement Test (ISAT) as defined by State Board of Education rules.

Civics Test - All secondary students must successfully pass the civics test or alternate path. "Civics test" as used herein means the 100 questions used by officers of the United States citizenship and immigration services as a basis for selecting the questions posed to applicants for naturalization.

A student may take the civics test, in whole or in part, at any time after enrolling in grade 7 and may repeat the test as often as necessary to pass the test. The District will document on the student's transcript that the student has passed the civics test.

The applicability of this requirement for students who receive special education services will be governed by the student's Individualized Education Plan.

Waiver of Requirements for Graduation – Refer to Board Policy 2700

Graduation requirements generally will not be waived under any circumstances. However, in rare and unique hardship circumstances, the principal may recommend and the Superintendent may approve minor deviation from the graduation requirements. Credit toward graduation requirements may be granted for planned learning experiences from accredited programs, such as summer school, university courses, correspondence courses, and online/virtual courses. Credit for work experience may be offered when the work program is a part of and supervised by the school. All classes attempted at Rigby High School and all acceptable transfer credits shall be recorded on the transcript. All grades earned, including failures and retakes, shall be recorded as such and utilized in the calculation of Grade Point Average (GPA) and class rank. Credit shall be awarded only once regardless of repetition of the course.

Early Graduation

A student who completes all of the graduation requirements set forth by the District and the State Department of Education prior to the completion of twelve trimesters of school attendance in grades 9-12, may petition the Superintendent and Board for early graduation by submitting such petition to the Superintendent, through the building principal, at the beginning of the trimester preceding the desired graduation date. Prior to the petition being submitted to the Superintendent, the building principal and counseling department will need to provide documentation that the student and parents of students under the age of 18 have received educational counseling regarding early-completer dual-enrollment options provided by the State of Idaho for current high schools' students. Building principals and high school counselors need to provide an evaluation letter as part of the early graduation petition. The evaluation letter should include student's aptitude for post-secondary plans, higher education, vocational, or military options. The evaluation letter should also include what career counseling was provided to the student and a recommendation to the Superintendent and Board regarding if the petition should be granted. In addition to the letter,

students and parents of students under the age of 18 will need to sign an assurance that they understand that by graduating early they may no longer be eligible to participate in programs supported by the State of Idaho. The Superintendent shall submit the petition to the Board for endorsement and approval at the end of the trimester preceding the requested graduation date.

The Superintendent is authorized to create any procedures necessary to assist students to achieve early graduation as well create incentives for participation in any early graduation program. Existing programs providing incentives to complete coursework early are described in Policy 2435 Advanced Opportunities.

GUESTS

Guests, including parents, guest presenters and community members who have legitimate business at the school are welcome and asked to obtain a visitor's pass in the office immediately upon entering the building. **Student guests are NOT allowed during the school day in the building or on school property.**

HARVEST EXCEPTION

Students who work in the harvest are allowed ten (10) days of absence. Those absences must be pre-arranged with a harvest form from the office. *Students applying for Harvest Exception must be passing all classes and be on track to graduate on time to be eligible for this exemption.*

HOMELESS/FOSTER CARE STUDENTS (BOARD POLICY 3060)

If a family or student has been displaced from their home, the district has a procedure in place to help mitigate the ill effects of this unfortunate event. Parents or other family members may contact the home liaison, Matt Hancock, at the district office (208-745-6693, ext. 1123), and he will help provide resources. Any information provided by families is strictly confidential.

HOMEWORK (BOARD POLICY 2630)

Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience and can be accomplished independently.

ILLEGAL ACTIVITIES

- 1. Idaho state law prohibits the possession or use of prescription drugs that are **NOT** prescribed to the specific student, illegal drugs, tobacco, weapons, and pornographic materials on school property.
- 2. School personnel will call Jefferson County Sheriff's Department, and citations will be issued by the school resource officer(s).

IMMUNIZATION POLICY (BOARD POLICY 3525)

Any student enrolling, transferring, or returning after withdrawing must show verifiable documentation of immunization at entry or re-entry. Exemption from this law is allowed for medical, personal, or religious reasons. Any student claiming an exemption must have an Idaho Exemption form on file at school. Exemption forms are available from the school secretaries. Students with exemptions may be excluded from school for an extended period in the event of an outbreak of a disease for which the student is not fully vaccinated. **If current immunization records are not provided, your child may not attend school until records are received.**

INSTRUCTIONAL MATERIAL

A student's parent(s)/guardian(s) may, within a reasonable time of the request, inspect any instructional material used as part of their child's educational curriculum. The term "instructional material," for purposes of this policy, means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

INSURANCE FOR STUDENTS – ASSUMPTION OF RISK (BOARD POLICY 3540)

Injuries that occur from accidents during school hours or while participating in school activities are usually covered by family medical plans. The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. Parents/guardians need to be prepared for possible medical expenses that may arise should your child be injured at school. The school district does have basic liability coverage as required by the State of Idaho. Lost, stolen, or damaged equipment or clothing is not covered by district insurance.

INTERNET ACCESS (BOARD POLICIES 3270/3270F)

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The student and his/her parents/guardians should read and discuss the district policies concerning network and internet use: Board Policy 3270/3270F/3270P. **If a parent/guardian does not agree to allow internet use by their student, the student will only have intranet connectivity.**

INTERNSHIP/ WORK RELEASE

Internships help students to explore employment opportunities. Through this opportunity, students can earn credit towards graduation by:

STUDENT EXPECTATIONS:

1. Set up internship/ work study
2. Work 60 hours – must be tracked and turned into the advisor
3. Internship established through the school prior to starting hours
4. Goals and expectations are set with the employer
5. Transportation is provided by student, not School or District
6. Complete final reflective paper using the guidelines
7. Sign and adhere to the contract with employer establishing goals and expectations

EMPLOYER EXPECTATIONS:

1. Employer is not required to hire student after internship, but can offer a position
2. Employer will write a letter of recommendation for the student
3. Internship can be a paid or volunteer agreement
4. Set goals with student using guidelines and contract
5. Maintain communication with the school
6. Be honest with the student as skills are developed

JEFFERSON HIGH SCHOOL EXPECTATIONS:

1. Provide a list of internships in the community
2. School Staff will check in with student to align with E³ goals
3. Establish guidelines and contract
4. Maintain communication with Employer

INVESTIGATIONS

The school administrator or designee will investigate any allegations of misconduct that are reasonably characterized as problematic. The administrator in charge of the investigation will, at a minimum, take the following steps:

1. Obtain a written statement from the complainant regarding the allegations.
2. Obtain a written statement from the accused.
3. Obtain a written statement from witnesses, if any.

LOST AND FOUND

Students are responsible for all personal items brought to school. Jefferson High School does not accept liability for any personal item lost on school property due to theft, fire, water damage or for any other reason. If you have lost an item, check at the main office in lost and found. If an item has been stolen, please contact the office. If you lose or find articles of clothing, purses, wallets, etc. please check in the main office for the location of the lost and found. Items left in the lost and found may be donated to charitable organizations.

It is helpful for all personal items like books, sports equipment, etc. to be clearly labeled in legible ink. Items turned into the office that are plainly marked will be returned promptly to their owner.

LUNCH/BREAKFAST PROGRAM

A well-balanced breakfast and lunch are prepared fresh daily in your school's cafeteria. All meals are nutritionally analyzed, and portions are set according to grade level. Menus and meal prices are available on the district website, www.Jeffersonsd251.org.

Parents/guardians may apply for free/reduced price meals online by visiting the district web page at www.Jeffersonsd251.org. Applications for free/reduced priced meals are also available in your school's office and kitchen. Applications are evaluated according to income and family size. *All students will receive free lunch and breakfast at Jefferson High School.

ONLINE COURSES

Website: rohs.jeffersonsd251.org

Jefferson High School utilized Rigby Online High School for all online courses. You can find the answer to most of your ROHS website.

STUDENTS SHOULD:

- Check your school issued email daily.
- Complete Student Expectations Form before first day of class.

ATTENDANCE:

Attendance will be taken weekly.

ATTENDANCE POLICY:

Attendance is verified weekly based on assignment submission. To be marked Present for the week, all assignments must be submitted on or before their respective due dates. Missing any weekly assignment will result in an Absence for that week. Attendance will be taken on Monday for the previous week's assignments.

LATE WORK:

Each course instructor will outline their specific late work policy within the course. Students are encouraged to review these guidelines carefully and to contact their online teacher directly with any questions or concerns regarding late assignments.

FINAL EXAM:

Each Rigby Online High School course includes a comprehensive, proctored final exam that carries significant weight in the overall course grade—30% of the final grade. To successfully complete the course and earn credit toward graduation, students must complete 70% or more of the course assignments before completing the final exam. • *Final exams must be taken in person at Jefferson High School and must be pre-arranged.* Detailed information regarding final exams will be communicated through the ROHS website, individual course pages, and student email. Students are responsible for being informed and reviewing these details as they become available. • Students are permitted to bring one page of handwritten notes (front and back) to the final exam. Final Exams must be taken and passed before the end of the Block in order to earn credit.

ACADEMIC HONESTY:

In cases of academic dishonesty, including cheating or plagiarism, the student will receive a zero on the affected assignment, quiz, or exam. A conference involving the student, the teacher, and the online principal will be scheduled to review the incident and determine any additional disciplinary actions. Academic dishonesty on course assignments/non-proctored tests:

- 1st Offense – “0” grade, the opportunity for the student to resubmit with a 25% reduction in grade, with notification to parent.
- 2nd Offense – “0” grade, the opportunity for the student to resubmit with a 50% reduction in grade, with notification to parent.
- 3rd offense – “0” grade with no opportunity for the student to resubmit, with notification to parent.

Note: An “offense” is defined as any instance in which a student is found to have engaged in academic dishonesty. If, during a review of student work, previously submitted assignments are also determined to be academically dishonest, those instances will be considered part of the same offense and subject to the corresponding disciplinary consequences outlined in this policy.

PLAGIARISM POLICY:

Plagiarism is the act of presenting someone else’s ideas, words, or work as your own without proper acknowledgment. It is considered a serious form of academic dishonesty and may carry severe consequences, including removal from class. Examples of plagiarism include, but are not limited to:

- Using ideas from another source without citing the original source.
- Copying text directly from a source—even if cited—without using quotation marks.
- Rewording or slightly modifying phrases from a source and presenting them as original work.
- Submitting another student’s work as your own.

Students are expected to uphold academic integrity by properly crediting all sources and submitting original work.

STUDENT ROLES & RESPONSIBILITIES:

Students must communicate often with their online teacher.

- This includes asking specific questions when confused and communicating with the teacher about goals and/or planned absences.
- Students should return communications from the teacher in a timely manner.
- Students should log into their course and check their school issued email account daily (four days per week).
- Students must demonstrate time management and self-organization skills.
- Students should plan on working 7 – 10 hours per week in their online course.

Suggestion: Keep a notebook (online or handwritten) and place important course information such as:

- Course login information
- Teacher contact information
- Unit checklists
- Important due dates
- Course Notes

Students should be aware that ROHS teachers may not be available “on demand” and understand teacher response time may take up to 24 hours as most ROHS teachers teach face-to-face classes each day.

COURSE REGISTRATION/WITHDRAWAL:

Students may not register for a Rigby Online High School course once the Block has started. If a student withdraws from a course after 10-day period, a “withdraw fail” will be recorded on the student’s transcript.

COURSE EXTENSIONS:

Course extensions may be provided on a case by case bases.

FUTURE ROHS COURSE ENROLLMENT:

Students who do not successfully pass one Rigby Online High School course may enroll in another ROHS course during the following trimester. The subsequent course must be completed at Jefferson High School under the supervision of our E-Center paraprofessional, with mandatory daily attendance and consistent progress toward course completion. Upon successful completion of that course, students may enroll in future ROHS courses without the requirement to attend the in person.

COURSE RETAKES:

Students who fail a Rigby Online High School courses that is required for graduation will need to pay a fee of \$90.00 to retake the course as credit recovery.

MEDIA RELEASE (BOARD POLICY 3570)

The school or school district periodically uses images and names of students in various media (printed, photographic, or video) to promote school activities or programs.

MEDICATION AT SCHOOL (BOARD POLICIES 3510 AND 3300)

Students who need to take prescriptions or other medication during the school day must bring it to the office in a properly labeled prescription bottle or original container. **A medication consent form must be completed** by the parent and on file with the school for any medication to be given. Students who fail to adhere to this procedure are in violation of district drug policy. Homeopathic, herbal, and/or nutritional supplements will not be dispensed at school unless a prescription is provided to the school from a licensed professional with legal prescriptive authority. Schools have the right, at any time, to refuse to administer any medication or supplement that does not meet standards of safe administration.

If a student may require **emergency medication** for potential life-threatening conditions, parents must provide the medication to schools. Emergency medications may be kept in the office and/or carried by a student for self-administration. Students who need to carry emergency medication for asthma or severe allergies may do so according to district policy and procedures. When a medication's dosing changes or new medications are prescribed, a new medication consent form must be completed before the medication can be dispensed at school. Please contact your school for a copy of the form. Any abuse of medication policies and/or school policies/procedures may lead to an investigation based on the alcohol, tobacco, and drug policy.

MENTORSHIP

Mentorships meet a student where they are and move the student to where they want to be with an advocate they can count on. Mentors are assigned when a student enters JHS and will continue to graduation. A student can meet with administration to change their mentor in extenuating circumstances and after problem solving has occurred with the current mentor.

- 1. Academic Binders are created and tracked with the mentor. Sections in this binder include:
 - a. Academic: Reference sheets and rubrics
 - b. Behavior: IRs and Good Deeds
 - c. Executive Functioning: List, goals, and calendar of class progression
 - d. Graduation: Transcript, credit count, and E³ goals
 - e. Core Class: Notes and syllabus
- 2. Tuesday/Thursday mentor meetings are dedicated to setting goals and meeting individual student needs.
- 3. 0.25 credit can be earned through attending the mentor meetings and participating in Community Time within a Block. Students must be present and an active participant during 60% of the Block to earn the 0.25 credit.

MIGRANT PROGRAMS (BOARD POLICIES 2390)

Migrant education and English second language programs are available for students who may need additional help in math and/or reading. These are federal programs with very specific qualifications. Children that may qualify for this type of help will receive services at the request of the parent (parents must be notified if their child qualifies prior to services beginning). Call the school for more information concerning migrant services if your family has moved in the last six months due to agricultural work.

NOTICE OF NON-DISCRIMINATION

Jefferson County School District #251 does not discriminate based on age, race, color, creed, religion, ancestry, national origin, sex, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries

concerning Title VI, Title IX, and Section 504 may be referred to Superintendent; JSD #251 3850 East 300 North, Rigby, ID 83442 or telephone (208) 745-6693; or the Idaho Department of Education PO Box 83720 Boise, ID 83720-0027.

NOTICE OF NONDISCRIMINATION STATEMENT 504 AND IDEA

Under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, the Jefferson Joint School District #251 is prohibited from discriminating against students based on a disability. The District provides a free and appropriate public education to each student within its jurisdiction regardless of the nature or severity of the disability. The school district ensures that students who need or are believed to need special education or related services will be identified, evaluated, and provided with appropriate educational services.

Section 504 also stipulates that students with disabilities have the right to participate in school-sponsored extracurricular programs and activities to the maximum extent appropriate to their needs. Under Section 504 and IDEA, students with disabilities have the right to be placed in the least restrictive educational environment. To the maximum extent appropriate for the needs of the student, Jefferson Joint School District #251 will educate students with disabilities within their regular school program. Students with disabilities and their parents have a number of rights and protections. Questions or requests for assistance or information about services for students with diagnosed or suspected disabilities should be directed to the student's school principal or Julian Duffey, District Student Services Director, at 208-745-6693, 3850 East 300 North, Jefferson Idaho, 83442.

PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION, AND PLACEMENT OF STUDENTS WITH DISABILITIES

The following is a description of the rights granted by federal law to students with handicaps. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

PARENTS HAVE THE RIGHT TO:

1. Have your child take part in and receive benefits from public education programs without discrimination based on a disability.
2. Have the District advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with nondisabled students to the maximum extent appropriate. It also includes the right to have the District make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided students without disabilities.
6. Have your child receive special education and related services if he or she is found to be eligible under the Individuals with Disabilities Education Act (IDEA), or to receive reasonable accommodations under Section 504 of the Rehabilitation Act.
7. Have eligibility and educational placement decisions made based upon a variety of information sources, and by individuals who know the student, the evaluation data, and placement options.
8. Have transportation provided to a school placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the District.
9. Give your child an equal opportunity to participate in nonacademic and extracurricular activities offered by the District through the provision of reasonable accommodations.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
12. Receive a response from the District to reasonable requests for explanations and interpretations of your child's records.

13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the District refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
14. Request an impartial due process hearing related to decisions regarding your child's identification, evaluation, and educational placement. You and your child may take part in the hearing and have an attorney represent you at your own cost.

File a complaint with the District when you believe your child's rights have been violated.

PARENT/TEACHER CONFERENCES OR PARENT REQUESTED MEETINGS (BOARD POLICY 2625)

Parent/Teacher conferences are usually scheduled in the middle of the trimester. However, if you wish to talk with the teacher at any time, please send a note or call to request an appointment. Please schedule these appointments in advance, as it is impossible for a teacher to confer with a parent during class time.

PROGRESS REPORTS – REPORT CARDS (BOARD POLICY 2620)

Grade reports will be electronically available to all students at the end of each block. Grade reports will not be mailed. It is the responsibility of the student to share progress reports with the parent/guardian. If the parents desire a conference, it will be scheduled upon request through the classroom teacher. Parents may also track the progress of their student at any time using the PowerSchool Parent Portal.

RELEASE OF STUDENTS DURING THE DAY (BOARD POLICIES 3550/3550, 3050)

For your child's safety, parents/guardians are required to sign a student out at the office when removing them from school. Students will remain in the classroom until parents arrive to maximize instructional time. When anyone other than a parent/guardian is picking up a child, they **MUST** have a note from a parent/guardian. A parent may also call the office and authorize the person listed as an emergency contact to pick up their student. **Picture ID may be required for anyone picking up a child.**

REPEATING OR RETAKING CLASSES

Students may repeat or retake classes.

Repeat

1. Students may repeat a class for additional credit and an additional grade.
 — This is typically an elective credit and includes classes such as CTE classes.

Retake

1. STUDENTS MAY RETAKE A CLASS FOR TWO REASONS:

- a. Earn Additional Credit – a student may retake a class for an additional credit and grade. The original credit will become an elective credit.
- b. Replace Existing Credit– a student may retake a class and replace the original credit and original grade.
2. The student must have earned lower than an 80% on the original class.
3. The student will receive the higher of the two grades for the core credit.
4. The student needs to retake the class with the same class at Jefferson High School or a comparable class through another Jefferson 251 program or accredited source such as IDLA or BYU Independent study.
 - a. If taken at Jefferson High School, mentor teacher must provide permission.
 - b. The class may be denied due to seat availability. Other options will be offered.
5. If Fast Forward/ Advanced Opportunities provided the funding, then the grade and credit can only be replaced if
 - a. the second class is paid for by the student and
 - b. the second class is taken from the same accredited institution.

Formatted: Normal, Indent: Left: 0"

SCHOOL CLOSURE (BOARD POLICY 2210/2210P1/2210P2)

Should incremental weather or emergency situations occur which would result in the closing of schools, the information will be announced by the School Messenger System, local radio, TV stations, and via the district webpage.

SEARCHES AND SEIZURE (BOARD POLICY 3370/3370P)

The following rules shall apply to any searches and the seizure of any property by school personnel:

1. The Superintendent, principal, and the authorized assistants of either shall be authorized to conduct any searches or to seize property on or near school premises, as further provided in this procedure.
2. If the authorized administrator has reasonable suspicion to believe that any locker, car or other container of any kind on school premises contains any item or substance which constitutes an imminent danger to the health and safety of any person or to the property of any person or the District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.
3. The authorized administrator may perform random searches of any locker, car or container of any kind on school premises without notice or consent.
4. If the authorized administrator has any reasonable suspicion to believe that any student has any item or substance in his/her possession, which constitutes an imminent danger to the property of any person or the District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.
5. No student shall hinder, obstruct, or prevent any search authorized by this procedure.
6. Whenever circumstances allow, any search or seizure authorized in this procedure shall be conducted in the presence of at least one (1) adult witness, and a written record of the time, date and results shall be made by the administrator. A copy shall be forwarded to the Superintendent as soon as possible.
7. In any instance where an item or substance is found which would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.
8. In any situation where the administrator is in doubt as to the propriety of proceeding with any search or seizure, the administrator is authorized to report to and comply with the directions of any public law enforcement agency.

SENIOR CREDIT REQUIREMENTS

Any senior that does not earn the required amount of credits to graduate, will **NOT** be allowed to participate/walk at commencement but will be allowed to sign up for summer school to earn the required credits and graduate at the end of Summer School.

SPECIAL EDUCATION/504 (BOARD POLICIES 2400, 2410/2410P, 3280)

It is the intent of the District to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act (IDEA) and Section 504 are identified, evaluated, and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under IDEA or Section 504, the District has established and implemented a system of procedural safeguards. The safeguards cover students' identification, evaluation, and educational placement.

STUDENT RECORDS (BOARD POLICY 3570/3570P)

Upon request, student records are available for examination by parents/guardians and students over 18 years of age. Refer to FERPA.

SUBSTITUTE TEACHERS

We are fortunate to have guest teachers as substitutes when our regular teachers are absent. A guest teacher always deserves the highest courtesy and cooperation from students. Students will receive an automatic office referral to an administrator for any misbehavior.

SURVEILLANCE CAMERAS (BOARD POLICY 3560)

Jefferson High School has surveillance video cameras on campus and many district school buses. Please be advised that surveillance cameras are in operation inside and outside of school facilities, as well as on district school buses.

TEACHER QUALIFICATIONS

Federal law requires that each school district receiving Title I funds notify parents of each student attending any school receiving these funds that information regarding the professional qualifications of their child’s classroom teacher(s) may be requested.

As a parent of a student attending a school receiving federal program funds, you have the right to know:

- Is my child’s teacher licensed to teach the grades and subject(s) assigned?
- Is my child’s teacher teaching with a provisional license, meaning the state has waived requirements for my child’s teacher?
- What is the college major of my child’s teacher?
- What degree or degrees does my child’s teacher hold?

TEXTBOOKS/COMPUTERS

Students are responsible for the care of all school issued property to them. Textbooks should be covered to protect them from damage. When books are issued, students should notify their teacher of previous book damage. If there is unreported damage, the student may be held accountable. Fines for books or property not returned or damaged will be charged based on the district’s replacement cost. So, keep track of your stuff!

TITLE I (BOARD POLICY 2420/2420P)

The District endorses the parent involvement goals of Title I and encourages the regular participation of parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy, the word “parent” also includes guardians and other family members involved in supervising the child’s schooling.

Pursuant to federal law the District will develop jointly with, agree upon with, and distribute to parents of children participating in the Title I program a written parent involvement policy. The notice shall include information about complaint procedures regarding Title I parental participation programs and shall inform parents of their right to request information about the professional qualifications of both the teachers and the paraprofessionals who teach and work with their children. To the extent practicable, each parent should receive the policy in a language they can understand.

The Board directs the Superintendent to develop a plan to provide support for schools in planning and implementing parent involvement activities. The Superintendent is also directed to coordinate and integrate other parental involvement strategies related to programs such as Head Start, Reading First, Early Reading First, Even Start Family Literacy Programs, Home Instruction Programs for Preschool Youngsters, Parents as Teachers, and public preschools. At the required annual meeting of Title I parents, parents will have opportunities to participate in the design, development, operation, and evaluation of the parental involvement program for the next school year. Proposed activities to address the requirements of parental-involvement goals shall be presented.

If the school-wide program developed is not satisfactory to the parents of participating children, any parent comments on the plan shall be submitted to the District when the school makes the plan available to the local educational agency.

In addition to the required annual meeting, at least three additional meetings shall be held at various times of the day and/or evening for parents of children participating in the Title I program. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, the proficiency levels students are expected to meet, and how the school will provide individual student

academic assessment results;

3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the District level.
5. The opportunity for parents to evaluate involvement activities and to identify barriers to greater participation. This input shall be used to inform strategies for effective parental involvement, and to revise policy, as necessary.

Parents with disabilities shall be provided with an opportunity to request the auxiliary aids and services of their choice. Such support shall be provided by the school unless it demonstrates that another effective means of communication exists, or that use of the means chosen by the parent would result in a fundamental alteration in the service, program, or activity or in an undue financial and administrative burden. Outreach efforts shall include outreach to parents of limited English proficient students to inform them of how the parents can be involved in the education of their children, and be active participants in assisting their children to attain English proficiency, achieve at high levels in core academic subjects, and meet the challenging State academic achievement standards and State academic content standards expected of all students. Title I funding, if sufficient, may be used to facilitate parent attendance at meetings, through payment of transportation and childcare costs.

The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided.

Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their child's progress. Parents will also receive guidance as to how they can assist at home in the education of their children. Each school in the District receiving Title I funds shall develop jointly with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff, and students share the responsibility for improved student academic achievement in meeting State standards. The "School-Parent Compact" shall:

1. Describe students' responsibility for academic improvement.
2. Indicate the ways in which each parent will be responsible for supporting their child's learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time;
3. Describe the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment enabling children in the title 1 program to meet the State's academic achievement standards.
4. Address the importance of parent-teacher communication on an ongoing basis with (at a minimum) parent-teacher conferences and at the end of each grading period, frequent reports to parents, and reasonable access to staff.

If you would like to make such as request, please contact your child's school.

Thank you for your interest and involvement in your child's education.

A School-Parent Compact has been developed through collaboration with parents, teachers, and administration. This compact is reviewed annually for the next school year. The compact outlines the responsibilities of Teachers, Parents, and Students. Signatures are required each year and a copy of the Compact to return to your school can be found in at the end of the handbook.

VERBAL OR WRITTEN THREATS (BOARD POLICY 3330)

Idaho Code 18-3302I states any person, including a student, who willfully threatens on school grounds by word or act to use a firearm or other deadly or dangerous weapon to do violence to any other person on school grounds is guilty of a misdemeanor. School personnel will investigate threats. Students who threaten physical danger to another may be required to take a Threat/Risk Assessment and will be disciplined, up to and including expulsion.

WELLNESS (BOARD POLICY 8200)

It is the goal of the Jefferson School District to strive to make a significant contribution to the general well-being, mental and physical capacity, and learning the ability of each student and afford them the opportunity to fully participate in the education process. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices.

ZERO TOLERANCE OFFENSES (BOARD POLICY 3361)

It is the policy of the Board of Trustees of School District # 251 that any student who has a firearm or explosives in their possession (either on their person, in their purse, handbag, backpack, gym bag, any other container, in their locker or vehicle on school property) will be immediately suspended from school. The administration of the building where the offense occurred will hold a Due Process hearing within five days of the incident and make a written recommendation for expulsion to the Board of Trustees, if appropriate. If petitioned for expulsion, the Board will hold such hearing at its next regularly scheduled meeting, or at a special meeting, if the Board deems necessary.

In addition, any student who uses other deadly or dangerous weapons as defined in federal law Section 930 of Title 18 of the United States Code shall be subject to the same procedures and penalties described in the above paragraph. The definition of weapon includes, but is not limited to dirk knife, bowie knife, dagger, metal knuckles, or any other object capable of being used as a weapon.

Any student expelled under this section may not apply for re-admission for twelve months from the date of expulsion. If re-admission is granted after proper application, it will not occur until the start of the next grading term following approval of re-admission.

TITLE I SCHOOL COMPACT

A Title I school is a public school that receives extra federal funding to help students from low-income families succeed academically. The goal is to give every child a fair chance at a high-quality education by providing additional support such as tutoring, intervention programs, or extra classroom resources. Jefferson High School uses these extra funds to support students within the classroom and during designated intervention time in addition to purchasing supplies for students to use and to support family engagement efforts.

Student success is supported by a whole team approach where the student, parents, and school team work together to support the student's success. Jefferson High School has developed a comprehensive Student Handbook to assist in supporting students in reaching their ultimate goal of earning a High School Diploma. The Student Handbook can be found on the school's website or provided by request. In addition to following the policies, procedures, and practices included in the Student Handbook the following are items that will all contribute to the students' success at Jefferson High School.

Student Agreement

In order to do my utmost to succeed in school, I agree to:

1. Be on time to school.
2. Have all my supplies ready to use each day.
3. Have my schoolwork finished.
4. Obey all school rules.
5. Show respect for myself, my school, and other people.
6. Accept responsibility for my own behavior.
7. Participate in class activities and learning.

Student signature

Date

Parent/Guardian Agreement

In order to support my child's success in school, I will help him/her by doing the following:

1. Make every attempt to have my child arrive on time and attend school regularly.
2. Support the school discipline policy.
3. Set aside time and place for homework and review my child's work with him/her.
4. Communicate with teachers regularly.
5. Send my child to school ready to learn by providing:
 - consistent and age-appropriate bedtime
 - nutritious breakfast
 - appropriate clothing for weather conditions
 - necessary school supplies

Parent signature

Date

Teacher Agreement

As a professional educator, I believe all students need an environment that is conducive to learning. In order to provide this environment, I will:

1. Be prepared to teach, listen, and help each student grow to his or her fullest potential.
2. Provide meaningful and appropriate lessons correlated with the Idaho State Standards.
3. Enforce school and classroom rules fairly and consistently.
4. Maintain open lines of communication with students and their parents.
5. Provide frequent reports to parents on students' academic progress and assessment.

Teacher signature

Date

Teacher signature

Date

PARENT/STUDENT SIGNATURE PAGE

DEAR STUDENTS AND PARENT(S)/GUARDIAN(S):

This handbook has been created to serve as a guide for both students and parents. It aims to provide answers to frequently asked questions that may arise during the course of the school year. Our objective is to foster a positive educational environment that promotes learning, while enforcing rules that are firm, fair, and applied equally to all students.

Please take the time to read through this handbook carefully and familiarize yourself with its contents. We kindly request that to provide feedback or if you have any questions or concerns about the information contained herein that you complete the form below. By not returning the form, it will be assumed that you fully understand and agree to all policies and procedures outlined in this handbook.

Signature of Parent/Guardian

Date

Signature of Student

Date

Print Name of Student

Grade of Student

