THOMAS JEFFERSON HIGH SCHOOL

STUDENT HANDBOOK

2016 - 2017

4001 W. 102nd Street
Bloomington, MN 55437
952-806-7600

Les Fujitake
Superintendent of Schools

Eric Melbye
Assistant Superintendent

JEFFERSON ADMINISTRATION

Jaysen Anderson
Principal

Justin Hall
Assistant Principal

Carrie Jarvis
Assistant Principal

Dave Mousel
Administrative Dean

Chad Nyberg
Activities Director

Bloomington Public Schools ISD 271 is an Affirmative Action/Equal Opportunity Educator and Employer. Persons with disabilities may be provided accommodations upon request. Contact appropriate staff members at 952-806-7600.

The Student Handbook is edited and published by the Jefferson High School Administration. Word processing by Heather Murray.
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THE JHS MISSION
The Jefferson High School Community will develop and nurture responsible leaders and enlightened citizens who challenge themselves to create the present and enrich the future.

OUR VISION
As the namesake of Thomas Jefferson, who stood for courage, effort and excellence, Jefferson High School strives...

To build caring relationships
To encourage and facilitate open communication
To assume our responsibility of contributing to the larger community and to discover the inherent joy of giving
To be a scholarly community whose environment fosters creativity, inquiry and respect among staff, students and families.

School Colors
Columbia Blue, Silver, White

School Mascot
Jaguar

School Song
(The tune is from the Michigan Victors)

Hail to the Mighty Jaguars!
Hail to our conquering heroes.
Hail, hail to Jefferson
Above all the rest.
Fight! Fight! Fight!
Hail to the mighty Jaguars!
Hail to the Blue and Silver
Fight, fight for Jefferson,
The champions and the best.

J-E-F-F-E-R-S-O-N FIGHT, GO—FIGHT, GO, WIN, TEAM!
Daily Schedules

Monday, Tuesday and Friday
(And, Every Day of Short Weeks)

- **EARLY BIRD** 6:50 – 7:43
- **PERIOD 1** 7:50 – 8:47
- **PERIOD 2** 8:53 – 9:51
  Announcements 8:53 – 8:54
- **PERIOD 3** 9:57 – 10:54
- **PERIOD 4** 11:00 – 12:30
  - Lunch 1 11:00 – 11:30
  - Lunch 2 11:30 – 12:00
  - Lunch 3 12:00 – 12:30
- **PERIOD 5** 12:36 – 1:33
- **PERIOD 6** 1:39 – 2:37
  Announcements 1:39 – 1:40

Wednesday and Thursday
(During Block Weeks Only)

- **EARLY BIRD** 6:50 – 7:43
- **PERIOD 1 / 2** 7:50 – 9:26
  Announcements 7:50 – 7:51
- **ADVISORY & ACADEMIC SEMINAR** 9:33 – 10:18
- **PERIOD 3 / 4** 10:24 – 12:30
  - Lunch 1 11:00 – 11:30
  - Lunch 2 11:30 – 12:00
  - Lunch 3 12:00 – 12:30
- **PERIOD 5 / 6** 12:37 – 2:14
  Announcements 12:37 – 12:38

Contact Information

General Phone Numbers

Principal Jaysen Anderson 952 - 806 - 7650
Jefferson Switchboard 952 - 806 - 7600
Attendance 952 - 806 - 7602
Counseling 952 - 806 - 7625
Activities Office 952 - 806 - 7627
Food Service 952 - 806 - 7604
Education Services Center (District Offices) 952 - 681 - 6400
Police Liaison 952 - 806 - 7617
Transportation 952 - 681 - 6300

Administrative Team
(Assigned by student’s last name)

A - H Mr. Dave Mousel, Dean 952 - 806 - 7620
I - M Mr. Justin Hall, Assistant Principal 952 - 806 - 7640
N - Z Ms. Carrie Jarvis, Assistant Principal 952 - 806 - 7630

Counselors
(Assigned by student’s last name)

A - FL Ms. Ashleigh Miller 952 - 806 - 7622
FO - LAN Ms. Karen Erickson 952 - 806 - 7623
LAO - ROD Ms. Christy Everett 952 - 806 - 7624
ROE - Z Ms. Catherine Cretzmeyer 952 - 806 - 7619
Chemical Health Ms. Kristin Wetzel 952 - 806 - 7618
Academics

Academic Letters
Jefferson High School recognizes and honors students who excel academically by awarding an Academic Letter, annually, after the posting of 2nd Trimester grades, to those who meet the following criteria:

1. Students must be a Sophomore, Junior or Senior.
2. Students must have a cumulative GPA of 3.5 or above.

Academic letters will be presented at the Spring Awards Program in late May.

When students meet the criteria for an academic letter, they will receive a certificate, a letter, a pin, and the numerals for their graduation year. For each successive year in which the criteria have been met, students will receive a certificate and a bar. If students letter in multiple programs, they will receive a physical letter for the first letter earned and will receive a certificate and a pin for each subsequent letter earned.

Class Rank
Bloomington Public Schools do not track class rank. Instead, student placement is determined by decile. The Decile Chart provides approximate class rank information for scholarship purposes and continues to reflect the achievement of those who are at the top of their class. The Decile Chart can be found in The Academics Tab of Jefferson's website.

Course Fees
Jefferson no longer charges course fees. However, certain student field trips, projects and/or coursework in Art, Technology Education, Science, Physical Education, and/or FACS incur additional costs that are beyond the scope of what would be provided by the school. Therefore, if students/families wish to donate funds to the respective departments, those donations would be welcome and appreciated.

Final Exams
Students will generally take final exams over the last two days of each trimester. Finals for Periods 1, 3, and 5 will be on the first day of finals. Exams for Periods 2, 4, and 6 will occur on the second day of finals.

While students may have the option for a “retake” on summative assessments throughout the trimester, there are no “retakes” on finals.

On the days of final exams, sophomores, juniors, and seniors may leave the building for lunch. However, freshmen must remain in the building.

Final exams cannot be taken earlier than the scheduled final exam dates for each trimester. If family plans are such that a student will not be available for some part of, or all of, the final exams, those finals cannot be taken early. Students must wait to sit for the exams upon return to school, or later during the summer, if that is the circumstance. If students find themselves in this situation, they must make sure to communicate with their teachers prior to finals. For students to be eligible to make-up a final exam, their absence must be an “excused absence”. “Unexcused absences” during a final assessment will result in a “zero” being assigned for that assessment.

In addition, students cannot leave the classroom/school early if they complete a final exam before the end of the class period. Some students have fallen into the habit of finishing a final before the end of the class period and calling/texting their parents to be called out in order to leave school early. To do so is disruptive to the testing environment.

Remember, students are not to be using cell phones or other electronic devices during class. Doing so violates school rules against cell phone use. If students have a cell phone or other electronic device out during a test, without teacher permission, it is considered an act of cheating and consequences would result as outlined in the Consequences for Cheating section.

During finals, students who are assigned as Teacher Assistants are to report to their assigned teachers/staff members during that class period. If the teacher/staff member has nothing for them to do for that period, the Teacher Assistants can prepare for their next final or read. Students should be present for Study Hall. However, if a parent decides to have their child stay home, the parent must call him/her out through the Attendance Office. If students show up for Study Hall on Finals Days, they are to stay in Study Hall for the entire period.

GPA
When report cards are distributed, a student’s cumulative GPA is always shown on that report card. Information on report cards is cumulative and represents performance up to and including the trimester that the report card represents.

At the time of report card distribution, all grade information for students involved in the PSEO, Vo-Tech, and Mentorship programs may not have been received by the school. Consequently, when that information arrives, and Incomplete Grades have been updated, a recalculation of student grades may need to occur. When this recalculation is completed, it may impact student GPAs and decile placement.

Grading Philosophy
Grades should reflect what a student knows and what a student can do. While homework completion, attendance, and behavior are important there is an increasing belief that these elements should be reported out separately. Over the years, students have earned extra credit to help prop up a grade if they were struggling in a class or even if it might help a student go from an “B-” to an “B.” The extra credit may have had nothing to do with the class (brining Kleenex, wearing a tie, cleaning up the classroom, etc.) or somewhat related to the class but not have anything to do with the learning outcomes/objectives of the class (reading a book and writing a book report, etc.) Consequently, extra credit will no longer be available to students.
Student work - and grading - will occur in two different categories: **Formative and Summative**.

The **Formative** category (no more than 20% of the grade) deals with the practice and the drill work students do as they are going through the learning process. This is the time the teacher introduces new material, conducts lessons, monitors learning, and adjusts instruction as needed based upon the results of Formative Assessments the teacher has given the students. A good analogy is to think of the Formative category as the practice/rehearsal leading up to the game/performance at the end of the week.

The **Summative** category (no less than 80% of the grade) deals with the major assessments that the students perform that will demonstrate what they know and what they can do. This would include chapter and unit tests, major essays, presentations, projects, etc. A good analogy is to think of the Summative category as the game/performance at the end of the week after all the drill work, practice, rehearsal, instruction, and re-teaching have taken place.

Students will have **summative assessment retake** opportunities available in order to better demonstrate their level of proficiency in a particular area of study. Depending upon the teacher, the opportunity to retake a summative assessment may occur only once per trimester. **There is no expectation that a teacher must allow more than one summative retake opportunity per student, per class, during any given trimester.** Prior to a “retake”, a student will complete remediation work as assigned by teacher. The assessment tool used on the “retake” may be a different assessment than the original.

**Grade Weighting**
Advanced Placement (AP) courses, Project Lead The Way (PLTW) courses, and Dimensions Academy High School (DAHS) courses will receive weighted grades. Honors courses and PSEO courses **DO NOT** receive weighted grades.

Weighted grades are determined by adding the value of .8 to each grade point. .8 is 20% of the top grade (A) available (4.0 x 20% = .8). See chart below.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
<th>Weighted Points</th>
<th>Grade with Weighted Points</th>
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</thead>
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<td>A</td>
<td>4.000</td>
<td>0.8</td>
<td>4.800</td>
</tr>
<tr>
<td>A-</td>
<td>3.667</td>
<td>0.8</td>
<td>4.467</td>
</tr>
<tr>
<td>B+</td>
<td>3.333</td>
<td>0.8</td>
<td>4.133</td>
</tr>
<tr>
<td>B</td>
<td>3.000</td>
<td>0.8</td>
<td>3.800</td>
</tr>
<tr>
<td>B-</td>
<td>2.667</td>
<td>0.8</td>
<td>3.467</td>
</tr>
<tr>
<td>C+</td>
<td>2.333</td>
<td>0.8</td>
<td>3.133</td>
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<tr>
<td>C</td>
<td>2.000</td>
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<td>2.800</td>
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<tr>
<td>C-</td>
<td>1.667</td>
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<tr>
<td>D+</td>
<td>1.333</td>
<td>0.8</td>
<td>2.133</td>
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<tr>
<td>D</td>
<td>1.000</td>
<td>0.8</td>
<td>1.800</td>
</tr>
<tr>
<td>D-</td>
<td>0.667</td>
<td>0.8</td>
<td>1.467</td>
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<tr>
<td>F</td>
<td>0.000</td>
<td>0.0</td>
<td>0.000</td>
</tr>
</tbody>
</table>

**Graduation Requirements**
The following courses and standardized assessments are required in order to earn a diploma from Bloomington Public Schools.

**Language Art**
- English 9: 3 Credits
- English 10: 3 Credits
- English 11: 3 Credits
- English 12: 3 Credits

**Social Studies**
- Social Studies 9: 3 Credits
- World History (Grade 10): 3 Credits
- U.S. History (Grade 11): 3 Credits
- Economics (Grade 12): 1 Credit
- Government (Grade 12): 1 Credit

**Math**
- Intermediate Algebra: 3 Credits
- Geometry: 3 Credits
- Algebra II: 3 Credits

**Science**
- Physical Science: 3 Credits
- Biology: 3 Credits
- Chemistry or Physics: 3 Credits

**STEM**
- Students must take one class in Science, Math, Engineering, or Technology above and beyond what is required for graduation.

**Physical Education**
- Physical Education 9: 1 Credit
- Physical Education 10: 1 Credit

**Health**
- Health (Grade 10): 1 Credit

**Fine Arts**
- Students must take courses in the Visual Arts, Music, Theater, Dance, or Media Arts.

**Electives**
- Courses needed above and beyond the specific courses required for graduation.

**Total Credits Required to Graduate**: 65 Credits
Note: Students need 65 credits out of a possible 72 credits in order to graduate. Students may “walk” at graduation with 62 credits.

**Standardized Assessments Required for Graduation**
- MCA Reading Exam
- MCA Math Exam
- MCA Science Exam
- ACT College Entrance Exam

**Homework Guidelines and Recommendations**
A recommended length of time for a student to be engaged in homework, on average, is 60 to 90 minutes per night. This time recommendation is likely to expand for students engaged in a highly rigorous academic program.

Remember that homework is the Formative work you are doing to prepare for the Summative assessments. If students don’t pay attention to homework, it will hurt opportunities to do well on Summative assessments. Teachers will have different due dates for homework. Pay attention to these dates! Teachers will not slow the class down because students choose to not complete homework by the due dates.

Students should be sure to do the following regarding homework:
1. Take responsibility for completing assignments and submitting them on time;
2. In addition to communicating with teachers, make sure to use the HUB (to determine what work is coming due) and Infinite Campus (to determine how well you performed on that work);
3. Seek resources for successful completion of homework;
4. Set up a quiet and organized place at home for doing your homework; and
5. Ask your parents for help, if you need it, but you should not expect that your parents will do your homework for you.

**Incompletes**
Students who earn a mark of “I” (Incomplete) for the trimester are responsible for initiating a conference with the teacher to determine the work required as well as a new due date in order for the “Incomplete” to be removed from the permanent record. Students have 15 school days from the end of the trimester to complete the work. If the work is not completed, the student's grade for the trimester will be determined upon the work submitted up to that point. A failing grade could result.

**Independent Studies**
Independent Studies may be pursued if the application is completed, and submitted, to Assistant Principal, Mr. Hall, prior to the start of the Trimester.

**Pass/No Credit**
For one elective class per trimester, with the approval of the classroom teacher, a student may choose to be graded on a Pass (P)/No Credit (NC) basis rather than on the traditional method. The Request Form must be completed and submitted to the Counseling Office by the end of the 4th week of the trimester. To earn a “Pass” a student must earn an a grade of “C-” in the course. Otherwise, a “No Credit” will be assigned to the transcript. No matter if the student earns a “P” or “NC” for the course, the student’s GPA is not affected.

**Plagiarism**

**Definition of Plagiarism**
Plagiarism is using another person’s ideas without crediting that person. Whenever one consults a source to get information on an assignment, and when ideas that appear in that source show up in a paper, those ideas must be credited to that source. Paraphrasing is changing the wording of another person so that a direct quotation of the material is not needed. Students sometimes feel that when they paraphrase, that paraphrase then becomes their - the student’s - “original” material. That is not true and paraphrased material must also be cited appropriately.

Citing sources is the method of giving credit to the source of an idea. There are many different ways of doing this, and teachers will instruct classes how to cite sources for specific papers. In academic and research writing, most of the information presented will be cited. Copying or paraphrasing another student’s work or material from any other source without citing it is plagiarism and is cheating. See also Definition of Cheating.

**Progress Reports**
At the midway point of each trimester, students earning a C- or below, will receive a progress report from their teacher.

**Repeating a Course**
Under certain circumstances, students may repeat courses for which they have already earned credit. Repeating courses will help students acquire the basic skills and knowledge necessary to prepare them for subsequent classes. The following criteria apply for students wishing to repeat courses:
1. Any course is eligible to be repeated.
2. A student’s grade in the repeated course will always replace the original grade.
3. Students will not receive an additional credit for a repeated course.
4. Students must retake the course within one calendar year.
5. Students must have the approval of the teacher from whom they originally took the course they wish to repeat, and,
6. Students must complete a formal petition (located in the Counseling Office) which must be approved before the student may repeat a course.

**Report Cards**
Report cards are prepared and issued at the end of each trimester. The first and second trimester report cards are given to the student during the school day approximately two weeks after the end of the trimester. Third trimester report cards are mailed to homes approximately two weeks after the trimester.

952 - 806 - 7600   www.jhs.bloomington.k12.mn.us
Schedule Change Requests & Schedule Corrections
Schedules are completed for the year. Schedule adjustments will not be made except for the following reasons:

1. Credit for a scheduled course was earned during summer school;
2. Students do not have the prerequisite for a scheduled course;
3. The course is at inappropriate academic level for the student; or
4. An error was made by the scheduling office during the scheduling process;

Schedule adjustment requests, other than those stated above, may only be arranged during the first two days of the trimester and on a space availability basis. All schedule changes must be approved by the student's guidance counselor before a student is allowed to adjust his/her schedule. Students wishing to drop a non-required course, to add a study hall or Teacher Assistant assignment, must do so within the first twenty school days of the trimester. If a class is dropped during the first twenty (20) days of a trimester, the change will be classified as a withdrawal and no grade (mark) will be assigned. Following the twentieth day, students may be dropped from a class only at the discretion of the student's administrator and counselor. A grade of “F” will be assigned in such circumstances.

At the discretion of the principal, a student may be removed from any class due to extenuating circumstances.

The following letter marks are used to indicate scholastic achievement:

A = Superior
B = Very Good
C = Average
D = Below Average
F = Unsatisfactory (No credit is earned toward graduation). An F lowers the GPA.
NC = No Credit (No credit is earned toward graduation). An NC does not lower the GPA.

Activities
Activities Director Chad Nyberg 952 - 806 - 7619
Activities Secretary Amy Steffen 952 - 806 - 7627
Girls’ Equipment Manager Teri Roder 952 - 806 - 7783
Boys’ Equipment Manager Aaron Walton 952 - 806 - 7826

For activities schedules and other information about JHS Activities, please refer to . . . The Metro West Conference web address . . . metrowestconference.org

Academic Eligibility for Activities Participation for the 2016-2017 School Year
To be eligible for co-curricular activities, students must be making progress towards graduation. Considering this, Bloomington Schools has established the following academic requirements to be eligible for participation:

a. First trimester freshmen must have been promoted from eighth grade.
b. Second trimester freshmen must have earned 4 credits out of 6 during their first trimester to be eligible.
c. Third trimester freshmen must have earned 8 out of 12 credits to be eligible.
d. First trimester sophomores must have earned 14 credits out of 18 to be eligible.
e. Second trimester sophomores must have earned 19 credits out of 24 to be eligible.
f. Third trimester sophomores must have earned 24 credits out of 30 to be eligible.
g. First trimester juniors must have earned 30 credits out of 36 to be eligible.
h. Second trimester juniors must have earned 35 credits out of 42 to be eligible.
i. Third trimester juniors must have earned 40 credits out of 48 to be eligible.
j. First trimester seniors must have earned 46 credits out of 54 to be eligible.
k. Second trimester seniors must have earned 51 credits out of 60 to be eligible.
l. Third trimester seniors must have earned 56 credits out of 66 to be eligible.

Note: Students need 65 credits out of a possible 72 credits in order to graduate. Students may “walk” at graduation with 62 credits.
Any student who intends to participate in high school athletics must have a record of a physical examination, performed within three years (or more often if the health questionnaire yields information where an exam is necessary prior to the three-year requirement), on file at Jefferson High School.

A health questionnaire must be completed annually, and a parent/legal guardian signature is required prior to participation. Student participants and a parent/legal guardian must sign a form agreeing to abide by the rules of the Minnesota State High School League (MSHSL). Participation application forms are available online by clicking the Activities & Athletics tab on the Jefferson website.

### Activity Fees & Advisors

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>FEE</th>
<th>ADVISOR</th>
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<tbody>
<tr>
<td>Debate</td>
<td>$50.00</td>
<td>Meredith Aby-Keirstead</td>
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<tr>
<td>Flag Corps</td>
<td>$67.00</td>
<td>Amanda Matson</td>
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<tr>
<td>Jazz Band</td>
<td>$50.00</td>
<td>Dan Fretland &amp; Jeff Levine</td>
</tr>
<tr>
<td>Jefferson Theatre Company</td>
<td>$50.00</td>
<td>per show</td>
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<tr>
<td>Marching Band</td>
<td>$76.00</td>
<td>Dan Fretland &amp; Jeff Levine</td>
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<td>Math Team</td>
<td>$50.00</td>
<td>Liam Rafferty</td>
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<td>Quiz Bowl</td>
<td>$50.00</td>
<td>Chris Lyons @ Kennedy</td>
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<td>Science Olympiad</td>
<td>$50.00</td>
<td>Corey Carufel</td>
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<td>Speech</td>
<td>$50.00</td>
<td>Scott Sieling</td>
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<tr>
<td>Vocal Music Connection/JIVE</td>
<td>$105.00</td>
<td>Individual cap for academic year</td>
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<td></td>
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<td>$190.00 Family cap for academic year</td>
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### Athletic Fees & Coaches

<table>
<thead>
<tr>
<th>GIRLS SPORTS</th>
<th>FEES</th>
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</thead>
<tbody>
<tr>
<td>Basketball</td>
<td>$165.00</td>
<td>Andy Meinhardt</td>
</tr>
<tr>
<td>Cheerleading (competitive)</td>
<td>$155.00</td>
<td>Molly Matthewson</td>
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<tr>
<td>Cheerleading (sport)</td>
<td>$155.00</td>
<td>Molly Matthewson</td>
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<tr>
<td>Cross Country Running</td>
<td>$155.00</td>
<td>Sean Faulk</td>
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<tr>
<td>Dance Team (Kolleens)</td>
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<td>Susie Dickey</td>
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<td>Golf</td>
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<td>Jeff Evens</td>
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<tr>
<td>Hockey</td>
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<td>Mike Ryan</td>
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<td>Lacrosse</td>
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<td>Skiing: Alpine</td>
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<td>Skiing: Nordic</td>
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<td>Swimming</td>
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<td>Synchronized Swimming</td>
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<tr>
<td>Volleyball</td>
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<tr>
<th>BOYS SPORTS</th>
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<td>Baseball</td>
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<td>Basketball</td>
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<td>Cross Country Running</td>
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<tr>
<td>Football</td>
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<td>Hockey</td>
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<td>Savannah Stone</td>
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<td>Jack Collis</td>
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<td>Soccer</td>
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<td>Track</td>
<td>$155.00</td>
<td>Jon Leverenz</td>
</tr>
<tr>
<td>Wrestling</td>
<td>$160.00</td>
<td>Chuck Vavrosky</td>
</tr>
</tbody>
</table>

$430.00 Individual cap for academic year $730.00 Family cap for academic year
Clubs/Service Organizations & Advisors (No district fees for these activities)

<table>
<thead>
<tr>
<th>CLUB/SERVICE ORGANIZATION</th>
<th>ADVISOR</th>
<th>CLUB/SERVICE ORGANIZATION</th>
<th>ADVISOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animee</td>
<td>Flora Tsukayama</td>
<td>Literary Club</td>
<td>Nick Hupton</td>
</tr>
<tr>
<td>Bowling</td>
<td>Kurt Johnson</td>
<td>NHS (National Honor Society)</td>
<td>E. Lauer, C. Pagel, &amp; R. Meyering</td>
</tr>
<tr>
<td>D.E.C.A.</td>
<td>Eric Roesler</td>
<td>Robotics</td>
<td>Don Verdegan</td>
</tr>
<tr>
<td>Diversity Committee</td>
<td>Nick Hupton</td>
<td>Student Council</td>
<td>Dave Mousel</td>
</tr>
<tr>
<td>Economics &amp; Investment Club</td>
<td>Brian Trusinsky</td>
<td>SCUBA Club</td>
<td>Scott Stenbeck</td>
</tr>
<tr>
<td>French Club</td>
<td>TBD</td>
<td>TOPPLE</td>
<td>Beth Kiene</td>
</tr>
<tr>
<td>GSA (Gay-Straight Alliance)</td>
<td>Ashleigh Miller</td>
<td>Trapshooting Club</td>
<td>Don Verdegan &amp; Jon Leverenz</td>
</tr>
<tr>
<td>H.O.P.E. (Environmental Club)</td>
<td>Marilyn Satre</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dual Activity Participation Policy

It is the philosophy at Jefferson High School that students are encouraged to participate in multiple activities/athletics/fine arts programs because of the demonstrated value that is provided to the student. When students participate in multiple activities at the same time, it is possible that conflicts will occur. The following statements will provide some guidance to parents, students, coaches, directors and activity leaders. The general purpose of this policy is to relieve pressure from students that engage in conflicting activities.

The following guideline is used for decision-making around Dual Activity Participation:

- A practice/rehearsal event will give way to a contest/game/program event;
- If a practice to a practice conflict or a game/program to a game/program conflict occurs, the student/family will be allowed to make the choice, and no pressure should be placed on the student because of this choice;
- The level of a student's ability may make the choice easier for the student to make;
- If the choice is made to not participate in a program that is tied to a curricular course (example: concert for music) the student will be required to 'make up' the event in another format to be decided by the teacher with approval of the administration;

- In athletics, a student may find two seasons that overlap; generally because the current season sport moves into a state tournament experience, and this overlaps with the new season beginning practice. Students should be allowed to fully complete the end of a season, and at their choice, compete in the new season practice that does not conflict with the end of the prior season; and
- In athletics, a student may compete in a school sport, and at the same time, compete in outside Junior Olympic or AAU experiences. The in-season school team should take precedence at all times.

Leadership/Recognition Policy

Students involved in academic, fine arts, athletic leadership or recognition activities sponsored by Jefferson High School, who violate Section 205.00, Section 206.00, or Section 209.00 of the MSHSL Official Handbook, will be ineligible for leadership and/or recognition activities for one calendar year from the date of the violation. Such activities include, but are not limited to: Student Council, Homecoming Court, Yearbook Editor-in-Chief, National Honor Society, Pathfinders, and Captainship/Leadership of an activity.

Note: Section 205.00 refers to chemical eligibility;
Section 206.00 refers to good standing and general eligibility requirements (students demonstrate Core Ethical Values, respect the rules of the school and ordinances of the community, and respect those who enforce them); and
Section 209.00 refers to sexual/racial/religious harassment/violence and hazing in MSHSL-sponsored athletic and fine arts activities.
Attendance

Jefferson High School believes that there is a clear and positive correlation between student learning and consistent, on-time class attendance. The Bloomington School Board (Regulation 503 and 503.3) supports and recognizes the compulsory attendance mandate of the State of Minnesota (M.S. 120A.22) which emphasizes the value of attendance each school day. Our goal is that all students at Jefferson High School experience academic success; excellent attendance increases the likelihood for academic success.

If students are absent from school, please do the following:

1. Parents are to call the 24-hour Message Attendance Line (952-806-7602) prior to the absence in order to excuse the student. Families will be notified by phone and/or emailed during and after the school day if their child is marked absent - unexcused - for any or all periods. Parents/guardians must call within 24 hours, or by 3:00 PM the day following the absence or the student will be considered absent - unexcused.

2. Parents/legal guardians please provide the following information when calling in an absence:
   - Full name of the student, including middle initial. Please spell the first and last names.
   - Grade of the student.
   - Reason for absence.
   - Name of the person calling, relation to the student, and a daytime phone number.

Excused Absences

Excused absences include school-authorized activities such as the following:

1. Approved field trips;
2. Interscholastic, athletic, arts and academic competitions and events;
3. Student recognition and award ceremonies;
4. Special services support groups; and,
5. Suspensions from class or school.

Other excused absences must be verified by a phone call from a parent/guardian. These include:

1. Personal illness;
2. Family emergency or death in the family;
3. Medical/dental appointments;
4. Prearranged college visits;
5. Religious holidays/observances; and,
6. Legal matters, court appearances; and
7. Severe weather.

Note: Students will not be excused from a class in order to complete work for another class.

Arriving to and Leaving Jefferson During School Hours

Tardies

Students who arrive late to school must sign in at the Attendance Office. Teachers will count a student as tardy, to class, if she/he arrives late, but within the first 10 minutes of class, and the student does not have a pass. An unexcused tardy of more than ten minutes is considered an unexcused absence. Once in class, however, the student is expected to stay in class. Leaving a class early without a pass is considered an unexcused absence. Every three tardies in the same class period will be counted as one unexcused absence. Students may lose credit for a class once they accumulate seven or more unexcused absences in the same class.

Illness

If a student is in school and not feeling well, the student must see the school nurse before leaving. The assigned teacher will give a pass to the student to go to the Nurse's Office. After talking with the student, the school nurse will call the parent or guardian. If appropriate, the student will be dismissed through the Nurse's Office. The student should still sign out at the Attendance Office, but the parent or guardian does not need to call the Attendance Office.

Leaving Early

When a student leaves school early for any reason other than illness, the parent or guardian needs to call the 24-hour Attendance Message Line at 952-806-7602 prior to the student leaving. A pass will be sent to the student's classroom prior to the requested leave time. The student must sign out at the Attendance Office. Entry and exit during the school day is only allowed through the Main Entrance (Door #1).

Consequences of Tardy(ies)/Unexcused Absence(s)

Students will attend class on time each day. Students found in the hallway after the final bell has rung may be subject to a lunch detention. Students who are excessively tardy will be referred to administration. Students are to leave the classroom with teacher permission and a hall pass only.

Students who miss 7 or more classes due to unexcused absences (this may be a combination of absences and tardies) may lose credit for that course. A loss of credit will result in an NC on the report card/transcript. NCs can be made up by retaking the course only. Three tardies in the same class will result in one unexcused absence.

Students who have NCs on their transcript prior to the 2016-17 school year may serve a combination of lunch detention/after school support to earn back their credit. Students in this position should contact their administrator.

Lunch Detention

Lunch detention will run every day during all lunch periods. A student will be assigned to lunch detention for being tardy to class. Lunch detention takes place in
F101 (dance studio) and is staffed by a teacher. Students should bring their lunch with them to lunch detention. Students needing to buy lunch on the day of their assigned lunch detention are expected to do so and report immediately to F101 (with their lunch). Students who arrive to lunch detention 5 or more minutes late will need to serve the remainder of time that day and serve a full lunch detention the following day.

**Hennepin County Referral Process**

Under Minnesota law, students must attend school every day until they are eighteen years old. A high school student who has unexcused absences on three different days is considered a continuing truant.

Following is the process Hennepin County utilizes for students who are truant:

<table>
<thead>
<tr>
<th>Number of Absences</th>
<th>Interventions</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each unexcused absence ...</td>
<td>An automated phone call will be made each school day that an unexcused absence occurs.</td>
</tr>
<tr>
<td>For three (3) unexcused absences in the same period of the day/term ...</td>
<td>A letter will be sent to the parents/guardians identifying the dates and periods of the unexcused absences.</td>
</tr>
<tr>
<td>For six (6) unexcused absences in the same period of the day/term ...</td>
<td>A 2nd letter will be sent to the parents/guardians. A referral to a Hennepin County Parent Group Meeting (PGM) may occur. Additional interventions may be considered.</td>
</tr>
<tr>
<td>For seven (7) unexcused absences in the same period of the day/term ...</td>
<td>A student may lose credit for the course.</td>
</tr>
<tr>
<td>For nine (9) unexcused absences, or three (3) additional unexcused absences after the PGM Meeting day ...</td>
<td>Report may be filed with the Hennepin County Juvenile Court STAR Team.</td>
</tr>
<tr>
<td>At the eighth (8th) additional unexcused absence after the referral to the STAR Team ...</td>
<td>A report will be filed with the Hennepin County Attorney's Office.</td>
</tr>
<tr>
<td>At three (3) additional unexcused absences after filing with the Hennepin County Attorney's Office ...</td>
<td>Another report may be filed with the Hennepin County's Attorney's Office.</td>
</tr>
</tbody>
</table>

**Note:** When the number of unexcused absences accumulated by a student result in truancy reports/papers being filed with Hennepin County, this will impact the student throughout his/her career at Jefferson. Once truancy is filed, Jefferson is unable to rescind that filing. In regard to truancy, a student does not have a “fresh start” every trimester and/or school year.

**Other Attendance Information**

**Community Service for Course Requirements**

Some courses at JHS require students to complete community service. Parents may not call a student out of school in order to fulfill the community service requirement instead of attending class. The community service requirement is to be fulfilled during non-school time.

**Correcting an Absence Error**

If a student has been marked absent in a class and the parent and student believe it is an error, the student should discuss this with the teacher. If it is indeed an error, the teacher will contact the Attendance Office to correct the mistake. If a parent has already excused the student by calling the Attendance Line and it was not recorded, we apologize for the oversight. Please call the Attendance Line, again, so the report can be corrected.

**Extended Absences**

Students are expected to be in school every day; however, in some situations, a student may need to have an extended absence. If a student is absent for more than 2 consecutive days for a reason other than illness or family emergency, the student must contact each teacher prior to the absence and arrange a homework make-up plan. Parents/Guardians need to call the 24-hour Message Attendance Line at 952-806-7602 - once - prior to the absence, to excuse the student for the entire time and leave the requested information.

**Fifteen Consecutive Absences**

Per state law, students will be un-enrolled from school after fifteen consecutive absences.
Communication with Families and Students

Announcements
Announcements will be shown on the televisions located around the school building, announced over the PA system twice a day on most days, and will be available online via the Jefferson web page. Teachers, coaches, directors, and club advisors are to approve announcements for groups, teams, and clubs and will submit daily announcement requests to the Main Office. All announcements must be approved by administration.

BlackBoard Connect
This is a district-wide mass notification system capable of sending a phone or email communication to all parents in the Bloomington School District for emergencies, general information, and events such as parent/teacher conferences and testing.

Contacting Students at School
If parents do need to contact their child during the school day, please call the Main Office line at 952-806-7600 and tell the receptionist that you need to send a message. We will deliver that message to the classroom. If it is an emergency, please let us know and we will deal with the situation accordingly. Please do not call or text your child, directly, during the school day. This causes unnecessary interruptions to the learning process in our classrooms.

Internet Access to Jefferson
Please visit http://jhs.bloomington.k12.mn.us to connect to the Jefferson web page. The Jefferson News Page is regularly updated, and also offers a link to our Daily Announcements. Jefferson’s website has a link to Staff Directory which provides all staff members’ email addresses and voicemail numbers.

Jag Quarterly
Four online editions of this informational publication are made available to families each school year. An e-mail notice will be sent to each family when new issues are released.

The Hub
This is the school district’s password protected website for students, parents, and guardians. It allows easy access to important student information including homework, calendar, classroom sites, school news, attendance, college and career tracking (i.e. Pathways), and buses.

Student/Parent Portal
Infinite Campus includes progress reports in each class and attendance history for every student. Within Infinite Campus, parents can subscribe to an email alert system that will automatically send a message when your child is absent from class. If parents already have the access code to activate their Infinite Campus account, they may go into Infinite Campus to register and/or update their information. If parents do not have their access code, please contact Kevin Coenen at kcoenen@isd271.org or 952-806-7681 in order to set up an account.

General Building Practices

After School Policy
Students who remain after school must report to their activity or be under the supervision of a Jefferson staff member.

If students are not participating in a supervised activity, they need to leave the school grounds by 2:30 on Block Days and 2:55 on Traditional Days. If students are waiting for a ride home, they are to wait by the Main Entrance - Door #1.

There is no Open Gym or Open Weight room after school. If students wish to use the Weight Room after school, they must be a member of the Jag Power Program or have a membership with the Jefferson Activity Center.

If a student is after school for an event, the student needs to be at that event. During halftime or intermission, students may be in the concession stand area, or Flag Hall but need to return to the event once it resumes. Simply “hanging out” is not allowed.

After-School Support
Academic support is available after school in the Media Center until 3:30 PM, Monday - Thursday. After-school support is supervised by JHS Media Center Staff and staffed by various student tutors available to help students with academic work.

Directory Information
Students’ phone numbers and address are no longer listed as Directory Information. Most school publications, including yearbooks and programs for athletics, fine arts and graduations, list students’ names. However, any family who asks to make directory information private will have that request honored.

The administration strongly suggests that families only ask the district to keep information private for the purposes of child protection or child endangerment situations. Since phone numbers or addresses are no longer part of the public directory information, little information can be given out.

In addition, Federal law requires public high schools to release names, phone numbers, and addresses of all 11th and 12th grade students to military recruiter programs. There is also a provision that parents can sign to have their son’s or daughter’s information withheld from this process. If you have questions about this information, please contact a Jefferson administrator.

Distribution of Materials
Materials/information may be distributed or placed in the building only in accordance with School District policy. Arrangements for distribution must be made in advance through the principal. Students distributing materials/information without prior arrangements, or distributing material/information which is judged to be offensive or to promote disruption of the school day, may receive consequences
Emergency Procedures

Fire Drills
Fire drills are conducted at least five times during the school year. All students and staff must follow posted and announced protocols during these drills.

False use of fire alarms and related equipment, and/or tampering with fire alarms and related equipment is illegal. Offenders will likely be charged and recommended for expulsion.

Lockdown Drills
Lockdown drills are conducted at least five times during the school year. Directions for lockdown drills will be communicated over the intercom and/or by the teacher/adult staff member in the classroom or office area.

Tornado Drills
Tornado Drills are conducted at least once during the school year. Directions for the drill are posted in each classroom and office area. Directions will also be communicated over the intercom and/or by the teacher/adult staff member in the classroom or office area.

Trespassing
The principal has designated all building administrators as having authority to trespass individuals off of school property, as deemed necessary, for the safety and security of students, staff, and property and for maintaining the proper learning environment for the school.

Video Recording and Picture Taking
These are not allowed on school property unless there is express permission for this activity from an administrator. This includes taking pictures/videos/audio with cell phones or any recording device.

Visitors in the Building
1. Student visitors at Jefferson are not permitted. Parents are permitted to visit the school, with prior administrative approval, but may not visit the classrooms.
2. No person, other than a student of this school, teacher, administrator, official, or employee in this school district, or an authorized agent of the district shall be permitted to enter any classroom or circulate in this school building without first receiving verbal or written permission from school administration.
3. Permission, as described above, is required for the safety and security of students and staff, for the prevention of interruptions of educational functions, and to protect student privacy.
4. Permission shall not be required for anyone who is present in the building for a. Voting or aiding in the conduct of any legal election; and, b. Attending any authorized school, athletic, recreational, community, or cultural event.
5. Permission granted may be limited as to time and/or purpose and may be revoked by school administration, or by the Superintendent of Schools, at any time, if such visits are determined to no longer be in harmony with the proper conduct of the schools.

Student Behavior Expectations

The interventions and consequences for misbehavior described apply to the conduct of Bloomington Jefferson students while in any Bloomington school or on any school district property, in any school district vehicles, at school district bus stops, and at any school or district events held in or outside of Bloomington. Criminal/illegal activity will be reported to the Bloomington Police. Students who have reached the age of 18 must still follow all school/district rules and policies. Students with disabilities are expected to comply with the provisions of these behavior expectations.

General Considerations
The following factors will be considered by the administrator / designee when determining consequences for misconduct:

- The nature of the misconduct;
- The harm caused or threatened by the misconduct;
- The student's behavioral and disciplinary history;
- The student's ability to recognize his/her misconduct and its significance;
- The student's educational needs; and
- If the misconduct involved the presence of a weapon.

This list is not all-inclusive as other unique circumstances may exist and need to be considered before consequences are applied.

Behavior Expectations

1. Students will participate in promoting a safe, welcoming, and calm learning environment where students engage with their teachers and interact with the curriculum during class time in a meaningful way, and enjoy calm and appropriate social interaction with their friends and peers before or after school, during passing time, and the lunch break.
2. If students are not behaving as expected, and an adult intervenes, the student will appropriately engage the adult by listening, responding, and cooperating with the adult if asked to change the behavior.
3. If peer conflicts occur outside of school, students are expected to leave those issues outside of school and arrive ready to participate in their education in a productive manner. Students are encouraged to seek the help of a teacher, counselor, or administrator in these situations.
4. Students know what interactions, with whom, will make them angry. Students are expected to avoid, and walk away from, situations and interactions that have the potential to cause conflict. We expect students to
report these situations to an adult at the school and to a parent/guardian. All students need to engage in de-escalating behavior rather than escalating behavior.

**Interventions for Unacceptable Behavior**

When student behavior does not conform to expectations, the school will work with the student and family to improve the behavior of the student. Interventions toward that improvement include, but are NOT limited to the following:

- Alternate program placement;
- Community service;
- Contact/conference with Parent/Guardian;
- Denial of bus privileges;
- Dismissal for the day;
- Exclusion;
- Expulsion;
- Meeting with administrator;
- Meeting with counselor;
- Modification of student's educational program;
- Monitoring (i.e. student has periodic reports signed by teachers);
- Recommendations for educational, risk, and/or mental health assessments by school or community-based professionals;
- Referral to community agencies, including law enforcement;
- Restricting participation in school activities;
- Referral to peer mediation/conflict management programs;
- Removal from class (will result in an “F” for the term);
- Restitution;
- Revocation of parking permit;
- Suspension In-School; and/or
- Suspension Out-of-School.

**Academic Integrity**

**Definition of Cheating**

Any action by a student to deceive a teacher about the content or origin of his/her work, is cheating. It is cheating if a student provides - or receives - unauthorized assistance for work which the student did not originate. It is cheating if a student possesses, uses or shares (i.e. electronic copies or hard copies) assignments, essays, projects, and/or assessments, etc., without the teacher's knowledge and authorization to do so. When a student puts his/her name on school work, that student is asserting the work is his/hers - only. Students will be held to the consequence for each instance of cheating even if knowledge of a series of cheating episodes is not discovered until after the most recent occurrence.

The above definition of cheating applies to both Formative and Summative work (Page 8).

**Examples of Cheating**

Examples of cheating include, but are not limited to the following:

- Plagiarism,
- Receiving unauthorized materials/information and not informing Jefferson's administration or faculty at the earliest possible time,
- Having an electronic device out (without permission) during an assessment,
- Having access to documents, crib sheets, and/or notes, etc., (without permission) during an assessment,
- Sharing Formative work (i.e. study guides, homework, etc.), when not authorized to do so,
- Taking a picture of an assessment for sharing purposes or for one's personal use,
- Stealing/receiving answers from another student,
- Any action that compromises assessment security.

**Consequences of Cheating**

Cheating offenses on Formative work (page 8) will be handled in the following manner:

1. The teacher will inform the student of the violation.
2. The teacher will contact the student's parents/guardians to inform them of the violation.
3. The teacher will assign a "zero" to the work for which the cheating occurred. That “zero” will remain on the student's record and will not be replaced by any subsequent alternative work that may be assigned by the teacher.
4. If a student accumulates multiple cheating offenses on Formative work in a given class, a “No Credit” (NC) for that class may result.

Cheating offenses on Summative work (page 8) will accumulate for a student's high school career and will be handled in the following manner:

1st Offense

**Step 1** Teacher will notify student's parents and administrator that cheating has occurred.

**Step 2** A meeting will be scheduled with the student, parents/guardians, and administrator.

**Step 3** The offense will be recorded in Jefferson's discipline system.

**Step 4** The student will complete a required Ethics Study.

**Step 5** The student will complete an alternative assessment, which will replace the original assessment.* Failure to complete the alternative assessment within a reasonable time period (as determined by the teacher) will result in a score of “zero” being assigned to the alternative assessment. It is the responsibility of the student to work with the teacher to determine a date and time for the alternative assessment.

*The maximum score possible on the alternative assessment will be 20% lower than the actual score on that alternative assessment.
The student will complete a preparation packet for the alternative assessment if required by the teacher.

2nd Offense
Steps 1, 2, 3, 4 & 5 of the “1st Offense” process will be repeated.**

Step 6 If the student participates in any school activities (athletics, fine arts, school clubs/organizations), an MSHSL Code of Conduct violation will be levied. A student's leadership status in any organization will be affected. In general, a student will not be removed from an activity. However, in extreme circumstances, removal could occur.

Step 7 The student will be ineligible for an academic letter and other academic recognition, events/honors throughout the school year in which the 2nd Offense occurs.

Step 8 The student will meet with his/her guidance counselor to discuss the incident.

Step 9 The student will lose the use of his/her parking permit (for a specified period of time), admittance to a school dance or dances, or admission to one or more athletic events. This will be determined by his/her administrator.

**The maximum score possible on the alternative assessment, for a 2nd Offense, will be 30% lower than the actual score on that alternative assessment.

The student will complete a preparation packet for the alternative assessment if required by the teacher.

3rd Offense
Steps 1, 2, 4, 6, 7, 8 & 9 of the above process will be repeated

Step 10 Student will lose credit and will receive an NC for the course in which the offense occurred and will be placed in a Study Hall for the remainder of the trimester. It will be at the discretion of the classroom teacher and principal whether the student rejoins the class in the subsequent trimester(s).

Bullying
“Bullying” is defined as any physical, verbal, or written act or gesture (including electronically transmitted acts, i.e. cyberbullying, through the use of internet, electronic device, social media, currently in use or later developed) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and which may also be motivated, but not limited, by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic.

Bullying behavior is often repeated, or has the potential to be repeated over time and a perceived or actual imbalance of power often exists. However, the bullying behavior doesn’t have to be repetitive to meet the criteria. The range of frequency can also include a single incident. Bullying in any form is not tolerated at Jefferson High School.

Bus Transportation
Independent School District No. 271 provides transportation for students living 1.25 or more miles from Jefferson High School. Students with physical disabilities may apply to the administration for accommodations.

School rules regarding behavior, tobacco, and chemical use apply when riding district school buses and at the school bus stops. Any person found in violation of school bus rules and regulations will be referred to an administrator. Discipline could include, but is not limited to, school bus suspension.

Guidelines for Bus Riders
Be respectful at all times! The privilege of riding the school bus may be suspended, or other consequences may be assigned, for inappropriate behavior such as, but not limited to, the following:

1. Disrespect towards the bus driver;
2. Providing a false name/address to the bus driver;
3. Sexual, verbal, physical, and emotional harassment of others;
4. Inappropriate behavior (i.e. lying across seat, changing seats, facing backwards, blocking aisle, head and arms hanging out of windows, standing while bus is in motion);
5. Fighting, or use of physical force on the bus or at the bus stop;
6. Vandalism to the vehicle and/or theft personal property;
7. Tampering with school bus emergency or safety equipment;
8. Other violations detrimental to the safety and security of other bus riders or bus and/or equipment on the bus.

Items Allowed on the Bus
The Transportation Department tries to accommodate students’ needs whenever possible. The Department's general rule is that students may bring items that they can hold on their laps and/or between their legs during the bus ride. Students may bring smaller musical instruments on the bus. Contact the transportation office at 952-681-6300 if you have a question about a specific item.

Some objects are never allowed on the bus. These objects include:
- Animals, insects, fish;
- Gasoline, engines, or cans;
- Glass items;
- Golf clubs;
Chemical/Alcohol: possession/under the influence violations are cumulative over the student's 4-year high school career. In Jefferson High School, if a student is in violation of the school district's chemical policy, the student's locker, vehicle, electronic device(s), backpack, bag and/or purse, and person may be searched, and the police and parents will be notified. If necessary, the student will be transported to the detox center and/or hospital when parents cannot be contacted.

**Campus Restrictions**
Jefferson High School has a closed campus. This means that students are not allowed out of the building without prior authorization from a school administrator. Students found outside of the building, off school premises, or in unauthorized areas of the school will be subject to search of their person and personal belongings and subject to suspension or community service. A student's car is also subject to search when a student has been off campus without prior authorization.

**Chemical Policy**
If a student is in possession of an illegal substance, a mood-altering substance, controlled substances, paraphernalia, OR is under the influence of, uses, or consumes an illegal, controlled, or mood-altering substance, in school, or at school sponsored events, that student will be found in violation of the Bloomington School District's Chemical Policy #506.

When evidence indicates that a student is in violation of the school district's chemical policy, the student's locker, vehicle, electronic device(s), backpack, bag and/or purse, and person may be searched, and the police and parents will be notified. If necessary, the student will be transported to the detox center and/or hospital when parents cannot be contacted.

**Distribution, Sharing, Giving Away, Selling, or Intent to Sell**
Any action of distribution, sharing, giving away, selling, or intent to sell mood-altering chemicals, controlled substances, alcohol, and/or drug paraphernalia will result in a recommendation for expulsion. When evidence indicates that such activity has occurred, the student's locker, vehicle, electronic device(s), backpack, bag and/or purse, and person will be searched, and the police and parents will be notified. If necessary, the student will be transported to the detox center, hospital, or police station when parents cannot be contacted. Jefferson High School violations are cumulative over a year-by-year basis. Minnesota State High School League awards are cumulative over the student's 4-year high school career.

**Chemical/Alcohol: possession/under the influence**

<table>
<thead>
<tr>
<th></th>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
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</thead>
<tbody>
<tr>
<td>3-5 day suspension</td>
<td>5-10 day suspension</td>
<td>Minimum 10 days suspension pending expulsion</td>
<td></td>
</tr>
</tbody>
</table>

**Chemical/Alcohol: distribution, sharing, giving away, selling, or intent to sell**

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<thead>
<tr>
<th></th>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
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<tbody>
<tr>
<td>Minimum 10 days suspension pending expulsion</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
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</tbody>
</table>

**E-Cigarette/Tobacco/Related Items Use and Possession**
Our school district is committed to promoting a healthy lifestyle for its students. The district recognizes that the use of tobacco is a health risk and, therefore, is an issue of concern for parents, law enforcement officials, and the public in general.

Bloomington School District Policy states that “. . . Possession, smoking, chewing, use of tobacco and/or paraphernalia in any form by students is prohibited on school property, school buses/vans, and/or at school-sponsored events, and shall be considered grounds for suspension, exclusion, or expulsion.”

Use of tobacco shall be interpreted as having tobacco, tobacco products, nicotine-related products (including nicotine patches/gum, e-cigarettes, e-cigarette oil, etc), pipes, etc. in one's possession (lit or unlit). School property shall include all Bloomington Public School property, buses, bus stop areas, and the area bounded by France Avenue on the east, 102nd Street on the north, Heritage Hills Drive on the south, and Olson Middle & Elementary Schools on the west. School property also includes Bloomington Stadium. This policy also applies to all host venues when Jefferson is a participant in school-sponsored activities.

**E-Cigarette/Tobacco/Related Items: possession and/or use**

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<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
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<tbody>
<tr>
<td></td>
<td>1 day in-school suspension</td>
<td>1-2 day in-school suspension</td>
<td>1-3 day in-school suspension</td>
</tr>
</tbody>
</table>

**Dress for Students**
State law requires that for health reasons, students must wear shoes. Students should dress appropriately for the learning environment. Please adhere to the following rules which also apply to all students:

- **CHAINS** - Chains that are heavier than a conventional watch chain will not be allowed.
- **FACE PAINT** - Except for specific “School Spirit” days/occasions, the wearing of face paint will not be tolerated (masks are never allowed).
- **HEADWEAR** - For purposes of this policy “headwear” includes, but is not limited to, baseball caps, hats, stocking caps, winter headwear, hoods, and bandanas. Violator's headwear may be confiscated and held until the end of the day. If problems persist, the article may be held for a longer period of time. This policy is usually relaxed during Homecoming and Spirit Weeks.
- **INAPPROPRIATE CLOTHING** - Clothing that displays inappropriate messages will not be allowed at Jefferson. Examples are references to alcohol, tobacco, drugs, violence, and harassment (sexual, racial, or religious). Accessories such as dog collars, studded/spiked collars, and/or wristbands and studs on backpacks are not permitted.
- **OUTERWEAR** - No outerwear of any type will be allowed during school
hours. For purposes of this policy, “outerwear” includes but is not limited to, garments designed for outdoor use such as insulated vests, letter jackets, overcoats, raincoats, ski jackets, and trench coats. Garments that are allowed include single-layered zip-up or pullover tops such as sweatshirts, hooded sweatshirts, and polar fleece tops, nylon windbreakers, and windbreakers that are clearly part of an outfit. In addition, certain classrooms are quite cool. It is recommended that students keep a sweater or sweatshirt in their backpack or locker in order to remain comfortable.

Falsification of School Documents, Identity, Records
Any falsifying of school records or documents will result in disciplinary action, which could include payment of fines, suspension, expulsion, and/or police action. These records could include, but are not limited to: parking permits, school ID cards, homework, election ballots, attendance documents, mid-terms, passes, and report cards. Consequently, it is against school policy to falsify one’s identity (example: calling to excuse a student and claiming to be a parent).

Fighting & Assaults
Students involved in fighting or assaults will be suspended. Five days is the minimum suspension for the first such incident in which a student is involved. A second incident will result in a five to ten-day suspension and a possible recommendation for expulsion. A third incident of this type will result in a ten-day suspension and a recommendation for expulsion.

<table>
<thead>
<tr>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
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</thead>
<tbody>
<tr>
<td>5 day suspension</td>
<td>5-10 day suspension possible recommendation for expulsion</td>
<td>Minimum 10 days suspension, recommendation for expulsion</td>
</tr>
</tbody>
</table>

Food and Beverage Consumption
Beverages and food may be consumed in the cafeteria. At the discretion of faculty, staff, and their respective departments, beverages (water, soda, coffee) are permitted in classroom settings, as well as other areas of the school. Beverages and food are not allowed in certain areas of the building such as the Gymnasia, the Auditorium, the Media Center, and the Computer Labs. At the discretion of the building administrators, the use of beverages may be prohibited in other areas of the school building. Glass beverage containers are prohibited throughout building. All individuals are responsible for their own spills, and the use of twist top caps on the beverage containers is strongly encouraged.

Gambling and Card Playing
Per School District Policy 506: Gambling, including, but not limited to, playing a game of chance for stakes is prohibited at Jefferson. Gambling is not permissible under any circumstance. Failure to comply with this policy may result in disciplinary action. If students choose to play cards in the hall or cafeteria during lunch, or before/after school, there is to be no gambling of any kind. No stakes of any kind are to be involved. No card playing is allowed in class, advisory, study hall, or Academic Seminar.

Harassment
General Statement
It is the belief of the staff at Jefferson High School that all individuals should be treated with dignity, respect, consideration, and tolerance. Students should be able to function in an environment that is free of any form of emotional, physical, and sexual abuse; any form of harassment based on gender, sexual orientation, religion, race, physical or mental disabilities, or national origin; any form of violence whether, or not, it is based on or related to sex, gender, religion, race, or station in life.

Definitions
1. Sexual Harassment Any unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal, physical, or offensive conduct. Sexual harassment is disrespectful and illegal. Sexual harassment is a form of sex discrimination that violates District Policy 413.

2. Gender, Sexual Orientation, Religious, Racial, Emotional, Physical or Mental Disability, and National Origin Harassment Within the meaning of this policy, gender, sexual orientation, religious, racial, physical and mental disability, and national origin harassment shall mean any conduct, comment, or communication within the educational or work place environment which is reasonably related to an individual or a group of individuals or a class of individuals based on their gender, sexual orientation, religion, race, physical or mental disabilities, or national origin. Derogatory/humiliating words are absolutely forbidden - for everyone, regardless of race, religion, sexual orientation, etc.

3. Sexual Violence Sexual violence is a physical act of aggression or force or threat thereof which involves the touching of another’s intimate parts, or forcing a person to touch any person’s intimate parts as defined in District Policy 506 addendum AH, including the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

4. Racial and Religious Violence Racial or religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or religion.

5. Assault An act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of or attempt to inflict bodily harm upon another, or the threat to do bodily harm to another with present ability to carry out the threat.

Reporting
Any person who believes that she or he has been the victim of any type of harassment or violence, or any person with knowledge or belief of conduct which may
constitute harassment or violence by a student, or adult, should report the alleged acts immediately to a teacher, counselor, or administrator.

Consequences
Any student who violates this policy will be subject to disciplinary action in accordance with District Policy. Actions may include but are not limited to:
1. Informing and educating the violator and requiring the behavior to stop;
2. Requiring an apology to the victim;
3. Suspension from school;
4. A parent meeting;
5. A referral for counseling or other appropriate agency;
6. Expulsion from school; and/or
7. Referral to Law Enforcement officials.

A complete copy of this policy is available upon request from the Main Office or the Principal's Office.

Grievance Procedure / Equal Opportunity Policy
A grievance procedure has been established for use by parents, guardians, students, and the district employees as an orderly means of resolving disputes within the district about alleged discriminatory acts. These are acts reflecting a bias against a given sex, race, religion, color, national origin, age, economic status, or disability. Students may obtain a copy of the complete district grievance policy in the Main Office or the principal's office.

Hazing
The purpose of our Hazing policy is to maintain a safe learning environment for students and staff that is free from hazing. These types of activities are inconsistent with the educational goals of the school district and are prohibited at all times. Hazing means committing an act against a student, or coercing a student into committing an act that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. A student organization does not have to be an official school organization to come within the terms of this definition.

Examples of hazing include, but are not limited to:
1. Any type of physical brutality;
2. Any type of physical activity, such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activities that subject the student to unreasonable risk of harm;
3. Any activity involved with the consumption of alcoholic beverages, drugs, tobacco, or any food, liquid, or substance that subjects the student to unreasonable risk of harm; and/or
4. Any activity that intimidates or threatens the student with ostracism, mental stress, or discourages the student from attending school.

Upon receipt of a complaint or report of hazing, the school/district will undertake an investigation, take immediate steps to protect the complainant, and impose disciplinary consequences to deter future violation. Disciplinary action will be taken with anyone who retaliates against any person who makes a good faith report of alleged hazing. A complete copy of Regulation 2460.4, or District Policy 540, is available upon request in the Main Office or the principal's office.

Insubordination
Insubordination is defined as failure to accept and carry out the reasonable instructions given by one in authority, including administrators, teachers, substitute teachers, teacher aides, clerical staff, custodians, and all other school personnel who are authorized to give such directives. Reasonable directives and requests include, but are not limited to the following:
1. Request for name; and/or
2. Directives to cease an activity, or perform a certain activity

Students are expected to respectfully follow such directives.

Legal Violations
If a student violates a district rule that is also a violation of the law, the student will be referred to the police in addition to facing school consequences.

Nuisance Items
Items such as air horns, hacky sacks, laser pens, silly string, skateboards, stink bombs, water balloons, etc. are not allowed. If found, these items may be confiscated and held for a parent to pick up or will simply be thrown out.

Pornography
Possession of print or electronic sexually explicit material is prohibited at Jefferson High School. When necessary, this type of material will be reported to the police.

Possession of Stolen Property
Holding or possessing objects, materials, or belongings that are rightfully owned by another person, or the school district, without permission of the owner or proper school authority, is not allowed.

Technology
Cell Phones and Other Electronic Devices
Students who carry cell phones or other personal electronic devices must not activate the sound on the device during school hours. If the sound, or the device itself, is disruptive and causes a distraction, or in any other way creates a problem during school hours, the device will be confiscated and may be held until the end of the class period, until the end of the school day, until a parent or guardian picks it up, or it may be held overnight, or longer, by the student's administrator. When a cell phone is confiscated – the whole phone is confiscated – Sim Card, battery, etc.

While Chromebooks and personal computers are permissible, other electronic de-
services such as headphones, iPods, iPads, and cell phones are generally not allowed in the classrooms - once the school day begins and until it ends. Students will be allowed to use their cell phones only during passing time and during lunch periods. Cell phone use is prohibited during class time, study hall, tutorial, advisory, meetings in the gymnasium, assemblies in the auditorium, attendance make-up sessions, pep rallies, etc.

However, a teacher may give specific permission for their presence and/or use in special circumstances. Teachers will use their discretion to decide if the use and/or possession of electronic equipment is appropriate in the classroom. If such an item is brought to the classroom, when permission has not been granted, and becomes a disruption, it will be confiscated.

Loss from theft is an ever-present risk. Therefore, students are strongly encouraged to leave these items at home. The school will not be responsible if such items are lost or stolen. **Students who bring personal electronic devices to school do so at their own risk.**

Students may not use cell phones:
- to contact other students in class;
- to take photos or make recordings of other students, staff, faculty, or other school personnel at any time, at school; this includes audio and video recording;
- in bathrooms or locker rooms at any time;
- to take pictures of and/or distribute images of any schoolwork without the expressed permission of the classroom teacher;
- to access social networking sites with the intent to intimidate or bully another student.

**Please note that when investigating an incident at school, administrators will, as a matter of practice, temporarily confiscate student cell phones in an effort to prevent contamination of the investigation that is taking place.**

Cell phones may be searched if there is reasonable suspicion of cheating, harassment, threats, or other actions that are in violation of school district policy, are disruptive to the school day and/or harmful to other students or staff. If a cell phone, or other electronic device, is “out” during an exam - without specific permission from the teacher, that circumstance will be considered as cheating - or attempting to cheat on that exam.

**Computer & Chromebook Misuse**
The following consequences will occur when a student misuses a computer at Jefferson High School:

**First Infraction:** The student will have a conversation with the classroom teacher, Kevin Coenen, Jane Dorn, a Media Center staff member, and/or his/her administrator. Also, a call will be made to the parents.

**Second Infraction:** All computers in the labs and Media Center will be off-limits to the student before and after school and during lunch for a specified period of time. The student may use the computers in the labs and the Media Center if he/she is doing school work and under the direct supervision of a classroom teacher during that teacher's class. Also, a call will be made to the parents.

**Third Infraction:** All computers in the school will be off limits to the student before school, after school, during lunch, and during class time for a specified period of time. Also, a call will be made to the parents.

**Internet Use**
The use of the Internet is a privilege and students are expected to use it appropriately. Making the Internet accessible to students carries with it the potential that some students might encounter information that may be offensive. Because information on the Internet constantly changes, it is not possible to predict what students may locate. While it is possible to identify appropriate resources for students' educational needs, it is not possible to control the vast Internet environment for students.

District policies dealing with educational resources also pertain to the Internet. Students, staff, and parents are advised that some network sites may contain inappropriate or offensive material. School administrators and staff do not condone the use of such materials and do not permit usage of such materials in the school environment and on Chromebooks. Students who knowingly use such materials in school, or on a Chromebook, will be dealt with according to the discipline policies of the district and the individual school.

Building administrators reserve the right to terminate the access privileges of any student who violates the following Internet use guidelines:

1. Use the Internet for educational purposes. Do not use the Internet for any illegal activities or personal financial gain.
2. Respect current school policies and behavior standards.
3. Be polite and use appropriate language. Do not swear or use any vulgarities. Do not peruse, download or print offensive text or graphics.
4. Respect the rights of others. Do not copy or modify files, data, or passwords belonging to others without their permission. Do not post the work or communications of others.
5. Abide by current copyright laws and statutes. Acknowledge your sources of information and graphics.
6. Accurately represent yourself, but don’t reveal your personal address or phone number or anyone else’s. Note that email is not private. People who operate the systems have access to e-mail.
7. Respect the network. Use Internet time and limited resources wisely. Do not damage equipment, alter the system or disrupt network services.
8. Respect system security and do not contaminate the system through viruses.
9. Abide by district guidelines for student publishing on the Internet. Any items produced by students will not be posted without their permission and that of the instructors and parents/guardians. If permission is granted, items will be considered fair use and available to the public.

School-Owned Equipment
Jefferson students are asked to contribute $5.00 toward the support of our technology needs. The contribution is voluntary but goes a long way toward providing paper, new software, printer cartridges, printers, and scanners.

Social Networking & Media (Facebook, Twitter, Snap Chat, Instagram, etc.)
Students are not to use Social Media during the school day. Use of social networks has led to numerous occasions of unsafe and unethical behavior. Students should be aware that certain inappropriate activities on social networks could result in the loss of MSHSL eligibility, school privileges, school leadership positions, college admission, and scholarships.

Theft
Taking/holding/possession of objects, materials, hall passes, or property that rightfully belongs to another person, or the school district, without permission of the owner or proper school authority, is theft and is not allowed.

Threats
Stating an intention to cause bodily, or mental or emotional harm to another student or school employee, or statement of intent to disrupt the educational process is not allowed.

Vandalism
A willful and malicious destruction of, or damage to, public or private property is not allowed, and consequences, including restitution, will be assigned. Law enforcement will be notified when appropriate.

Verbal Assault
An abusive verbal attack upon the person of another student or school employee is not allowed.

Weapons
To have a weapon, in one’s possession while at school, on school grounds, at a school bus stop, in a school-owned vehicle, or at a school activity, is illegal. A weapon includes any device or instrument designed as a weapon, or through its intended use, is capable of producing fear, bodily harm, or death. Bloomington Public Schools has a Zero Tolerance position on guns and weapons of any kind. No guns, whether made of plastic, or of an unusual color, will be tolerated in school. Students with toy guns, replicas, or facsimiles will receive a 5-10 day suspension and may be recommended for expulsion, in accordance with District policy.

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<tr>
<th>Weapons</th>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
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<tbody>
<tr>
<td></td>
<td>5-10 day suspension possible</td>
<td>5-10 day suspension possible</td>
<td>5-10 day suspension possible</td>
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<tr>
<td></td>
<td>recommendation for expulsion</td>
<td>recommendation for expulsion</td>
<td>recommendation for expulsion</td>
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Student Life

Annual Bloomington Senior Achievement Awards
Senior Achievement Awards is an evening when approximately 75 Jefferson seniors and 75 Kennedy seniors are recognized for their contributions in the areas of academics, volunteerism, arts, and leadership through the 1st Trimester of their senior year.

Annual Jefferson Spring Awards & Recognition
All awards associated with the annual Jefferson Awards Program (held in late May), including recognition of the Top 10% in each class, are based upon student performance through 2nd Trimester of the current school year. Also recognized at this event are winners of department awards, academic letter awards, selected school-based scholarships, and special senior awards.

Conflict Resolution Protocol
During the course of a school year, questions and/or concerns regarding student performances and/or progress in a particular class or activity are bound to occur. In addressing such matters, we suggest the following procedure be used:

Step One: Have the student talk directly with the teacher / coach / supervisor. If there are still questions / concerns, please proceed to step two.
Step Two: The parent should contact their son or daughter’s teacher / coach. If this does not bring resolution, please proceed to step three.
Step Three: The student or parent should contact their child’s counselor, administrator, or the activities director. Counselors and administrators are assigned alphabetically by last name, as indicated below.

ADMINISTRATORS
A-H Dave Mousel
I-M Justin Hall
N-Z Carrie Jarvis
Activ. Dir. Chad Nyberg

COUNSELORS
A-FL Ashleigh Miller
FO-LAN Karen Erickson
LAO-ROD Christy Everett
ROE-Z Catherine Cretzmeyer

Dances and Regulations
Guests
There are three dances every year that non-Jefferson students are permitted to attend, upon JHS Administrative approval: Homecoming, Sadie Hawkins, and Prom. Students should abide by the following if bringing a guest to attend any dances:

- Complete and submit a Guest Attendance Request Form two weeks prior to the dance.
- Make sure your guest does not make any expenditures related to the dance until administrative approval for his/her attendance has been granted.
- Do not buy a ticket for your guest until administrative approval has been granted.

- Guests must present a valid school ID or driver's license prior to gaining entry to the dance.
- Any student who presents false information will be denied admittance to the dance.

Tickets
All dance tickets must be purchased before the night of the dance. Students who have outstanding obligations such as fines, fees, textbooks, school equipment, school uniforms, etc., will not be allowed to purchase a ticket for Homecoming, Sadie Hawkins, or Prom, etc.

Dance Rules
1. Students and/or guests MAY NOT LEAVE the dance and return. They also may not go into undesignated areas of the building.
2. No one is admitted to enter a dance once the doors are closed, unless special arrangements have been made with an administrator prior to the dance.
3. Use or possession of alcohol, drugs, and/or paraphernalia will result in removal from the event, referral to police, and enforcement of school policy.
4. Rides home should be arranged prior to the dance.
5. Clothing should be appropriate to the dance setting and in good taste. Modesty is expected. Students dressed inappropriately may be denied admittance or directed to leave the dance.
6. Inappropriate dancing or grinding, break dancing, mosh pits, etc. are not allowed, and offenders will be directed to leave the dance.
7. Students may not bring purses, coats, or backpacks into a dance. A coat check will be provided.

Field Trips
Teachers may take a class on a field trip once per trimester. However, in order for a student to participate on a field trip, a student needs parental permission as well as the permission of all of his/her teachers. If any teacher or parent does not grant permission, the student will not participate in the field trip and will attend his/her regular classes.

Foreign Exchange Students
All foreign exchange students will receive a pass that will allow free admittance to all regular home season athletic and fine arts events (musicals, concerts, plays etc.), and dances (EXCEPT hockey games, section and state athletic contests, and Prom and Homecoming dances).

Foreign exchange students are generally expected to pay for all fees associated with high school involvement. If a student does not have the ability to pay through the sponsoring organization or host family, then he/she can apply for a waiver of these fees.
Hall Passes
Students are to be in class at all times except when sent with a pass by a faculty member to other locations within the building. Students who abuse pass privileges will be restricted from obtaining such privileges.

Lockers
Students are assigned a hall locker prior to the opening day of school and are held responsible for equipment and books issued and stored in lockers. Students are not to share lockers or give combinations to others. The school is not responsible for loss of valuables and the Bloomington School District does not carry insurance for the loss of such items.

If there are difficulties with lockers, please report them to the main office. Breaking and entering lockers should be reported to the receptionist in the main office, the police liaison officer, or the administration. Lockers are the property of the school and school personnel have the right to search lockers at any time.

Parking
All students who park any vehicle at JHS are expected to be permitted for each use in any lot.

Parking Permit Fees
A. $90.00 per vehicle, each trimester, to park in the Front Lot and Activity Center Lot
B. $75.00 per vehicle, each trimester, to park in the Johnson Ave. Lot
C. Replacement of lost permit - $50.00 (Front Lot) & $40 (Johnson Lot)
D. Motorcycle per trimester - $25.00

Daily Parking Permits
These temporary permits are for any students who needs to park at JHS and have not purchased a trimester permit. Daily permits are to be purchased and displayed from the vehicle’s rear view mirror from Ms. Duffy in the main office prior to the start of the school day. Daily permits are $2 if purchased in advance, or $3 if purchased on the day of use.

As explained in the Permit Contract, it is a privilege, not a right, to drive and park at Jefferson High School. Permits may be revoked for any driving behavior deemed unsafe, or for unpaid parking tickets. Parking permits may also be revoked/suspended as a result of a student abusing this privilege or using his/her vehicle to leave campus during the school day without permission.

Parking Tickets
1. Students MUST pay their tickets within 5 days or a late fee may be added.
2. The first violation is $15, the second violation is $30, and the third violation and any additional violations are $45.
3. Cars may be towed, at owner’s expense, if students have multiple unpaid tickets. The student’s family will be notified before this decision is made.

Pep Rallies and Assemblies
Traditionally, pep fests are organized by the Student Council in conjunction with the administration. In addition, recognition pep fests may be held if teams at Jefferson reach the State Tournament level of competition.

Season Passes
Athletic Season Passes are available to both students and adults. The passes cost $35.00 for students and seniors. For adults – the passes cost $70.00. These season passes are good for the entire year, will allow admission to all Jefferson and Kennedy home games and will also allow you admission to the Bloomington Ice Gardens for Kennedy and Jefferson home hockey games. Season passes will not allow admission to sectional and/or tournament competition.
Student Rights and Responsibilities

Students in Bloomington Schools are Expected to

- Be aware of all school rules, regulations, policies, and procedures, and to conduct themselves in accordance with them. To follow federal, state, and local laws and district rules and regulations while on school property, attending school-sponsored activities, riding a school bus, and at the school bus stop.
- Assist school staff in maintaining a safe school and bus environment for all students.
- Volunteer information in disciplinary cases should they have any knowledge relating to such cases.
- Cooperate (must cooperate) with any/all discipline inquiry. Non-cooperation will result in disciplinary action.

Students in Bloomington Schools Shall Have the Right

- To be treated as an individual with dignity and respect by all people.
- To be informed of the district's written policies and regulations, the individual building's rules and regulations of conduct, the school's attendance rules, and specific classroom rules.
- To have due process in disciplinary matters.
- To have personal safety and security for personal property.
- To have accurate and confidential records kept, to have private interpretation of records, and to add information to those records.
- To pursue an education within the goals and objectives of the Bloomington Public Schools.

Students in Bloomington Schools Shall have the Responsibility

- To treat students, teachers, support staff and administrators with dignity and respect.
- To follow the rules of the school and classroom.
- To seek help for academic and personal issues as needed.
- To behave appropriately in classrooms and at school-sponsored activities.
- To respect school facilities, materials, and equipment.
- To follow federal, state, and local laws and district rules and regulations while on school property or attending school-sponsored activities.

Laws, Policies and Regulations referenced below are part of the total discipline process of the Bloomington Public Schools:

- M.S.121A.40-56 The Pupil Fair Dismissal Act
- 413 Harassment and Violence
- 417/418 Chemical Use and Abuse
- 419 Tobacco-Free Schools
- 501 Weapon-Free Schools
- 502 Search of Student Lockers, Desks, Personal Possessions and Person

Pledge of Allegiance

Jefferson students are encouraged to stand and recite the Pledge of Allegiance during Advisory. Anyone who does not wish to recite the Pledge of Allegiance, may choose not to do so. Students must respect another person's right to make that choice.

Search Policy

District Policy 502 states the following: The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband. At no time does the school district relinquish its exclusive control of lockers and desks provided for the convenience of the students. Personal possessions of the students may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law, school rules, or school district policies. The search will be reasonable in its scope and intrusiveness. The search may include: a cursory search of the student's person, backpacks, bags, wallets, purses, cars, cell phones, and lockers. A student, a student's possessions, and a student's vehicle will be searched as a result of the student being off-campus, or in an unauthorized area of the building/grounds without permission to do so. At times throughout the year, drug-detecting canine searches are performed by the Bloomington Police Department.

Student Sex Non-Discrimination

The Bloomington Public Schools provide equal educational opportunity for all students and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex or sexual orientation.

Any student who believes he or she has been the victim of unlawful discrimination on the basis of sex, gender, and/or sexual orientation by a teacher, administrator or other Independent School District 271 employee, or any person with knowledge or belief of conduct, which may constitute unlawful discrimination toward a student should report the alleged acts immediately to the building Principal. Reports will be accepted in oral or written form. Any adult school employee who receives a report of unlawful discrimination on the basis of sex, gender, and/or sexual orientation toward a student shall inform the building Principal immediately.
Tennessen Warning
In the course of an investigation, the following Tennessen Warning will be given:
“This is our warning. The purpose of my questioning is to find out what happened
and to impose proper discipline, if appropriate. School district policy requires
that students cooperate with any investigation. Non-cooperation could subject
students to discipline. Other than school officials, no one else (unless MSHSL in-
volved, parents or guardians) will be receiving information from this investiga-
tion. Suspected criminal information will be submitted to the police.”

Victims
In addition to providing consequences to violators, consideration will also be giv-
en to responding to the need of victimized students.

Student Services

Chemical Awareness Services
The chemical health counselor, Ms. Kristin Wetzel, is available to students who
have concerns about chemical or tobacco use. Ms. Wetzel can be reached at kwet-
zel@isd271.org

College and Career Resource Center (CCRC)
The College and Career Resource Center (CCRC) provides college and employ-
ment resources for students. Visit the CCRC website http://jhs.bloomington.k12.
mn.us/CareerCenter for current information on college visits, tutoring informa-
tion, testing (i.e. ACT/SAT) information, resources for financial aid or applying to
colleges, job leads and resume tips, and much more.

Located in the Media Center, the first door on the right.
Office number: 952-806-7692
Follow us on twitter @jhs counseling1.

COLLEGE PREPARATION TIMELINE

Fall of 11th Grade
Begin research on colleges via the Career Center Computer Search Programs:
• Admission requirements
• Available majors
• Student enrollment (size)
• Geographic location
• Available activities
• Cost

October
• Take PSAT, which is primarily used as practice for College Board test
• Conduct intensive search
• Perform campus visits perhaps meeting with Admissions Counselors

May/June
• Take A.C.T. or S.A.T. tests (The A.C.T. is most widely used.)
• Pick-up registration materials

Summer
• Send for applications, many local applications are in the Career Center
• Continue college visitations

Fall of 12th Grade
• Complete and mail applications
• Make final campus visitations

October
• Retake A.C.T. or S.A.T. if necessary
January/February
- Complete and mail financial aide forms and scholarship applications.
  F.A.E.S.A. forms and Reciprocity forms for Wisconsin schools are available in the Career Center

College Transcripts
Students may request transcripts of grades at the counseling desk. Each request will have a $6.00 fee. Students are also asked to bring a stamped, addressed envelope for each transcript that is going to a college/university.

Counseling Program
The counselors are the core of the pupil personnel program. They receive information about students from members of the staff and are available to students, teachers, parents, and administrators for consultation. There are specific laws relating to confidentiality of records; you may talk to them in confidence. Students are assigned to counselors by their last names. Requests to change counselors must be approved by the Principal. Student information is not divulged to persons other than the student, parents, guardians, or qualified Jefferson professionals. Written releases are required to disseminate personal data. Counselor assignments are made each summer and are listed near the front of this handbook.

Food Service
Student lunches are available daily in the school cafeteria. There is a choice of a regular menu, salad bar, or an alternate menu.
- Students who qualify for the federally funded free or reduced-price meal program are not denied meals at any time.
- Students will not be provided a lunch if their meal account reaches a deficit balance.
- Parents/guardians are responsible for ensuring meal accounts are current for ALL students. Collection and meal balances owed will follow district policy on student fees, fines and charges, and may ultimately be referred to a collection agency.
- Meal accounts must be kept current and/or replenished when balances run low or in a deficit. When funds are put into a meal account, it will first cover any outstanding balances.

Automated voicemail messages will be sent to high school parents/guardians two days before account balances reach zero, and again when the account is a zero or deficit balance.

We encourage parents to sign up for PayPAMS - the district's online parent account management system for school meals. PayPAMS allows parents to make quick and secure online payments, track lunch account balances, view student food purchases, and set up daily spending limits. To register, please visit www.paypams.com

While parents/guardians are responsible for a child's basic needs such as food, clothing, and shelter, we understand many of our families struggle to make ends meet. It is in these cases we work with families to make application for the federally funded free or reduced-price meal program, or offer other alternatives such as the Education Foundation of Bloomington's Children's Food for Thought program. Please call the school office for assistance or more information about these options.

Students are not permitted out of the building during their lunch period. Breakfast Service will be available from 6:40 to 7:40 am in the cafeteria. Taking advantage of this service, however, is not an approved excuse for arriving late to class.

Health Office / Nurse
When students are injured or become ill during the day, they may be excused from class to see the school nurse. Permission must be obtained from the teacher to go to the Health Office unless the case is an extreme emergency. Students who become ill must check out of school with the Health Office, or the Attendance office, before leaving. Any student leaving school without signing out will be considered unexcused. Accidents should be reported to the school nurse, especially if they are on the school premises.

Medications are to be stored in, and administered through, the Health Service office. No medication (including over-the-counter drugs such as aspirin, ibuprofen, Tylenol, cold & cough medicine, herbs, and food supplements) will be distributed to students without physician and parent authorization. Students are not permitted to carry medications on their person. However, with permission of a physician, students are permitted to carry inhalers and EpiPens. Please be sure to notify the school nurse of the need to carry an inhaler or EpiPen.

Requests to be excused from physical education classes, for one day only, can be verified by a note from the parent/guardian to the physical education teacher. Excuses for a longer length of time must be verified by a note from the medical provider and parent/guardian to the school nurse.

Media Center
Located in the B wing, the Media Center provides a wide variety of materials and resources for students and staff. Home to the media/technology department, the Media Center is open from 7:00 am until 3:30 pm. Students are welcome to use the Media Center on their own before school, between classes, during lunch, or after school. Passes are needed for use during class. Students are asked to sign in at the front desk.

Services Provided in the Media Center
- Assistance in finding print and online research materials;
- Technology assistance;
- Book recommendations;
• Space for class group work;
• Office supplies for student use;
• Desktop and laptop computer access;
• Book and technology checkout;
• Photo ID card; and
• Password retrieval.

**Items for purchase**

- Black and white copies;
- Color copies;
- White poster board;
- Recordable CD's;
- Recordable DVD's; and
- Replacement Photo ID cards.

**Expectations while using the Media Center**

1. Respect the people and space around you.
2. Be productive.
3. Follow district's Acceptable Technology Use policy.

**Checkout Policy**

Materials are loaned for a four-week period, with two renewals if no one else has requested the item. Overdue notices are issued at the beginning of each trimester, and a five-dollar fine is assessed for anything overdue past the start of the end of the year inventory process. Fines for lost or damaged materials are assessed as reported, and students are responsible for the material's original cost or a replacement, as determined by the Media Director. These obligations must be paid in order to purchase dance tickets, parking permits, and caps and gowns for graduation.

**Whom to See For Assistance**

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Announcements
Activities Fees
Bus Information
Chemical Health Counselor
Clubs-Orgnizations
Food Service
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