



JEFFERSON HIGH SCHOOL DISCIPLINE POLICIES

2018-2019



THE STAFF AND STUDENT COMMUNITY AT JEFFERSON HIGH SCHOOL CHOOSES TO CREATE A MUTUALLY RESPECTFUL AND SAFE ENVIRONMENT WHERE TEACHERS CAN TEACH AND STUDENTS CAN LEARN.

THESE POLICIES ARE IN EFFECT WHENEVER A STUDENT IS ON THEIR WAY TO JEFFERSON, ON THE JEFFERSON CAMPUS, ON THEIR WAY HOME FROM JEFFERSON, OR AT A SCHOOL RELATED FUNCTION ON OR OFF CAMPUS. THE JEFFERSON ADMINISTRATION MAY CHANGE THESE POLICIES AS NEEDED TO GUARANTEE THE SAFETY OF OUR STUDENTS AND STAFF.

FIGHTING: Fighting is a direct violation of school policy and will not be tolerated. If you are involved in a conflict, you are responsible to walk away and seek adult assistance. If you are involved in a fight, whether you started it or not, you will be suspended from school for up to 5 school days. This includes fights that occur off campus. Any students involved in instigating a fight, taking video, posting on social media, or any other act that encourages fighting to occur will also face similar consequences as determined by administration. All students are expected to support a safe campus, and you have an obligation to report if you witness a fight or suspect that one may occur.

BULLYING/HARASSMENT: Bullying and/or harassment and intimidation are a direct violation of school policy and will not be tolerated for any reason (race, ethnicity, religion, sexual preference, gender, and/or size). This includes bullying or intimidation committed by means of an electronic act whether text, use of the internet, or social media websites. Victims of this type of harassment or intimidation should save and print out evidence and immediately report the incident to the Dean of Students or the Vice Principal of Administration. Bullying and/or harassment of students or staff will result in immediate suspension and possible expulsion from the school district.

WEAPONS: There is zero tolerance for weapons (including fake weapons). Possession of a weapon will result in an immediate suspension and possible expulsion from the district. The police will be contacted if the administration deems necessary.

DRUGS & ALCOHOL: Possession, sale, use and/or being under the influence of drugs will not be tolerated and will result in an immediate suspension and possible expulsion from the school and the district. Other controlled substances, tobacco, vaping pens including nicotine and non-nicotine vape products, and all types of paraphernalia are also strictly prohibited from campus and will be dealt with according to district policy and the California Education Code. Note that the police will be notified if the administration deems necessary.

INAPPROPRIATE LANGUAGE: Inappropriate language will not be tolerated and will be dealt with accordingly.

VERBAL ALTERCATIONS: Verbal altercations between students or directed towards staff create a disruption on the campus. Students who willfully confront others will be suspended and/or expelled. In all instances of conflict or potential conflict, students are required to walk away and seek the assistance of a staff member.

JEFFERSON HIGH SCHOOL LOCKER POLICY: Jefferson High school has a voluntary locker policy for students to keep their textbooks and school materials. **STUDENTS MAY NOT SHARE LOCKERS.** Lockers are randomly assigned throughout the school and cannot be changed unless for a medical reason with a doctor's note. Students are required to bring their own lock should they choose to use the locker they are assigned. Students who use a locker they are not assigned to will have the lock cut and be assessed a \$5.00 maintenance charge for the cost of materials and labor to have the lock removed. In the event a student cannot pay it will be assigned to their fees. Students who forget their locker combination will also be assessed the \$5.00 charge to remove the lock. Note that for safety purposes all lockers are subject to search and students will be held responsible for any and all content found within that violates school policy and the California Education Code. The school does not assume liability for



JEFFERSON HIGH SCHOOL DISCIPLINE POLICIES

2018-2019



lost or stolen items from lockers and students should take every precaution by purchasing locks that are sturdy and durable and make sure they keep their lockers locked at all times.



JEFFERSON HIGH SCHOOL DISCIPLINE POLICIES

2018-2019



JEFFERSON HIGH SCHOOL DRESS CODE **For College & Career Readiness**

THE SCHOOL PROHIBITS ANYTHING IT DEEMS TO BE DISRUPTIVE, DISTRACTING, PROVOCATIVE, PROVOKING, AND/OR INTIMIDATING THAT RISES TO THE LEVEL IN THE SCHOOL'S VIEW AS HAVING A DETRIMENTAL EFFECT ON THE SAFE AND EDUCATIONAL ATMOSPHERE IN THE SCHOOL ENVIRONMENT, INCLUDING BUT NOT LIMITED TO THE FOLLOWING ITEMS:

1. Inadequate coverage of skin or undergarments: Pants that sag; any apparel that exposes undergarments; clothing that is see-through or torn to reveal skin on legs or torso; clothing that at any time shows the midriff (examples: shirts that rise and expose skin around the waist/back, or cropped tops); low cut apparel; strapless tops and tank tops with straps less than 1 inch thickness; and outfits in which the length and coverage are shorter than the fingertip length (when arms are fully extended to the sides of the body), including but not limited to pants with tears, short dresses/skirts or shorts.
2. Pajamas and/or pajama slippers.
3. Clothing or apparel worn by an individual or group of students with the intent to appear as group and with the perceived intent or potential to intimidate others (examples include wearing clothing of the same color, brand, or identification with reference to zip codes, area codes, or cities). These items will be confiscated and returned only to a parent/guardian.
4. Any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in an unauthorized group or is prohibited.
5. Clothing depicting violence (FTP), weapons, alcohol, drugs (Cookies), gangs, profanity, tobacco, or anything of a sexual nature.
6. Grills, spiked jewelry, spiked belts, and heavy chains.

JEFFERSON HIGH SCHOOL RESERVES THE RIGHT AT ANY TIME TO AMEND THE ABOVE BAN LIST WITHOUT PRIOR WARNING TO THE STUDENT. STUDENTS WHO VIOLATE THE ABOVE POLICIES WILL BE SUBJECT TO DISCIPLINARY ACTION INCLUDING SUSPENSION.

1st Offense = Warning documented in Synergy; phone call home; fix the dress code violation

2nd Offense = Detention assigned; phone call home; fix the dress code violation

****Continued Violations of the Dress Code will result in further disciplinary actions including the Non-Participation List, Suspension, and/or Parent Conference**



JEFFERSON HIGH SCHOOL DISCIPLINE POLICIES

2018-2019



JEFFERSON HIGH SCHOOL ELECTRONICS POLICY

Students are allowed to bring personal electronic devices (PEDs) onto the school premises during school hours. All personal electronic devices (iPods, cell phones, PSPs, cameras, video recorders, chromebooks, laptops etc.) are required to strictly follow the policies below, unless a student has been authorized by a school official to use the device for a specific purpose.

THE SCHOOL IS NOT LIABLE FOR LOST OR STOLEN ITEMS AND RECOMMENDS THAT STUDENTS LEAVE THEM AT HOME!

Red Zone: Bathrooms, locker rooms, cafeteria lines, and offices.

- PEDs are not to be used for any reason.

Yellow Zone: All classrooms.

- PEDs use will be regulated by the classroom teacher based upon the curriculum for that course and instructional strategies for the day.
- The teacher will communicate classroom expectations clearly to the students as well as what the consequences would be if a misuse of PED technology occurs.
- Administrative consequences will follow the student code of conduct and district progressive discipline policy.

Green Zone: During brunch/lunch and passing (not instructional time); does not include areas that are designated red and/or yellow zones

- PEDs are allowed daily.

Acceptable and Professional Use:

- Students will be professional in their use of the PED.
- They will follow the school's expectations for technology, which are listed below:
 - When transitioning from a Green Zone, phones/PEDs should be off and out of sight until the teacher or supervising adult authorizes the use of PEDs.
 - Students' consequences will follow the student code of conduct and progressive discipline policy.
 - Students will be allowed to use their cell phones and iPods/MP3 players during passing time and brunch/lunch ***with headphones in one ear only.***
 - Certain behaviors related to cell phone and iPod/MP3 use are unacceptable, such as, threats, photos without permission, sexting, plagiarism, cheating, copyright violation, etc. can all result in disciplinary consequences as well as potential legal charges.
 - PEDs, including ear buds should not be used during emergency situations.
 - Students will have their cell phones on vibrate during the school day.
 - Alarms will not be used.
 - Students will excuse themselves from phone calls (hang up) and/or put away their phones or iPods/MP3 players when an adult is addressing them during the school day and at school related events and functions.
 - The only person that should be able to hear the cell phone conversation or content from the iPod/MP3, should be the user.
 - The school will not be responsible for the loss or theft of electronic devices.
 - Students with personal laptops will not have access to the internet or to their school files while on their personal computers through the juhds server.
 - Material on a personal laptop or within any other personal electronic device will be treated in the same manner as printed material, and is subject to disciplinary action.
 - Content of projects and pages should be appropriate for school at all times.



JEFFERSON HIGH SCHOOL DISCIPLINE POLICIES

2018-2019



- The computer should be on mute as a default for all school work.
- ***REMEMBER: PERSONAL ELECTRONIC DEVICES, LIKE OTHER PERSONAL ITEMS BROUGHT BY A STUDENT INTO A SCHOOL ZONE, MAY BE SUBJECT TO SEARCH.***
- ***THE OUTCOME OF THAT SEARCH MAY RESULT IN SCHOOL SANCTION AND/OR A CRIMINAL INVESTIGATION BY THE POLICE.***
- ***AGAIN, JEFFERSON HIGH SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ELECTRONIC DEVICES AND STRONGLY RECOMMENDS THAT STUDENTS LEAVE THEM AT HOME!***

1st Offense = Warning documented in Synergy; phone call home; phone confiscated for the day

2nd Offense = Detention assigned; **parent must pick up the device**

3rd Offense = Additional detentions; loss of phone privileges on campus

****Continued Violations of the Electronics Policy will result in further disciplinary actions, including placement on the Non-Participation List, Suspension, and/or Parent Conference.**



JEFFERSON HIGH SCHOOL DISCIPLINE POLICIES **2018-2019**



JEFFERSON HIGH SCHOOL UNAUTHORIZED GROUP POLICY

AS IT IS WITH UNAUTHORIZED ACTIONS, DRESS, APPEARANCE, AND WORDS OF INDIVIDUAL STUDENTS IN A SCHOOL ZONE, THE SAME POLICY APPLIES TO UNAUTHORIZED GROUPS PRESENT WITHIN THE SCHOOL ZONE. ALSO, AT NO TIME ARE STUDENTS TO BRING NON STUDENTS ON CAMPUS!

DEFINITION: Two or more persons whose presence and/or appearance and/or words and/or actions in the opinion of school authorities disrupt or distract from the academic process and/or harass, intimidate, or threaten others involved in the academic process and/or create an atmosphere of same within a school zone.

POLICY: Once identified by school authorities, unauthorized groups must disband and cease all unauthorized activities, including but not limited to moving around campus in a group or dressing in clothing with the intent to appear as an authorized group (examples include wearing clothing of the same color, brand, or identification with reference to zip codes, area codes, or cities). In order to be considered for acceptance as an authorized group within the school zone, said group must meet the minimum requirements that include but are not limited to the following:

- The identified group must submit a written mission statement signed by all members of the identified group which shall include:
 1. That the group's existence in the school zone serves a single specific purpose that directly benefits the educational mission of the school in some form
 2. That there is no selective membership nor are there any initiation rights

The criteria for determining whether or not individuals are acting in some manner as an unauthorized group shall be established by school authorities as is done with any other school policy.

THOSE STUDENTS WHO VIOLATE THIS POLICY ARE SUBJECT TO SCHOOL SANCTIONS BECAUSE THEY ARE IN DIRECT VIOLATION OF SCHOOL POLICY.



JEFFERSON HIGH SCHOOL DISCIPLINE POLICIES **2018-2019**



AFTER SCHOOL DETENTION **ALTERNATIVE TO SUSPENSION PROGRAM**

Jefferson High School has an alternative to suspension program which is held on campus after school every day. This is one method of recourse administrators can use to aid in discipline. Also, it can be used as an alternative to another consequence such as suspension. This option is presented so that students can be held accountable for their failure to follow school rules without missing classroom instruction time.

WHEN AND WHERE: Detention takes place throughout the week from 3:10-3:50 in the Reflection Room.

HOW STUDENTS QUALIFY:

1. A student has committed a suspendable offense that the administration determines can be deferred to Detention.
2. One of the following infractions:
 - A. Cutting class
 - B. Being sent out of class for disciplinary reasons
 - C. Being tardy to school or class.
 - D. Any other infractions of the discipline policy that the administration deems suitable.

*A student can earn merit points to earn their way out of detention. See the VPA or Dean of Students for more information.

WHO KEEPS TRACK? The Dean of Students keeps a running list, which will keep track of the students, how many points the student has accumulated, and how the student accumulated each point.

STUDENT AND PARENT NOTIFICATION: The Dean of Students will notify the parents by sending a detention slip or letter home with the student at least a day before the student needs to attend detention.

CONSEQUENCES IF STUDENT DOES NOT ATTEND: If a student does not attend detention, there will be additional consequences administered which could include out of school suspension may be assigned and a mandatory parent meeting with the VPA or the Dean of Students will also have to take place before the student can return to school.

*On occasion students will be offered the opportunity to participate in school beautification projects under the supervision of school personnel. This will be on a voluntary basis only. Students will be expected to work.

NON-PARTICIPATION EXCLUSION LIST: Once a student qualifies for Detention, they will not be able to participate in any extra-curricular activities such as playing or watching sport activities, attending dances, participating in rallies, revocation of work permit etc. until the detention has been served.



JEFFERSON HIGH SCHOOL DISCIPLINE POLICIES

2018-2019



JEFFERSON HIGH SCHOOL ATTENDANCE POLICY

AS YOU KNOW, ATTENDANCE IS ESSENTIAL FOR ACADEMIC ACHIEVEMENT, WHICH IS WHY STUDENTS MUST ATTEND CLASS REGULARLY AND ON TIME. ABSENCE FROM SCHOOL PLACES YOUR STUDENT "AT RISK" TO MEET THEIR EDUCATIONAL GOALS EITHER IN A TRADITIONAL SETTING OR AS SET FORTH UNDER AN INDIVIDUAL EDUCATION PLAN (IEP).

Students must have a written note or the attendance office must receive a phone call from a parent to excuse the student for being late to school. If a note and/or phone call is not received by the attendance staff within ONE WEEK of a student's tardy or return from absences, the absence/tardy will be turned into a cut or unexcused. It is imperative that tardies/absences are cleared by the Attendance Office.

Acceptable excuses for absences and tardies according to California education code 48205 include: illness, medical/dental appointments, attendance at a funeral (1 day in California; no more than 3 days outside of CA), court appearance, and observance of a religious holiday or ceremony (not to exceed 4 days in a year).

* During the school year, we expect some rainy mornings which may cause traffic delays as you bring your student to school. Please budget extra time for these delays as traffic delays/transportation difficulties are NOT excused pursuant to CA Education Code.

Students may be excused as ill no more than 14 days in a school year according to JUHSD board policy AR5113 B-C. Each excuse for illness after the 14 day threshold has been reached must be accompanied by a note from a physician in order to be counted as excused. For support with an ongoing health concern, please contact Vice Principal, Kesha Emmendorfer, at 650.550.7773.

Truancy: according to the California education code, "Any pupil who is absent from school without a valid excuse three full days or tardy or absent more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor." At that point we are required to send a letter to inform you of the serious consequences of truancy. We are happy to make an appointment with you to discuss what we can do together and let you know about alternate district programs available to your child.

HOW DO YOU CLEAR AN ABSENCE?

1. It is best to notify the Attendance Office in advance of an absence.
2. Students must provide the Attendance Office with a note signed by a parent in order to be excused. Please include a phone number so the excusal can be verified. Teachers will not give any missed assignments until the student is cleared by the Attendance Office.
3. The number for the attendance office is: **650-550-7781 or 650-550-7782.**
4. All absences must be cleared within (5) days of the first marked absence. If you do not clear the absence, it will be recorded as a cut, and school work may not be allowed to be made up.
5. Teachers need advance (24 to 48 hours) notice to arrange make-up work.
6. Check your student's attendance regularly via Parent VUE.

PASSES: Except during lunch and passing periods, **all students must have a pass signed by their teacher whenever they are out of class.** Students will be brought back to class if found without a proper pass and may be subject to disciplinary action.

LEAVING CAMPUS DURING THE SCHOOL DAY: Jefferson High School is a CLOSED campus. Students must bring a note from a parent/guardian to the Attendance Office before leaving for appointments. Students leaving for appointments must get a green Permit to Leave School form from the Attendance Office. If a student leaves



JEFFERSON HIGH SCHOOL DISCIPLINE POLICIES

2018-2019



without a green pass, an automatic cut will be given and further disciplinary action including Detention and placement on the Non-Participation List may occur if the school authorities deem necessary.

JEFFERSON HIGH SCHOOL TARDY POLICY

The goal of the Jefferson High Tardy Policy is to teach students the importance of punctuality while keeping them in the learning environment as much as possible. Jefferson High School is a learning community dedicated to making students college and career ready, therefore a student arriving to class on time is essential. To support families who drop their student off late, Jefferson staff will provide the family with an information sheet which outlines the Jefferson High Tardy Policy and the consequences that tardy students acquire.

By law, excused reasons for absences and tardies according to California education code 48205 include: illness, medical/dental appointments, attendance at a funeral (1 day in California; no more than 3 days outside of CA), court appearance, and observance of a religious holiday or ceremony (not to exceed 4 days in a year).

When a student is not in their classroom by the final bell they will be marked UNEXCUSED TARDY. The Tardy Policy is structured in a progressive way with consequences increasing as a student gathers more tardies.

The following represents the Tardy Policy and disciplinary **action per six week grading cycle for a single class:**

- Tardies 1 – 3: Teacher consequences as described in teacher’s classroom management plan. At 4th tardy, teacher will call and inform parents, and warning of a potential referral to the Dean with the next tardy.
- Tardies 4-5: Referral to Dean and after-school detention assigned. Possible parent conference, referral to counselor or Peer Assistance.
- Tardy 6+: Placement on Jefferson Non-Participation List, excluding student from participation in athletics, extra curricular events, rallies, other Jefferson events.

First Hour Tardies

Students who arrive late during the first hour must go directly to the Attendance Office. Their First Hour Tardy will be accounted for by the Attendance Office and the Dean of Students. The Dean will follow a progressive consequence system similar to the one above.



JEFFERSON HIGH SCHOOL DISCIPLINE POLICIES 2018-2019



Student/Parent Acknowledgment Receipt Form

A printed copy of the discipline policies may be obtained from the school or the website.

Jefferson High School fosters a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and district personnel. The student's responsibilities for achieving a positive learning environment at school and/or school-related activities include the following:

- Attend all classes each day, and be on time.
- Prepare for each class with appropriate materials and completed assignments.
- Dress according to the College and Career Readiness standards listed in this document.
- Refrain from having food brought to the school by delivery services such as UberEats and DoorDash.
- Wear or have current school identification card available at all times.
 - Know that the possession, use, and sale of illegal or unauthorized drugs, alcohol, and weapons is unlawful and prohibited.
- Show respect toward others.
- Conduct yourself in a responsible manner.
- Know and obey all school rules in the California Education Code, and Jefferson High School Acceptable Behavior Standards.
- Cooperate with staff members in investigations of disciplinary matters.
- Understand and comply with personal electronic device professional and acceptable use standards.
- Report threats for the safety of students and staff members as well as misconduct on the part of any other students or staff members to the principal, a teacher, or another adult.
- Be familiar with and comply with the Student Technology Acceptable Use Policy.
- Understand that principals, coaches, and sponsors of extracurricular activities may develop and enforce standards of conduct that are higher than the district-developed Student Code of Conduct.

The Student Discipline Policies, and the Student Technology Acceptable Use Policy, have been written so that students gain the greatest possible benefit from their school experience. However, our school needs the help and cooperation of parents to attain this goal. It is important that every student understand their responsibilities and be expected by their parent(s) or guardian(s) to follow the rules and regulations set forth in these documents. Please read and discuss the Student Discipline Policies, and the Student Technology Acceptable Use Policy with your child. When you have done so, you and your child must sign this form and return it to the school. Please note that students will not receive their official schedule of classes until this signed acknowledgment has been received by the school.



JEFFERSON HIGH SCHOOL DISCIPLINE POLICIES 2018-2019



Student/Parent Acknowledgment Receipt Form

Parents and students: Please read the statements below, check each box, sign and date the form, and return to your school.

- I accept the responsibilities expected of me as a student enrolled in the JUHSD.
- I accept the responsibilities expected of me as a parent/guardian of a student enrolled in the JUHSD.
- We acknowledge that we have read the policies, procedures, rules, regulations, and practices presented in the Student Discipline Policies.
- We confirm we have read the Student Technology Acceptable Use Policy, understand the associated administrative regulations and user agreement, and agree to abide by their provisions, including the district’s guidelines for responsible online behavior and use of social networking websites. We understand that violation of these provisions may result in suspension or revocation of access to the district’s technology resources or other disciplinary action in accordance with the Student Discipline Policies.

Name of Student (Please Print)

Student's Signature

Date

Name of Parent/Guardian(Please Print)

Parent/Guardian’s Signature

Date

This completed form must be signed and returned to school on each student’s assigned orientation date. Students will not receive their official schedule until the school has received this signed form.