



# **STUDENT HANDBOOK 2002-2003**

**BLOOMINGTON**

**THOMAS JEFFERSON HIGH SCHOOL**

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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 enhance the journey toward personal and intellectual integrity
- To be a high school that honors human diversity
- 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!*

## 4



Revised 6-14-01

# **DAILY SCHEDULES 2002-2003**

## **MON., WED, FRI. SCHEDULE**

PERIOD 1	7:50 - 9:14
PERIOD 2	9:22 - 10:46
PERIOD 3	10:54 - 12:48
LUNCH 1	10:54 - 11:24
CLASS	11:24 - 12:48
CLASS	10:54 - 11:36
LUNCH 2	11:36 - 12:06
CLASS	12:06 - 12:48
CLASS	10:54 - 12:18
LUNCH 3	12:18 - 12:48
PERIOD 4	12:56 - 2:20

## **TUESDAY HOMEROOM SCHEDULE**

### **2002-2003**

PERIOD 1	7:50 - 9:08
HOMEROOM	9:16 - 9:32
PERIOD 2	9:40 - 10:58
PERIOD 3	11:06 - 12:54
LUNCH 1	11:06 - 11:36
CLASS	11:36 - 12:54
CLASS	11:06 - 11:45
LUNCH 2	11:45 - 12:15
CLASS	12:15 - 12:54
CLASS	11:06 - 12:24
LUNCH 3	12:24 - 12:54
PERIOD 4	1:02 - 2:20

## **THURSDAY TUTORIAL SCHEDULE**

### **2002-2003**

PERIOD 1	7:50 - 9:05
TUTORIAL	9:13 - 9:43
PERIOD 2	9:51 - 11:05
PERIOD 3	11:13 - 12:58
LUNCH 1	11:13 - 11:43
CLASS	11:43 - 12:58
CLASS	11:13 - 11:50
LUNCH 2	11:50 - 12:20
CLASS	12:20 - 12:58
CLASS	11:13 - 12:28
LUNCH 3	12:28 - 12:58
PERIOD 4	1:06 - 2:20

## DATES TO REMEMBER / 2002-2003

### August

14	Student Schedule Pickup, Pictures, Lunch deposit (9:00 - 3:00)
15	Student Schedule Pickup, Pictures, Lunch deposit (1:00 - 7:00 PM))
20	Chemical Awareness Meeting for Fall Activities, 7:00 PM
24	Football Kick-Off
26	Freshman /New Student Orientation, 7:00 - 9:00 PM
29	Freshman Get-Together, Daytime

### September

2	Labor Day - NO SCHOOL
3	First day of School
10	Picture Makeup Day - for students who did not take pictures in August, only
20	Cheerleader Jam Dance
22	A.C.T. Testing
27	Homecoming Coronation and Game
28	Homecoming Dance
30	Mid-Term Report sent home with students

### October

3	Parent/Teacher Conferences, 3:00 - 7:00 PM
10	<b>Picture Re-Takes</b>
16	<b>WORKSHOP – NO SCHOOL</b>
17,18	M.E.A. - NO SCHOOL, Gr K-12
19	PSAT Testing
26	ACT Testing

### November

2	Sadie Hawkins' Dance
6	Last Day of Term 1
7	Workshop - NO SCHOOL
8	Teacher's Comp Day for Conferences - NO SCHOOL
11	First Day of Term 2
15,16,17	Indoor Marching Band Concert, 7:30 PM, 2:30 PM
21	ASVAB Testing
21,22,23,24	Fall Musical
28,29	Thanksgiving Holiday - NO SCHOOL

### December

4	<b>CAREER DAY</b>
9	Term 2 Midterm Reports sent home with students
12	<b>Senior PANORAMIC Picture with Lifetouch</b>
12	Parent/Teacher Conferences, 3:00 - 7:00 PM
12	Financial Aid Nite, 7:00 p.m. in Media Center
13,14	HOLIDAY CONCERT, Choir & Orchestra
14	ACT Testing
16-20	Food Drive, Student Council
23-31	Winter Break – NO SCHOOL

## **January**

1-3	Winter Holiday - NO SCHOOL
20	Martin Luther King Holiday - NO SCHOOL
23	Last Day of Term 2
24	Workshop - NO SCHOOL
27	First Day Term 3
28	BST/MCA 10th Gr. Written Composition Test

## **February**

4	Basic Standards Math Test, Re-Tests only
6	Basic Standards Reading Test, Re-Tests only
8	A.C.T. Testing
14	Sweetheart Dance
17	President's Day Holiday - NO SCHOOL
24	Term 3 Midterm Reports sent home with students
27	Parent/Teacher Conferences, 3:00 - 7:00 PM

## **March**

10-14	Spirit Week
14	Disco Dance
26	Last Day of Term 3
27	Workshop - NO SCHOOL
28	Teacher's Comp Day for Conferences – NO SCHOOL
31	Spring Break – NO SCHOOL

## **April**

1-4	Spring Break - NO SCHOOL
7	First Day of Term 4
8,9	Blood Drive
8	Basic Standards Writing Test for Seniors only
9	Basic Standards Math Test, for Seniors only
10	Basic Standards Reading Test, for Seniors only
12	ACT Testing
15	Arts/Activities Ceremony
18	Good Friday – NO SCHOOL
21	WORKSHOP – NO SCHOOL
29	MCA Reading Test for 10th Graders
29	MCA Math Test for 11th Graders
25,26	Connection Special

## **May**

3	Band Garage Sale, 9:00 - 4:00 PM
5	Term 4 Midterm Reports sent home with students
8	Parent/Teacher Conferences, 3:00 - 7:00 PM
TBA	Junior/Senior Prom
26	Memorial Day Holiday - NO SCHOOL

## **June**

11	Last Day of School
TBA	GRADUATION

12 K-12 Workshop Day – NO SCHOOL  
14 A.C.T. Testing

**July:**

22 *Written Composition Test, Retests Only*  
23 *Basic Standards Reading, Retests Only*  
24 *Basic Standards Math, Retests Only*

## **DIRECT PHONE LINES**

Jefferson Switchboard: 952-844-5000  
Attendance: 952-844-5100  
Counseling: 952-844-5020  
Boys' Athletic Office: 952-844-5072  
Girls' Athletic Office: 952-844-5071  
Education Services Center: 952-885-8450  
Police Liaison, Scott Wilson, 952-844-5030

## **WHOM TO SEE FOR ASSISTANCE**

ABSENCE / TARDINESS .....CLERK, ATTENDANCE OFFICE  
ANNOUNCEMENTS ..... RECEPTIONIST / MAIN OFFICE  
ATHLETICS, BOYS- MR. RICH BIRD .....MAIN OFFICE  
ATHLETICS, GIRLS - MRS. TERI RODER .....MAIN OFFICE  
ATHLETICS - USER FEE .....ATHLETIC SECRETARY  
BUS INFORMATION .....SECRETARY, STUDENT SERVICES  
CLUBS-ORGANIZATIONS, DANCE ACTIVITIES .....SECRETARY, STUDENT SERVICES  
COUNSELORS:  
    A-FL ..... MS. LUEBBERS  
    FO-LAN ..... MS. ERICKSON  
    LAO-ROD ..... MS. EVERETT  
    ROE-Z ..... MS. LO  
ADMINISTRATIVE SUPPORT .....MAIN OFFICE  
    A-JI ..... MR. HELBERG  
    JJ-ROD ..... MR. GROEBNER  
    ROE-Z ..... MRS. HOLMAN  
FUNDRAISING ..... MRS. HOLMAN  
LOCKERS ..... RECEPTIONIST / MAIN OFFICE  
LOST AND FOUND ..... RECEPTIONIST  
LUNCH INFORMATION ..... FOOD SERVICE / LUNCHROOM  
PARKING PERMITS ..... SECRETARY / STUDENT SERVICES  
POSTERS, APPROVAL ..... ADMINISTRATION  
SCHEDULING EVENTS, DANCES, ETC. .... SECRETARY / STUDENT SERVICES  
SCHEDULING PEPFESTS ASSEMBLIES ..... ADMINISTRATION  
SCHEDULES, STUDENTS ..... SECRETARY/MAIN OFFICE  
STUDENT GOVERNMENT ACTIVITIES ..... MRS. WANOUS,, MR. SUFKA  
TRANSCRIPTS: CURRENT STUDENTS ..... COUNSELING SECRETARY  
    FORMER STUDENTS ..... REGISTRAR / E.S.C.  
VISITOR PASS / CAR SIGN-IN ..... RECEPTIONIST / MAIN OFFICE



## **STUDENT RIGHTS AND RESPONSIBILITIES**

The school is a community and rules and regulations of the school are the laws of that community. All those enjoying the rights and privileges of the school community must also accept the responsibilities of citizenship which includes following rules and regulations of the school. Students must adhere to certain rules and regulations of other organizations in addition to those of the school. These added responsibilities are Minnesota State Law, City of Bloomington Ordinances, Minnesota State Department of Education Regulations, Federal Government Stipulations, Lake Conference agreements, and Minnesota State High School League Rules.

### **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	Sexual, Physical and Emotional Child Abuse; Racial, Sexual and Religious Harassment and Violence; Harassment Based on Gender, Sexual Orientation, Physical or Mental Disabilities or National Origin in the School and Work Place Environment
419	Tobacco-Free Schools
3545	Transportation
5110	School Attendance - Elementary and Secondary
501	Weapon-Free Schools
5116	Search of Student Lockers, Desks, Personal Possessions, and Student's Person
526	Student Health Policy on Chemical Use, Abuse, and Dependency

# **STUDENT BEHAVIOR**

The interventions and consequences for misbehavior described apply to Bloomington students in any Bloomington school or district property, in district vehicles, at school bus stops, and at school or district events held in or out of Bloomington.

**Students who have reached the age of 18 must follow all school rules.**

## **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.
- Characteristics of the victim (i.e., the offending student is more culpable if the misconduct is directed at a staff member or a vulnerable student.)
- 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 applied.

## **VIOLATIONS OF LAW**

If a student violates a district rule which is also a violation of the law, the student may be referred to the police in addition to being addressed as described in the district regulation. In accordance with state law, the administration will refer any student who unlawfully brings a firearm to school to law enforcement authorities. Consequences and interventions for any of the offenses listed may be more severe than indicated, i.e. a student may incur expulsion and/or referral to the police.

## **INTERVENTIONS**

The following list provides examples of the interventions and consequences which may be considered or used for students experiencing difficulty conforming to established discipline standards. As an example, in some cases an administrator may choose to place a student on in-school suspension rather than out-of-school suspension.

- Student contact with building administrator/designee.
- Parent/guardian contact/conference.
- Referral to peer mediation conflict management programs.
- Community service
- Counseling student.
- Modification of Student's educational program.
- Restricting participation in school activities.
- Referral to community agencies.
- Recommendations for educational and/or mental health assessments by school or community-based professionals.
- Review of Student's needs by the building Student Support Coordinating Team (SSCT).
- Parent/guardian shadowing of student.
- In-school monitoring (i.e. student has periodic report signed by teachers and reviewed by administrators).
- Denial of bus privileges.
- In-school suspension (i.e. removal of student from regular class to a supervised room with appropriate academic work).
- Suspension/Expulsion/Exclusion.
- Alternate program - school placement (e.g. alternative learning center).
- Restitution.

## STUDENTS WITH DISABILITIES

Students with disabilities are expected to comply with the provisions of this regulation unless the individual has in place an Individual Education Plan (IEP) or 504 Plan reflecting modifications required due to the student's disability.

## VICTIMS

In addition to providing consequences to violators, consideration will also be given to responding to the need of victimized students.

<b>SITE BASED MANAGEMENT</b> <b>OF THOMAS JEFFERSON HIGH SCHOOL</b> <b>COUNCIL OF</b> <b>REPRESENTATIVES</b>	<b>-Students</b> <b>-Parents</b> <b>-Teachers</b> <i>Reaching Decisions through Consensus</i>	<b>-Classified</b> <b>-Administration</b> <b>-Community</b>
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The BYLAWS of the COUNCIL OF REPRESENTATIVES

### ARTICLE I Name

The name of this organization shall be the Thomas Jefferson Senior High School Site Based Management (JHS-BSM) COUNCIL OF REPRESENTATIVES, (COR).

### ARTICLE II Authorization

The COUNCIL OF REPRESENTATIVES is authorized under the provisions of Bloomington District #271 School Board Regulation #2513.

### ARTICLE III Object and Responsibility

#### Section 1.

The object of the Council of Representatives is to act as the representative body of its six constituencies: 1. Students, 2. Parents, 3. Teachers, 4. Administrators, 5. Classified, 6. Community. This body agrees to implement a process of shared decision-making that will deliberately place authority, accountability, and responsibility for education and related decisions (as in section 2) within the school community itself, creating the potential to improve education, foster mutual respect, provide greater constituency involvement and empowerment, create an environment which is more responsible to client needs and concerns, and encourage the collegial exchange of ideas.

#### Section 2.

The Council of Representatives may address topics of concern, including but not limited to, the following areas:

- |   |  |
|---|--|
| *Instructional systems                                | *Building material adoption            |
| *Utilization of staffing equivalencies/staffing hours | *Building operational procedures       |
| *Distribution of site budget                          | *Staff development concerns            |
| *Implementation of policies                           | *Development of site mission and goals |
| *Implementation of curriculum                         | *Program evaluation and development    |

### ARTICLE IV Membership

#### Section 1.

The JHS-BSM Council of Representatives is composed of six groups with a maximum of thirty total members (with no group having more than five members) consisting of the following:

- |             |                     |
|-------------|---------------------|
| 1. Students | 4. Administrators   |
| 2. Parents  | 5. Classified Staff |
| 3. Teachers | 6. Community        |

#### Section 2.

The representatives from students, parents, teachers, administrators and classified staff shall be selected in accordance with the rules or bylaws of each representative group and confirmed by the COR.

### Section 3.

Community members shall be selected by the COR and insure that: (a) such members shall not be eligible for membership in one of the other constituencies; (b) shall reside or work in the JHS attendance area, or have an ongoing relationship with JHS; (c) the members shall reflect as diverse a representation of the community as possible.

### Section 4.

Attendance at each COR meeting shall be noted in the minutes.

## ATTENDANCE POLICY

### EXCUSED AND UNEXCUSED ABSENCES

In order for absences to be "excused" the parent or guardian must call the Attendance Clerk (952-844-5100) prior to or within 24 hours of the absence; otherwise, the absence will be treated as "unexcused." In emergency situations, such as hospitalization, or an accident, please call and explain the situation. Prearranged excused absences include the following reasons: medical/dental, religious, court, school activities, vacations, traveling athletic teams, lessons, and hunting/fishing trips. We request that parent phone calls for prearranged absences be made at least one day prior to the absence. Students need to pick up a form at the attendance window to present to their teachers. If students are to be gone for more than two days, they must contact each teacher prior to the absence and arrange a homework makeup plan.

An absence is considered "unexcused" when the school is not called by the parent/guardian within a 24 hour time period. Three tardies equals one unexcused absence. Suspension and Quiet Room referrals do not count as absences. Students who arrive late to school with tardiness excused by a parent, or because of a late bus, must sign in at the Attendance Office. Every teacher may have their own tardy policy within a 10-minute time frame.

#### ONE unexcused absence

Automated phone calls will be made at the end of each school day to homes of students with unexcused absences for one or more class periods.

Unexcused absences and tardy occurrences result in the assignment of detention — **84 minutes per every one unexcused absences, three tardies, or a combination thereof.** A tardy of 10 or more minutes is considered an unexcused absence. Leaving class early is considered an unexcused absence.

#### TWO unexcused absences and/or tardy equivalencies

When two unexcused absences (including tardies) occur in any one class, parents will be notified in writing along with a description of state truancy laws.

#### THREE unexcused absences

The first time this occurs, students and parents are asked to attend a Truancy Intervention Meeting at the Bloomington Police Department. Failure to either attend the meeting or complete detention, during the term truancies occurred, will result in a No Credit for the class(es) or a failing mark.

In addition to the truancy meeting and detention, other interventions may include attendance contracts and/or referral to counselors, student services, medical personnel, chemical health coordinator, or other service providers as deemed appropriate.

### FIVE ABSENCES

A letter will be sent to parents when students have five total absences in any one class.

### FIVE UNEXCUSED ABSENCES

When a student reaches five unexcused absences, 15 tardies, or a combination thereof, a letter describing the School Attendance Review Board referral will be sent home. Subsequently, the student's administrator will meet with the student and prepare an attendance petition for the School Attendance Review Team (SART) or the School Attendance Review Board (SARB,) or take other appropriate action. SART or SARB team members will work with students, their families, and the student's administrator to resolve the attendance issues and to determine if there are any extenuating circumstances. Case by case, a contract will be created at the SARB or SART meetings that delineates expectations for the student's attendance, as well as for students and parents/guardians cooperation with individuals who are part of helping agencies. SARB may also be used as an intervention for excused absences.

## **SEVEN UNEXCUSED ABSENCES**

When a student reaches seven unexcused absences, the student and the student's administrator will meet once again to discuss attendance and the impact of unexcused absences on grades. If the teacher agrees, and the student maintains a passing grade, the student may earn a "No Credit" (NC), otherwise an 'F' will be assigned. The 'F' will affect a student's class rank and GPA. The 'NC' will not affect class rank or GPA.

## **TEN UNEXCUSED ABSENCES**

A truancy petition will be filed with Hennepin County Juvenile Court for students under the age of eighteen, or for whom it is appropriate. These ten unexcused absences are accrued starting at the beginning of each school year, and continue throughout the year. Unexcused absences include both full and partial days; the ten absences must be ten on different days.

Suspensions and Quiet Room referrals do not count toward the maximum number of absences. Teachers will receive a suspension report on students in their class. The day following the suspension a student must present a pass from the office indicating that he/she has satisfied the terms of re-admittance. Teachers are to sign the form to verify receipt of the information. Students must return the form to the Attendance Office.

## **FIFTEEN CONSECUTIVE ABSENCES**

Students will be un-enrolled after 15 consecutive absences.

## **TUTORIALS ABSENCES**

Attendance will be taken. All absences apply to a student's total number of absences for the class corresponding to that particular Tutorial hour.

**FOUR - PERIOD DAY** We do not enroll part-time students. Therefore, if you are enrolled in a study hall or as a student assistant, it is our expectation that you are here - on time - each and every day for that part of your schedule. We do not consider repeated absences for those periods in your schedule as acceptable. Students who fail to attend study hall or student assistant responsibilities on a consistent and ongoing basis will be subject to un-enrollment from school for the remainder of the term.

Once a student is in school, he/she is expected to remain in school and attend all classes for the entire school day. If a student leaves school without prior approval from the attendance office, the absence will be unexcused even if a parent calls later to excuse it.

# **POLICIES AND OTHER INFORMATION**

## **AFTER-SCHOOL HALL POLICY**

Students who remain after school past 2:45 must report to their activity or be under the supervision of a Jefferson staff member.

## **BEVERAGE/FOOD CONSUMPTION**

Beverages may be consumed in the hallways. 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 will not be allowed in certain areas of the building such as the Gymnasiums, the Auditorium, the Media Center and the Computer Labs. And, at the discretion of the building administrators, the use of beverages may be prohibited in other areas of the school building. Glass 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. No food will be allowed in the hallways at any time - and in classrooms at the discretion of the teachers. Otherwise, all food and snacks are to be consumed in the cafeteria.

**CARD PLAYING** – Per School District Policy 506: Gambling, including, but not limited to, playing a game of chance for stakes is prohibited at Jefferson. That means, no card playing in class, study hall, or tutorial. 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.

## CHEMICAL/PARAPHRENALIA POSSESSION AND/OR USE

The District Board of Education has adopted a regulation regarding students using and/or possession mood-altering chemicals and/or paraphrenalia, in school, or at school-sponsored events. In summary, it contains the following:

1. When a student is in possession of mood-altering chemicals and/or paraphrenalia, a parent will be contacted, the police will be notified, and the student's locker and person will be searched.
2. When a student shows evidence of being under the influence of mood-altering chemicals, or alcohol, a parent will be contacted, the police will be notified, the student's locker and person will be searched. If necessary, the student will be transported to the detox center when parents cannot be contacted.

In all of the above instances the penalty will be as follows:

1. On the first violation, the student will be suspended for 3 school days, a mandatory chemical assessment (at parent expense) must be completed, and a parent conference with a school official will be conducted prior to readmission.
2. The second violation will result in a 5-day suspension from school, a mandatory chemical assessment (at parent expense), and a parent conference with a school official.
3. A third violation will result in a 5-day suspension, and the student will be referred for further disciplinary action which may include homebound instruction, or expulsion from school, assessment, conference, and/or a possible referral to alternative program.

Violations are cumulative between years.

Copies of the complete regulation (526) may be obtained in the main office.

## DISTRIBUTION OF MATERIALS

Materials may be distributed or placed in the building only in accordance with Bloomington Schools Discipline Policy section VI, A, 22. Arrangements for distribution must be made in advance through a principal. Students distributing materials without prior arrangements, or material which is judged to be offensive or to promote disruption of the school day will be subjected to disciplinary actions which may include suspension. **Students can be suspended for distributing any items or materials of a harassing nature.**

## DRESS FOR STUDENTS

State law requires that for health reasons, students must wear shoes and dress for existing weather and school conditions. Clothing that is disruptive to the educational process, or unsafe, will be reason for students to be referred to the office. In order to maintain a healthy and focused learning environment, students are requested to dress modestly with shoulders, torso skin and undergarments covered. Students may be dismissed until they are appropriately attired. This includes accessories - articles such as dog collars, studded/spiked collars and/or wrist bands and studs on backpacks. Pillows and blankets are not allowed. Students may be dismissed from class until they are appropriately attired.

**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).

**HEADWEAR** - No headwear of any type will be allowed during school hours. For purposes of this policy "headwear" includes, but is not limited to baseball caps, headbands, hats, stocking caps, winter headwear, hoods, and bandanas. Violator's headwear will be confiscated and held until the end of the day. If problems persist, the article will be held for a longer period of time.

**CHAINS** - Chains which are heavier than a conventional watch chain will not be allowed.

**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, polar fleece tops, nylon wind breakers, and wind breakers that are clearly part of an outfit.

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Upon arrival headwear and outerwear will be stored in assigned student hall lockers from 7:45 am to 2:20 PM and will not be worn or carried in the halls or to classrooms.

## **ELECTRONIC DEVICES**

Students who carry electronic pagers/telephones must not activate the sound 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 pager/telephone will be confiscated and held until a parent/guardian picks it up.

## **HEADPHONES, RADIOS, TAPE PLAYERS, DISC PLAYERS, CD'S, ETC**

Headphones, radios, tape players, cell phones, disc players, telephones, pagers and other similar items may not be appropriate for use in school. Teacher discretion determines use of electronic gear for the potential for classroom disruption or distraction and loss from theft is great. Therefore, students are encouraged to keep these items at home. The school will not be considered responsible if such items are lost or stolen. If such an article becomes a disruption, it will be confiscated and held until a parent picks it up. Teachers may use their discretion as to the use and presence in the classroom.

**FOUR - PERIOD DAY** - only. We do not enroll part-time students. Therefore, if you are enrolled in a study hall or as a student assistant, it is our expectation that you are here - on time - each and every day for that part of your schedule. We do not consider repeated absences for those periods in your schedule as acceptable. Students who fail to attend study hall or student assistant responsibilities on a consistent and ongoing basis will be subject to removal from that assignment for the remainder of the term. Students who fall below this 4-class requirement are subject to dismissal for the remainder of the term.

Once a student is in school, he/she is expected to remain in school and attend all classes for the entire school day. If a student leaves school without prior approval from the attendance office, the absence will be unverified even if a parent calls later to verify it.

## **GAMBLING**

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.**

## **GRIEVANCE PROCEDURE FOR 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 attendance office.

## **HALL PASSES**

Students are to be in classes 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.

## **HARASSMENT POLICY - GENERAL STATEMENT OF POLICY**

It is the belief of the staff at Jefferson High School that all individuals should be treated with dignity, respect and consideration. Students should be able to function in an environment that is free of any form of emotional or physical child abuse; sexual child abuse; any form of harassment based on gender, sexual preference, religion, race, physical or mental disabilities, or national origin; and any form of violence based on or reasonably related to sex, religion or race.

Sexual harassment is a form of sex discrimination which violates District Policy 413.

## **DEFINITIONS:**

1. Sexual harassment: any unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature, when such conduct creates any intimidating, hostile, or offensive educational environment. Sexual harassment is illegal and may or may not be criminal activity.
2. Gender, sexual orientation, religious, racial, 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.

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.

Any person who believes that she or he has been the victim of sexual harassment or sexual violence or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence by a student should report the alleged acts immediately to a teacher or principal or directly to the Human Rights officer, the director of personnel.

## **CONSEQUENCES**

Any student who violates this policy will be subject to disciplinary action in accordance with the student handbook. Actions may include but not be limited to:

- a. Informing and educating the violator and requiring the behavior to stop.
- b. Requiring an apology to the victim.
- c. Suspension from school.
- d. A parent meeting.
- e. A referral for counseling or other appropriate agency.
- f. Expulsion from school.
- g. Referral to Law Enforcement officials

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

## **HAZING PROHIBITION**

The purpose is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type 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 complete copy of Regulation 2460.4 is available upon request in the Principal's Office.

## **ILLNESS DURING THE DAY**

Before leaving the building students must either go to the school health associate in the Nurse's Office, see an adult in the attendance office, or see an administrator. **(A phone call must be made to the attendance office prior to a student leaving campus.)**

## **INCOMING/PROSPECTIVE STUDENTS**

Transfer students who have been in attendance at another high school immediately before coming to Jefferson High School may register at any time during the term.

After school has been in session for 5 days of a term, students who have not been in attendance at another high school, and are above the compulsory education age, are not permitted to enroll until the beginning of the next term.

## **LOCKERS**

Students are assigned a locker prior to the opening day of school that serves their needs while attending Jefferson. They are held responsible for equipment and books issued and stored in lockers. Students are not to share lockers or give the combination to others. Upon entering physical education classes, students will be issued a physical education locker. The school is not responsible for loss of valuables. If there are difficulties with hall lockers, report them to the main office. Lockers are the property of the



school and will be subject to policies of the school community. Locker security depends upon the individual student. Breaking and entering lockers should be reported to the receptionist in the main office, the police liaison officer, or the Administration. The Bloomington School District carries no insurance for lost items. Students should refer to the District Discipline Policy 5116 for specific information about search and seizure.

### **MAKEUP WORK FOR EXTENDED ABSENCE**

If a student is going to be absent for more than two days for a reason other than illness or family emergency, the student must contact each teacher prior to the absence and arrange a homework makeup plan. A form will be available in the attendance office to facilitate this process. Failure to prearrange the makeup plan may result in loss of the opportunity to make up missed homework.

Following a verified absence, or prior to an absence of more than two days, the student must check with each teacher to determine what work can be made up, and the deadline for completing the work. It is the student's responsibility to obtain notes on presentations and other class activities. Teachers are not expected to reteach or provide alternates for assignments or activities the student missed during an absence. Assignments and activities which can be duplicated outside the classroom may be made up by students.

### **NUISANCE ITEMS**

Items such as laser pens, skateboards, water balloons, stink bombs, hacky sacks, etc. are not allowed. If found, these items will be confiscated and held for a parent to pick up, or simply thrown out. Students who repeatedly disrupt the learning environment with such items will be disciplined.

## **PARKING REGULATIONS AND PROCEDURES**

### **I. PARKING FEES**

- A. \$47.50 per vehicle permit PER SEMESTER
- B. \$20.00 per motorcycle permit for the school year
- C. Replacement of lost permit: \$47.50

### **II. PARKING LOT REGULATIONS**

- A. Proper display of the parking permit
  - 1. The parking permit must be displayed properly to be considered valid. Failure to do so may result in the vehicle being ticketed and/or towed at the owner's expense.
  - 2. The permit must be hung from the rearview mirror and must be readable to someone standing outside of the vehicle. Failure to do so may result in the vehicle being ticketed and/or towed at the owner's expense.
  - 3. Any permit that has been tampered with or copied will be considered void and will be revoked. This may result in the vehicle being ticketed and/or towed at the owner's expense. It may also result in a suspension and/or community service. There will be no refunds for revoked permits.
- B. Parking in Approved Spaces
  - 1. Vehicles must be parked in approved spaces indicated by signs in the designated colored lot that you're assigned to.
  - 2. No parking is permitted in driving lanes, lawns, sidewalks, fire lanes, etc. This may result in the vehicle being ticketed and/or towed at the owner's expense. Students found to be driving on sidewalks or school lawns will have their parking permit revoked.
  - 3. Students parked in the staff or visitor spaces may be ticketed and/or towed at the owner's expense.
- C. Speed Limit

The speed limit for anywhere on campus is 10 m.p.h.. Students breaking any Minnesota traffic regulations, or driving in an unsafe manner will be referred to the Bloomington Police Department. Students found to be performing such actions will have their parking permits revoked.
- D. General Information
  - 1. Students found to be on more than one permit will have all parking permits revoked.

2. Students who have attendance problems or repeatedly leave campus during school hours will have their permit revoked.
3. Independent School District 271 is not responsible for vandalism, theft, or injury of items in school parking lots. Please lock your vehicles while at school. Other criminal charges are issued at the victim's discretion.
4. No daily or weekly temporary parking permits will be available.
5. Any questions and/or concerns regarding the parking lot regulations and procedures can be directed to Pete Helberg at 952-844-5160.

## **TARDINESS TO CLASS**

Each tardy will count 1/3 of an Unexcused Absence. For each THREE (3) tardies accumulated in a particular class, the appropriate step of the Unexcused Absence Policy will be enforced. Teachers will determine when a student is tardy. Excessive tardies may result in loss of credit. A student is considered absent upon being 10 or more minutes late for class. Teachers may have their own tardy policy.

## **TOBACCO USE/POSSESSION**

The school district is committed to promoting a healthy life-style 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. The schools have a responsibility to comply with the Minnesota Clean Indoor Air Act and other Minnesota laws governing the sale and use of tobacco by students. Therefore, the Board policy was adopted to educate and de-emphasize the desirability of the use of tobacco.

The policy, which should be interpreted as strongly as it is stated, is as follows:

Smoking, chewing, use of tobacco and/or paraphernalia in any form by students is prohibited in or on school property or buses and shall be considered grounds for suspension, exclusion, or expulsion.

Use of tobacco shall be interpreted as having tobacco, tobacco products, pipes, etc. in your hand or mouth (lit or unlit.)

School property shall include all bus stop areas bounded by France Avenue on the east, 102nd Street on the north, Heritage Hills Drive on the south, and Johnson Ave. on the west. (This includes Bloomington Stadium and the Bloomington Ice Garden which is also considered school property during all athletic contests).

### **CONSEQUENCES OF TOBACCO USE /POSSESSION AT SCHOOL**

#### **First Offense**

Penalty: Three hours of Detention/Community Service and participation in a smoking diversion program at parents' expense, and/ or a citation by Police.

#### **Second Offense:**

One day assignment to PAUSE and a citation by Police.

#### **Third Offense:**

Citation by Police, four-day suspension, plus recommendation for further disciplinary action which could include expulsion.

### ***Tobacco violations are recorded on an annual basis.***

The Chemical Awareness Coordinator may be found in the Main Office area, or reached by telephone, 952-844-5025. With the assistance of a principal, the coordinator arranges for reinstatement in school after chemical or tobacco violations. The student and a parent must attend a conference prior to readmittance to school.

## **TRANSPORTATION**

Independent School District No. 271 provides transportation for students living 1.0 or more miles from Jefferson High School. The standard walking area means precisely the specified distance from the building door nearest your home; down the nearest sidewalk to the middle of the street, then to the edge of the student's / parents' lot. Students with physical disabilities may apply to the administration for special transportation. School rules regarding behavior, tobacco and chemical use apply when

riding district school buses. Any person to be found violating school bus rules and regulations will be referred to an administrator and result in a school bus suspension. Please read and review the following information carefully.

## **RIDER RESPONSIBILITIES**

### **A. Going to the Bus Stop**

1. Use sidewalks where provided.
2. If there are no sidewalks, walk on the left shoulder of the street or roadway facing traffic, single file or no more than two abreast.
3. Cross streets at corners.
4. Use a direct route, but avoid crossing yards or empty lots to get to the bus stop.
5. Arrive no more than 5 minutes before the bus is scheduled to stop.
6. Be aware of suspicious individuals (young, old, male, female) on foot or in motor vehicles. Report such persons to your bus driver or school principal.

**EVEN IF YOU HAVE MISSED THE BUS, DO NOT ACCEPT RIDES FROM STRANGERS.**

### **B. Waiting at the Bus**

1. Wait **away** from the traffic. Stay at least three feet off the road or street.
2. Respect the property around the bus stop. Do not pick flowers or shrubs, throw stones, snowballs, litter, etc.
3. Use appropriate language at all times.
4. Avoid blocking sidewalks or driveways.
5. Respect other students by not pushing, shoving or fighting.
6. Stay back until the bus is actually stopped. A PUSH AT THE MIDDLE OR END OF THE LINE CAN SEND THE FRONT PERSON INTO THE BUS OR UNDER ITS WHEELS.
7. Older students can be helpful to younger ones.

### **C. Boarding the Bus**

1. Wait until the bus has stopped and the door is opened before starting to board.
2. Board single file - youngest students first PLEASE!
3. Continue to show respect for others by not pushing or shoving.
4. Use the hand rail to keep from slipping, falling, or tripping.
5. Greet the driver!
6. Move directly to your seat.
7. Put large items (musical instruments, packages, etc.) In seat area or under the seat but not in the aisle.

### **D. Riding on the Bus**

1. Follow the drivers' instructions.
2. Remain in your seat until the bus arrives at your stop.
3. Speak in a quiet voice. Your voice should not be heard above others.
4. Keep hands, feet and objects to yourself.
5. Do not throw objects inside the bus or out the window.
6. Do not use profanity, including words or gestures.
7. Do not tease or harass others.
8. Do not spit.
9. Do not eat, drink or chew gum.
10. Do not vandalize the bus.

**SCHOOL RULES APPLY AT BUS STOPS AND WHEN RIDING THE BUS.**

## **GUIDELINES FOR JEFFERSON BUS RIDERS**

***The privilege of riding the school bus may be suspended for minor violations such as:***

1. Disrespect towards the bus driver and others (i.e. Disrupting others with excessive lying, falsifying names, etc.)
2. Sexual, verbal, physical and emotional harassment of others (i.e. Flashing, obscene gestures, intimidation, swearing, etc.)
3. Improper seating practices, (i.e. lying across seat, changing seats, facing backwards, blocking aisle, head and arms hanging out of windows, standing while bus is in motion, unauthorized riding on bus, etc.)
4. Fighting, or use of physical force on the bus or at the bus stop (i.e. pushing, shoving, spitting, or throwing objects, etc.)
5. Vandalism and theft to the vehicle or personal property at the bus stop (i.e. graffiti, littering, cutting or ripping seats, stealing reflectors or fire extinguishers, etc.)
6. Tampering with school bus emergency or safety equipment.
7. Other violations detrimental to the health and welfare of other bus riders or physical property of the transportation carrier (i.e. bumper sliding, etc.)

### **MINOR VIOLATION ON BUS**

***1st violation - penalty as determined by school principal or designee***

***2nd violation - penalty as determined by school principal or designee***

***3rd violation - 1-3 day bus removal/suspension***

***4th violation - 2-5 day bus suspension***

***5th violation - 2-15 day bus suspension***

### **SERIOUS VIOLATIONS:**

***The privilege of riding the school bus shall be withdrawn for the following serious violations:***

1. Lighting a fire
2. Carrying a weapon on the bus (real or imitation)
3. Deliberate tampering/opening emergency doors
4. Smoking or chewing tobacco or possession/use of other controlled substances
5. Physical and sexual assault
6. Other violations detrimental to the health and welfare of other bus riders or physical property of the transportation carrier.

***The district's formal dismissal/suspension, Policy 5114, will be followed for serious bus violations with minimum of one day removal from the bus.***

What's allowed on a bus?

Questions arise from time to time about what students may bring with them on the school bus.

The Transportation Department tries to accommodate students' needs whenever possible. The Department's rule of thumb is that students may bring items that they can hold on their laps AND between their legs during the bus ride. Students may bring smaller musical instruments on the bus. Contact the transportation office at 952-346-4343 if you have a question about the item size. Objects like balls may be carried on the bus ONLY if they are kept in a student's backpack and are not brought out during the ride to or from school.

Some objects are NEVER allowed on the bus. These objects include:

guns, including play guns	knives or other sharp objects
glass items	gasoline, engines or cans
skis, ski poles	animals, insects, fish
golf clubs	pop, juice, or other items to drink
any items of dangerous or objectionable nature	matches

Our goal is for students to have a safe ride to and from school. We appreciate your cooperation.

## **VISITORS IN BUILDING**

1. No friends or relatives (other than parents) of JHS students are allowed to visit Jefferson High School.
2. No person, other than a student of this school building, teacher, administrator, official, or employee in this school district, or an authorized agent of said district shall be permitted to enter any classroom or circulate in this school building without first receiving verbal or written permission from the office of the administrator in charge of this school building, or the office of the Superintendent of Schools of the District.
3. Such permission as described above shall be required for the purpose of preventing interruption of normal educational functions. Permission shall not be required for anyone who is present in the building for the following purpose only:
  - a. Attending any meeting on the premises of any organization which has been duly authorized by the school administration.
  - b. Voting or aiding in the conduct of any legally called election.
  - c. Attending any duly authorized athletic, recreational, or cultural event.
4. Written permission granted hereunder may be limited as to time or purpose and may be revoked by the administrator granting the same or by the Superintendent of Schools at any time if in his/her opinion such visit is no longer in harmony with the proper conduct of the schools.

*Students who wish to enroll at Jefferson may make an appointment with the counseling department to register for classes. Student visitors WILL NOT be allowed during the school day unless part of an organized exchange program.*

## **CODE OF CONDUCT**

All persons associated with Jefferson High School - students, parents, staff, and Board members - are working together toward the educational goals and objectives of the school system. All students have the right to pursue these goals and objectives unhindered by disruptions or other infractions. All students also have the responsibility to abide by rules and regulations established and maintained for the general student welfare. When anyone's rights are violated or when someone is not acting according to the rules and regulation, appropriate action must be taken.

### **DEFINITION OF UNACCEPTABLE BEHAVIOR**

Unacceptable behavior includes, but is not limited to the following defined acts:

**ABUSIVE LANGUAGE:** The use of insulting, reviling, or unsuitable language as to be heard by another person, and/or use of abusive language to, and/or about any staff member or student. Consequences applied according to District and School guidelines.

**BOMB THREAT:** Communication for the purposes of terrorizing another person, that an explosive of some kind is present in the school building, school grounds, or another location used for school activities, regardless of whether the same is, in fact, present. Consequences according to District and School guidelines.

**CHEATING:** To mislead an instructor in some way so as to receive, or attempt to receive a grade for work which the student did not originate, or work performed with unauthorized aid or assistance. The production or altering of a document or object which the student represents as his/her own which, in fact, is the product of another. First occurrence will result in a 'Zero' for the test, paper, project. A second offense will result in loss of credit for the course.

**CLASS TRUANCY:** Absent from assigned school building, school grounds, or school scheduled class or event, wherever it is held, without authority from parent or responsible school personnel. Consequences applied according to School guidelines.

### **DISTRIBUTION, POSSESSION, USE OR UNDER THE INFLUENCE OF ALCOHOL/UNAUTHORIZED DRUGS:**

On school property, or at any school-sponsored event, the act of distributing to another person unauthorized drugs of any sort, including alcohol; having unauthorized drugs or alcohol on the person, in the person's possession, including bags, purses, locker, or car; using or being under the influence of unauthorized drugs - including alcohol - on school property or at any school-sponsored event which may, or may not be, on school property. District and School guidelines, as well as, State laws and Community guidelines.

## FALSE USE OF FIRE ALARMS AND RELATED EQUIPMENT STATUTORY CRIMES:

- 1) Intentionally causing a fire alarm.
- 2) Tampering with fire alarms, fire prevention equipment, or the covers or containers for these items.
- 3) Tampering with fire detection or related equipment such as magnetic door closer. Acts of conduct which are in violation of the criminal code of this state or the United States, or are in violation of municipal or county ordinance. Offenders may be prosecuted.

INSUBORDINATION: Failure to accept and carry out the reasonable instructions given by one in authority including administrators, teachers, substitute teachers, teacher aides and all other school personnel who are authorized to give such directives. Directives which are always reasonable include, but are not limited to:

- 1) Request for name;
- 2) Directives to go or accompany staff member to the school office, or classroom
- 3) Directives to cease an activity;
- 4) Directives to place material in a designated area.

OFF-CAMPUS/UNAUTHORIZED AREA: Students who are away from school without permission, or in an area of the school building or school grounds designated by school personnel as not being available for student use. Students found off campus or in an unauthorized area may be suspended, dismissed and/or assigned community service. A student's vehicle may be searched as a result of being off campus. Parking permits may be revoked as a result of being off campus.

PHYSICAL ABUSE TO SCHOOL EMPLOYEE: Intentionally making physical contact with a teacher, administrator, or any employee of the school district by striking, pushing, shoving, kicking, or laying hands upon such individual.

PHYSICAL ABUSE TO STUDENT: Forceful physical contact made with another student, such as fighting, pushing, shoving, kicking, striking, or laying hands upon such individual.

PHYSICAL ASSAULT: An abusive physical attack upon the person of another student or school employee.

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.

POSSESSION OF WEAPON: while at school, on the grounds, in a school-owned vehicle, or at a school activity to have a weapon in one's possession. A weapon includes any device or instrument designed as a weapon or through its use is capable of producing bodily harm or death. This includes a facsimile of a weapon which may generate apprehension or cause a disruption.

Because of a growing concern about guns in school, the administration has adopted a Zero Tolerance@ position on guns of any kind. No guns, whether made of plastic or an unusual color will be tolerated in school. Students with toy guns, replicas or facsimiles (look like a real gun) will receive a 5-10 days suspension and will be recommended for expulsion, in accordance with District policy.

## SCHOOL DOCUMENTS/RECORDS - FALSIFICATION

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 card, homework, election ballots, and report cards.

THEFT: Taking objects, materials, or possessions that rightfully belong to another person or the school district, without permission of the owner or proper school authority.

VANDALISM: A willful and malicious destruction of, or damage to, public or private property, real or personal.

VERBAL ASSAULT: An abusive verbal attack upon the person of another student or school employee.

VERBAL THREATS: Stating an intention to cause bodily, mental or emotional harm to the person of another student or school employee or statement of intent to disrupt the educational process.

## **CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR**

Our community's expectations of the school is to reduce time spent with preferential treatment for disruptive students at the expense of lesser learning opportunities for the majority of students. Disruptive students

sabotage the effectiveness of teachers. They infringe upon the rights of students who wish to be better educated. It is imperative that students attend school in an educational climate conducive to maximum learning in the scheduled courses. When a disruptive student is allowed to remain in the classroom, the rights of other students to an education are impaired by the misconduct. Therefore, teachers will take appropriate action to provide consequences for disruptive students. If a student continues to be disruptive, a teacher may refer the student to an administrator. Following the referral, an administrative hearing shall be held and a ruling sought to determine an appropriate consequence.

*Consequences for unacceptable behavior include, but are not limited to, the following:*

**REFERRAL:** A referral ranges from an administrative discussion with the student to a student/parent conference.

**REFERRAL TO SUPPORT TEAM:** Referral to the Student Services Coordinating Team (SSCT) is for the purpose of determining an appropriate educational program for the student which might include a psychological evaluation, long-term counseling, a schedule change, homebound instruction, tutoring, referral to other community service.

**COMMUNITY SERVICE:** Duties performed by students on behalf of the school community, at Jefferson, as a consequence for a violation of district/school policies and rules. The types of activities that comprise community service include, but are not limited to: picking up trash, scraping gum off of tables and chairs, washing windows, dusting, sweeping, vacuuming, and mopping of floors.

Community service will not be performed during the academic portion of the school day, but before and after school, on Saturdays, or during 'vacation' days.

Community service will often be used in lieu of suspension, in an effort to keep students in classes.

**DISMISSAL:** The denial of the appropriate educational program to any student, including exclusion, expulsion, and suspension. It does not include removal from class.

**SUSPENSION:** An action taken by the school administration, under rules made by the school board, prohibiting a student from attending school for a period of no more than ten school days. Each suspension must include a readmission plan. The readmission plan shall include, where appropriate, a provision for alternative programs to be implemented upon readmission. For a student with a disability, the IEP team must meet within five school days of the suspension. The team must determine whether the misconduct is related to the handicapping condition, review the need for any further assessments and amend the IEP where necessary.

**EXCLUSION:** an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year.

**EXPULSION:** an action taken by a school board to prohibit an enrolled student from further attendance for a period that shall not extend beyond an amount of time equal to one school year from the date a pupil is expelled. If any incident is serious and it is a first offense, the consequence could be as severe as exclusion or any other appropriate consequence for a violation of any rule in this handbook. In addition, infractions which are in violation of statutory criminal law will be referred to Jefferson's school liaison officer or juvenile court officials. In all cases of discipline, the Minnesota Pupil Fair Dismissal Act will be followed.

**POLICE ACTION:** Notifying police authorities and filing criminal charges if circumstances deem it appropriate or necessary.

## **STUDENT INFORMATION**

### **ANNOUNCEMENTS: PUBLIC ADDRESS & JAGBAG**

Student information will be shown on the televisions located around the school building. Teachers, coaches, directors and club advisors are to submit requests to have information included in the bulletin to the main office. Daily announcements must be submitted, and signed by an advisor.

### **EMERGENCY PROCEDURES**

These are published and posted in classrooms and other prominent locations.

### **FIRE DRILLS**

During the school year at the sound of the fire alarm, classes will immediately evacuate by using the nearest exit. Directions for evacuation are posted in each room, office or other area. A bell will signal

your return to the building. Other emergency regulations are posted in the classroom. There are to be no exceptions made by students or staff regarding emergencies. Pulling a false alarm is illegal. Students caught doing so will be charged and recommended for expulsion.

## **TELEPHONES**

Pay phones are available for students located at the north entrances and by the gymnasium.

## **TORNADO WARNING EVACUATION**

There may be occasions when strong winds or tornado warnings are issued. You will be notified byway of the public address system in such cases; in addition there will be a Civil Defense siren warning. Your teacher will have instructions as to proper dispersal of students and actions to take. This information will be posted in various areas around the building.

## **TRANSFERRING TO OTHER SCHOOLS DURING THE SCHOOL YEAR**

A student requesting a transfer to another school must see his/her counselor. Proper forms will be completed by the counselor and staff and mailed directly to the new school. Clearance of library materials, textbooks and equipment must be obtained from Jefferson staff. Transfer students must clean their own lockers.

## **VO-TECH SCHOOL**

Students who enroll at the district vocational technical school and plan to receive three credits for the successful completion of the course will have certain regulations to follow. First, they must be successfully participating in Vo-Tech. This means that if a student is dropped from Vo-Tech the student may also be dropped at Jefferson unless a program change can be accomplished; in such case the enrollment will be changed, but the student will be held responsible for makeup work at Jefferson. Secondly, Jefferson students may not attend Vo-Tech unless they are enrolled and attending Jefferson.

## **WORK EXPERIENCE PROGRAM**

When enrolled in the Jefferson Work Experience Program, your school day will be divided into two parts. You will be enrolled in 1st and 2nd block classes, and will be expected to maintain passing grades. Failing a class or not doing the required work, is not acceptable and could result in your removal from the Work Experience Program. Third block you will attend Vocational Seminar and will be dismissed at 11:30 to your work site for the remainder of Jefferson's school day. You must be employed during school hours. You must hold a valid Minnesota driver's license and be able to provide your own transportation to your work site. The school district does not provide transportation. Your work site is an extension of the school day and you are, therefore, required to follow all school policies at work including school district #271 chemical policies. If found in violation of these policies students will be suspended from work, and may be removed from the program and returned to a full-day class schedule. If suspended from school, for any reason, s/he will be unable to work on the scheduled day of the suspension. It will be the student's responsibility to make arrangements with the employer to miss work on the given day of suspension.

# **STUDENT SERVICES**

## **CHEMICAL AWARENESS SERVICES**

The program is directed by a chemical awareness counselor who meets with a variety of student support groups on a weekly schedule. The support groups are often co-facilitated with counselors from adolescent treatment program attended by our students. Group members make classroom visits, speak to elementary and junior high students and participate in other community and school chemical awareness activities. The chemical awareness counselor is also available to students who have questions about chemical or tobacco use.

## **COLLEGE TRANSCRIPTS**

Students may request three transcripts of grades free of charge. Each additional request will have a \$1.00 fee.

## **COMPUTER LABS**

Instead of a computer lab fee, per class fee or a per page printing charge, Jefferson students are asked to contribute \$5.00 toward the support of our computer labs.



**How many computers are available to students?** Jefferson currently has four networked labs(120 computers), a business lab (30 computers), a portable laptop lab(30 computers) and 15 search and productivity stations in the Media Center. We will be replacing one lab and will be adding another laptop lab, a multimedia lab and 45 workstations(laptops and desktop computers) to our new Media Center. Also available for student use are 3 digital cameras, scanners, color printers and CD burning capability.

How is the money used?

Most of the money goes to the quickly rising costs of printing and paper. Some is used each year to buy specialized software or equipment such as digital cameras or additional scanners.

## **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 Assistant 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.

## **COUNSELOR APPOINTMENTS**

Students desiring to see counselors may make appointments with the counseling secretary. When appointments are made the counselor's time is reserved, and students are given passes allowing them to be excused from class.

## **FOOD SERVICE**

Lunch

Student lunches are available daily in the school cafeteria. There is a choice of a regular menu, salad bar, or an alternate menu. Lunch money may be deposited with any of the cashiers during breakfast or lunch.

Students eating lunch may leave the lunchroom when they have finished eating and have bused their dishes. **NO FOOD WILL BE ALLOWED IN THE HALLWAYS AND CLASSROOMS AT ANY TIME. ALL FOOD AND SNACKS ARE TO BE CONSUMED IN THE CAFETERIA. DURING THE LUNCH PERIOD THERE WILL BE NO FOOD ALLOWED OUTSIDE OF THE CAFETERIA.** Students who choose to leave the lunchroom or choose not to eat in the lunchroom may remain in designated areas or use approved outside areas.

Students are not permitted out of the cafeteria area without a pass. The parking lot may be used only by students using their vehicles to leave or return to school for approved, legitimate reasons. Gathering on the property of nearby private homes or apartment buildings is expressly forbidden. Noon hour is an excellent time for students to purchase tickets for school events and to check with counselors, the nurse, the office, or administration regarding questions, concerns, or problems.

Breakfast

Service will be available from 7:25 to 7:45 A.M. in the lunchroom. Taking advantage of this service, however, is not an excuse for arriving late to class. **BREAKFAST, AND ALL OTHER FOOD, IS TO BE CONSUMED IN THE CAFETERIA.**

## **HEALTH OFFICE**

When students are injured or become ill during the day, they may be excused from class to see the school Health Service Associate (HSA). 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 HSA or the attendance office before leaving; school without signing out will be considered unverified.

Accidents should be reported to the HSA, especially if they are on the school premises.

Medications are to be administered through the Health Service office with required authorization. No medication (including over the counter drugs such as aspirin, ibuprofen, tylenol, cold & cough medicine, herbs, food supplements and inhalers) will be given without physician and parent authorization. Students are not permitted to carry medications on their person. All Medications are to be kept in the Nurse's office.

Requests to be excused from physical education classes, for one day only, can be verified by the 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 HSA.

## **MEDIA CENTER**

Located in the B wing, the Media Center provides a wide variety of materials and resources for students and staff. The Media Center is open from 7:00 A.M. until 3:30 P.M..

Students are welcome to use the Media Center on their own before school, between classes, during passing periods or after school. Passes are not needed during any of these times.

Students need passes for using the Media Center during class, tutorial, and lunch periods.

### **Service and Resources**

- Assistance and instruction in finding information & materials
- Internet access from home to select databases in Media Center
- Desktop and laptop computers - for research, word processing powerpoint production and access to folders on student server
- Conference room for group work
- Office supplies table (tape, pens, stapler, etc.)
- Black & white photocopy machine (15 cents/copy)
- Color photocopy machine for paper copies (\$1.00/copy) & transparencies (75 cents/copy)
- Black & white transparencies (\$.25 cents/copy)

### **Passes to Media Center**

Study hall, lunch, and tutorial passes are available at the Main Desk before school, passing periods, and after school. No passes are written after the period begins. Students need to arrive within five minutes after signing out of tutorial or study hall.

Students using the Media Center during a class period need a pass from their teacher for that period. Passes are not needed before school or during passing periods.

### **Check Out Policies**

Photo I.D. cards are needed to check out materials or to use laptops in the Media Center. I.D. cards are issued free to all students in the fall, but students who lose their cards will need to pay for replacement I.D. cards. New students who enroll after the school year has started should sign up at the Main Desk in order to get I.D. cards.

### **Overdue Policies**

Students with overdue materials may not check out materials or laptops until they have returned their materials. Students are responsible for all items they check out on their own cards and will pay for any lost materials they loan to friends. Students who do not return overdue materials or pay for lost materials by the end of the term will not receive credit in their classes for that term.

#### **Expectations**

- Respect materials and equipment
- Be courteous and quiet; avoid disturbing others.
- Avoid consuming food or beverages in the Media Center.

## **PEER MEDIATORS (TNT) TEENS NEED TEENS**

These students offer their services to help other students in conflict resolve their differences in a mutually agreeable manner.

# **ACADEMIC PROGRESS EVALUATIONS**

## **ACADEMIC PROGRESS REPORTS**

Warning notices are sent to notify students and parents when students are failing or doing poorly in specific classes. Teachers will issue warning notices before issuing failing marks. If students are having academic difficulty, they should ask teachers and counselors to assist them. Academic progress reports are given to students or mailed periodically to the parents or guardians by the student's teacher. Some reports are mailed to notify students that their progress has improved.

## **CLASS RANK**

Class ranking is an indication of how a student's scholastic achievement compares with that of other students in the same grade. This rank is determined on the basis of the following numerical value assigned to each letter mark.

You should know how students in the senior class are ranked. For commencement exercises, the graduates are ranked on the basis of the average of their marks up to and including the third term of their senior year. Third term averages are used because final ranking cannot be computed in the short period available at the close of the term in which students graduate. Third term marks are also used for determining yearend academic awards and recognition.

It should be emphasized that class rank based on the third term of the senior year is not used for permanent record or official transcripts. No class ranking is placed on the graduation program. At a later date when final marks are computed, the final ranking are adjusted before being placed on the student's permanent record.

## **DROPPED CLASSES AND SCHEDULE CHANGES**

If a **class is dropped** during the first ten (10) days of a term, the change will be classified as a withdrawal and no grade (mark) will be assigned. Following the tenth day, students may be dropped from a class **only** at the discretion of the respective administrator and counselor. A grade of "F" will be assigned in such circumstances. Class drops to add a **study hall** or **Teacher Assistant** assignment must be completed within the first ten days of the term.

**Schedule changes** must be completed within the first two days of the term. Any schedule changes after the first two days will require the approval of Assistant Principal, Kevin Groebner.

A request to acquire an **Independent Study** must be submitted within the first two days of the affected term. A completed application form must be completed, signed by the student, parents, affected teacher, and counselor, and submitted to Assistant Principal, Kevin Groebner, within the first two days of the term. **Independent Study is open to grades 11 and 12, only.** During a student's Independent Study portion of the school day, the student must remain in the school building and under teacher supervision. Students may enroll in only one Independent Study per term.

**Students may enroll in only one of the following per term: Independent Study, Teacher Assistant assignment, or Study Hall.**

**Teacher Assistant assignments are open to grades 11 and 12, only.**

Students who fail a required course, or are "dropped" from a course prior to the end of the term, must repeat the entire course to earn credit.

### **GRADES:**

### **SCALE**

#### **13 PT. SCALE**

#### **WEIGHTED SCALE**

#### **4.0 SCALE**

A+	13.0	A+	<b>15.6</b>	A+	4.33
A	12.0	A	<b>14.4</b>	A	4.0
A	11.0	IA	<b>13.2</b>	A	3.6
B+	10.0	B+	<b>12.0</b>	B+	3.3
B	9.0	B	<b>10.8</b>	B	3.0
B	8.0	B	<b>9.6</b>	B	2.6
C+	7.0	C+	<b>8.4</b>	C+	2.3
C	6.0	C	7.2	C	2.0
C	5.0	C	6.0	C	1.6
D+	4.0	D+	4.8	D+	1.3
D	3.0	D	3.6	D	1.0
D	2.0	D	2.4	D	.6
F	.0	F	1.2	F	.0

TO CONVERT JEFFERSON'S GPA SCALE TO A 4.0 SCALE DIVIDE JEFFERSON'S GPA BY 3.

Classes earning weighted grades:

9th = None

10th grade = AP European History

11th & 12th Grade = The only weighted classes are AP classes.

Grade Weighting Ratio The grade weighting factor will be 20 percent, i.e. the mark will be multiplied by 1.2.

Post Secondary classes are NOT weighted.

## **GRADUATION REQUIREMENTS**

Requirements for graduation are 28 credits and completion of 18 Graduation Standards. In addition, the student must pass the state reading, math and writing composition tests at the 75% level.

Students are responsible for keeping an account of their total credits leading toward graduation. More information about specific graduation credit and course requirements are contained in the Registration Guide or may be obtained in the counseling office.

## **INCOMPLETE MARK**

A student who received a mark of "I" for the term or semester is responsible for initiating a conference with the teacher to determine the work required and time limit for completion. The conference is to be held within one week of the date of the notice.

The student will be held accountable for completing and returning the assigned work to the teacher by the due date. The student has 10 school days from the end of the term to convert the AI@ to a letter grade. If the work is not satisfactorily completed by the specified date, a mark of "F" will be assigned. Students who have outstanding obligations to the school such as returning athletic equipment and/or textbooks, paying fines, incomplete community service, etc. will receive an Incomplete on their report card. If the obligation is not fulfilled within 15 school days from the end of the term - the Incomplete will be converted to an 'F'.

## **MEDICAL EXCUSE FROM PHYSICAL EDUCATION REQUIREMENT**

Ninth and tenth grade physical education is a state requirement for graduation. Written verification of the medical or physical problem by a recognized physician is required for student exemption.

Students identified under these circumstances will be placed in a special physical education class, a study hall or, if possible, into another class for the balance of the term. If conditions improve and the student is capable of participating in physical education, he/she will be responsible for completing the requirements for credit in physical education.

If conditions are such that the student cannot participate at any time in physical education while he/she is attending high school, the student will be required to substitute another elective course for credit in order to meet the graduation requirements.

Students will be required to complete the work for earning credit in health.

## **PERMANENT RECORDS**

A student Permanent Record File (PRF) will show complete scholarship, health, attendance, and cumulative records. Known honors and awards are posted on your permanent record. These records are of great importance to you. They will be kept on file and will be consulted before recommendations for you are made by a school official. They are confidential and will be released only according to School Board Policy. Student PRF's remain at Jefferson until you graduate or leave school. At the time of your graduation, your record will be transferred to the registrar's office at the Bloomington Education Center and, prior to sending it for permanent filing, the folder will be purged of all nonessential records.

## **REGISTRATION**

Students should review the Jefferson Registration Guide in preparation of registration, for properly selecting courses as well as noting course prerequisites and contents. For specific credit information, review the "Academic Progress and Evaluation" section in this handbook.

## **REPEATING A COURSE**

Once a student has successfully completed a given course in the curriculum, she/he may not repeat that course for credit towards graduation. This policy includes World Language classes taken in 8th Grade in which a grade of "A" or "B" was earned.

## **REPORT CARDS**

Jefferson's school year is divided into four terms. Report cards are prepared and issued at the end of each of the four terms. The first, second and third term report cards are given to the student during a school day approximately two weeks after the close of the term. Fourth term report cards are mailed to homes within two weeks after the close of the school year.

Under the 4-period day schedule each course will receive a final grade at the end of each term (9 weeks). If the student earns a passing grade, the student will also earn 1/2 of a credit at the end of that term. Under this system a student may earn 16, 1/2 credits; or 8 full credits for the year.

The following letter marks are used to indicate scholastic achievement:

A Superior

B Above Average/Very Good

C Average

D Below Average

F Unsatisfactory (no credit toward graduation)

NC(No Credit) Does not earn graduate or attempted credit or honor points. This grade does not lower GPA.da

## **REQUEST FOR SCHEDULE CORRECTION**

Schedules are completed for the year. Schedule corrections will not be made except for the following reasons:

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

***Correction requests should be initiated by consulting with your counselor.***

**STUDENTS ARE REQUIRED TO ATTEND EACH ASSIGNED CLASS UNTIL CHANGES HAVE BEEN OFFICIALLY MADE.**

## **STUDENT PROJECT FEES**

Certain student projects require personal funding when art, industrial arts and/or FACS' projects are beyond the scope of what may be considered as school-provided projects. Such projects as might be considered personal property, i.e. canoes, cedar chests, furniture, extensive auto repairs, machine tool projects, castings and the like, must be paid for by purchase of shop tickets. At the close of a term, or at the time of withdrawal from a class in which a project has been completed, or partially completed, the student owner shall be notified to complete payment in full and to remove the project from the areas within a four week period. After that deadline, neither the teacher nor the school assumes responsibility for the security of said project.

## **TIME LINE FOR COLLEGE ADMISSIONS**

**11TH GRADE**     **FALL**     BEGIN RESEARCH ON COLLEGES

(Career Center Computer Search Programs)

- Admission requirements
- Available majors
- Student enrollment (size)
- Geographic location
- Available activities
- Cost

October

- TAKE PSAT
  - Primarily used as practice for College Board tests
- CONDUCT INTENSIVE RESEARCH

- Campus visits perhaps meeting with admissions counselors

May-June

- TAKE A.C.T. /OR S.A.T. (if necessary)
- A.C.T. most widely used
- Registration materials available in Career Center

	<b>SUMMER</b>	SEND FOR APPLICATIONS (many local applications are in Career Center)
		- CONTINUE COLLEGE VISITATIONS
<u>12th GRADE</u>	<b>FALL</b>	- COMPLETE MAIL APPLICATIONS
		MAKE FINAL CAMPUS VISITATIONS
	October	- RETAKE A.C.T. OR S.A.T. (if necessary)
	Jan. - Feb.	- COMPLETE MAIL FINANCIAL AID FORMS & SCHOLARSHIP APPLICATIONS (F.A.F.S.A. forms, Reciprocity forms for Wisconsin schools are all available in Career Center)

## **STUDENT ACTIVITIES INFORMATION**

Each and every student of Thomas Jefferson High School is encouraged to become involved in student activities. The program is attempting to provide any activity that students demonstrate an interest in and a need for. In the past year at Jefferson, a large percentage of the student body has become involved in some facet of the student activity program.

We invite all of you at some time in your four years at Thomas Jefferson Senior High School to join an organization and take an active part in that organization.

ASSEMBLIES/PEPFESTS: 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.

### **FUND RAISING/FINANCIAL PROCEDURES...WHAT TO DO**

The Jefferson school activity fund is under the direction of the building principal who must, in turn, report and is held accountable to the Finance Department of the central office and to the Assistant Superintendent of Schools. All fund raisers must have prior approval of the designated administrator.

Financial practices that are applicable to school sponsored events and that should be called to the attention of activities advisors, students and parents participating in fund raising, etc., may be obtained from the designated administrator. See the Help section in the front of this handbook.

### **HOMECOMING**

Each fall Jefferson's students plan Homecoming activities, including an election of Homecoming King and Queen, election of attendants from other classes, a Homecoming coronation ceremony, traditional Homecoming game activities, and other festivities, including a dance.

### **PERFORMANCE REGULATIONS**

Students performing in any school sponsored event will not be allowed to participate if they are truant or suspended on the day of the activity.

### **PROM** (MS. WANOUS & MR. SUFKA)

Each spring the junior/senior prom is held outside of the school. It is paid for by ticket sales.

### **SPIRIT WEEK** (MS. WANOUS & MR. SUFKA)

During March of each year Jefferson's students plan several days of school spirit activities, including a talent show, Pep Fest and dance. The entire week is one of celebration. There are many opportunities to participate. Everyone is encouraged to get involved and shake off the winter doldrums.

### **TICKETS**

Tickets for most student activities such as dances, play performances or bus transportation will be sold prior to the event.

### **WEDNESDAY EVENING RESTRICTIONS**

(School Board Policy)

"Wednesday night is to be observed as community night in Independent School District No. 271. School personnel are requested to refrain from scheduling school activities on that evening. Exceptions to this policy must have the approval of the Superintendent of Schools." School activities must be completed so that all students may leave the building by 6:00 PM.

## ACTIVITIES

Here's a review of what happens after hours at Jefferson, and whom to see for more information.

Cheerleaders .....	Stacey Buckingham
Chess Club .....	Steve Glover
Dance Team .....	Kathleen Marie Kelly
Debate .....	Meredith Aby
Declaration Magazine .....	TBA
Destination Imagination .....	Sandy Morgan
Economics Challenge .....	Brian Trusinsky
Flag Corps .....	Liza Reynolds/Brianna Fleetham
Intramurals .....	Student Council/STAFF
Jazz Band .....	TBA
Jefferson Theatre Company .....	Rick Halley
Marching Band .....	Steve Wells
Math Team .....	Sean Foley
Media Club .....	Connie Van Blarcum
Music Listening Team .....	TBA
National Honor Society .....	Sandy Morgan
Newspaper (The Liberty) .....	Lynne Johnson
Orchestra .....	Mark Lakmann
Peer Mediators (TNT) .....	Kristin Wetzel
Positive Forces For Change .....	Kristin Wetzel
Science Olympiad .....	Anne Bolyard
SPARC .....	Mandy (Cornerstone)
Speech .....	Scott Sieling
Student Council .....	Michelle Wanous/Eric Sufka
Vocal Music .....	Jeff Kelly
WJAG-TV .....	Scott Sieling
Yearbook (Revolution) .....	Ken Cordes

### CHEERLEADING

**Purpose:** To support and build school spirit with emphasis on athletic events, and to represent Jefferson in a positive and mature manner.

**Activities:** To cheer at school events, to plan and to participate in pep fests.

**Membership:** Varsity, sophomore, and freshmen cheerleaders and mascots are selected in the spring on the basis of attitude, skill, and academics.

**Dues:** Cheerleaders must pay for personal parts of the uniform.

### CHESS CLUB

The Jefferson's Chess team competes in the Lake conference and varsity players have an opportunity to earn a letter. The season begins in January. Practices are held twice a week and we compete once a week. In 2002, the 18 member team finished second in the conference championship and second among south metro schools in the state tournament. Players of all abilities are welcome!

### DEBATE AND NATIONAL FORENSICS LEAGUE

You are very welcome to join the competitive student debate and forensics activities.

## **DESTINATION IMAGINATION**

A problem solving experience, this activity encourages students to look at one of six yearly problems, to find innovative solutions and to create a product on a limited budget. Jefferson's 2001-2002 team had an extremely successful year in Minnesota's largest academic competition, winning both the regional and state tournaments in the secondary division and winning the coveted Renaissance Award for creativity. At the World Competition in Knoxville, Tennessee this outstanding group placed fifth and won the Renaissance Award competition there, too.

## **ECONOMICS CHALLENGE**

This activity is open to students with interest and expertise in macro, micro, global and general economic categories. Jefferson competes in the Advanced Placement category and ranked second in the state in 1998-1999.

## **FLAG CORPS**

Tryouts are in the spring for this performing group, which usually performs as a part of band activities.

## **INTRAMURALS**

Purpose: To provide an opportunity, organization and encouragement to the student who either cannot or chooses not to participate in the interscholastic program.

Activities: Basketball and volleyball

Membership: Open to any and all students grades 912. The intramural staff encourages participation and is open to new activities as the need arises.

## **JEFFERSON THEATER COMPANY**

Purpose: To provide students an opportunity to have a variety of experiences in drama production.

Activities: Produce two major shows, one-act play competition

## **MARCHING BAND**

The Thomas Jefferson High School Football Marching Band has established itself as one of the finest marching bands on a national and international level. Membership in the band and Flag Corps is determined by audition in the Spring of each school year.

In its' 31 year history, the Pride of Minnesota" has performed throughout the United State and North America. Most recently the band performed aboard the USS Constellation in San Diego, California and received top honors for their performance in the Fiesta Bowl Parade in Phoenix, Arizona. The 1999 edition of the Football Marching Band, 230 members strong, performs at all Jefferson High School football games and a Minnesota Vikings Football game. They were also featured performers in Walt Disney World/Epcot/Universal Studios in Orlando, Florida in December, 1999. The annual indoor concerts are on November 15th, 16th and 17th in the Jefferson auditorium.

## **MATH TEAM**

The Math Team had 34 members in 2001 - 2002. The team placed 2nd in the division and advanced to the state meet, where they finished 18th out of 31. The team also participated in the American Mathematics Competition. Two students advanced to the second round and one made it to the third round, held in Boston. Students of all ages and math backgrounds are encouraged to join the team.

## **MEDIA CLUB**

Students assist with Media Center projects, raise funds, recommend and purchase new materials, provide computer assistance and plan cultural field trips. Open to all students.

## **MUSIC LISTENING**

Twenty-four band and choir students formed eight teams to compete in this year's State Music Listening Exam. They are tested on music history, theory, and related topics.

## **NATIONAL HONOR SOCIETY**

Membership in the nationally chartered National Honor Society is based on scholarship, character, leadership and service. Juniors must have at least a B+ grade point average to be considered because



affiliation with the group is a recognition of student's academic accomplishments. When notified of their eligibility, candidates submit a list of their service and leadership activities, as well as an essay, to the faculty selection committee.

### **NEWSPAPER (THE LIBERTY)**

The Liberty was established in 2000-2001 to meet the needs at Jefferson and its staff hopes to serve as a voice for the Jefferson community. Open to grades 9-12, the paper will be a monthly newspaper, entirely free of cost and will continue to be completely written by Jaguars.

### **PEER MEDIATORS (TNT) TEENS NEED TEENS**

These students offer their services to help other students in conflict resolve their differences in a mutually agreeable manner.

### **THE PERFORMANCE TEAM**

Tryouts are in the spring for this special performing group which has year-round activities.

### **POSITIVE FORCES FOR CHANGE (PFC)**

This service learning based group is open to all students in grades 9-12. It is run and planned by the students with adult supervision. There is a strong emphasis on diversity issues within the school and community. This group was recognized in 1999 for its service, by Governor Ventura.

### **SCIENCE OLYMPIAD**

Conference, Regional and State competitions are held for students in grades nine through twelve. There are a wide range of events that encompass all areas of science. Jefferson students have competed at the state level for the past four years.

### **SPEECH TEAM**

Purpose: This is open to all students in grades 9-12 and will provide students the opportunity to develop their skills in communication and interpretation in the following areas: drama, poetry, prose, story telling, dramatic duo, informative speech, creative session, humorous, extemporaneous reading, original oratory, extemporaneous speaking, great speeches, and discussion.

Activities: The students will choose an area of concentration from among the thirteen Minnesota High School League speech events. The students will rehearse with their coaches after school in preparation the season. The students will also participate in Regional and State MSHSL competitions.

### **STUDENT GOVERNMENT**

Purpose: To deal with school and community issues of student concern. To organize and publicize council-sponsored events. To fairly represent their electors.

Activities: Sponsoring dances and school spirit week, representing student issues, serving as school representatives at various events, regular meetings.

Membership: Representatives are elected from each class through an election held in the spring of each year.

### **WJAG-TV**

Purpose: A student operated television situation providing learning experiences in telecommunications under the auspices of the media staff.

Activities: Production of regular Jefferson information programs. Video taping of athletic events and school activities; programming for cable casting Bloomington's educational television Channel 15.

Membership: Open to students interested in all aspects of broadcast journalism, cable casting, television engineering.

### **YEARBOOK (REVOLUTION)**

Purpose: To compile and publish a school yearbook.

Activities: Gathering information, photographs, and thoughts for the yearbook.

Membership: Open to all students. Major staff jobs are filled in the spring and other jobs are filled in the fall.

# JEFFERSON HIGH SCHOOL

## LAKE CONFERENCE/MSHS

Planning and organizing a student activities program entails a close working relationship with other Lake Conference schools, as well as the Minnesota State High School League. For better understanding, the following information will be of interest to you.

### ADAPTED ATHLETICS (SOUTH SUBURBAN)

The Departments of Athletics and Special Education of Edina, Eden Prairie, Bloomington and Richfield have joined together for an Adapted Athletic Program for students with special needs. Indoor Soccer, Floor Hockey, and Indoor Softball are available to our students.

### ATHLETIC FEES

Students participating in some activities are charged a fee according to the following schedule:

NOTE: Fee must be paid prior to issuance of equipment and/or the first practice.

#### INTERSCHOLASTIC ATHLETIC FEES:

Baseball	\$70.00	Slalom Skiing	\$65.00
Basketball	\$75.00	Soccer	\$70.00
Cheerleading	\$65.00	Softball	\$70.00
Cross Country Running	\$65.00	Swimming	\$65.00
Cross Country Skiing	\$65.00	Synchronized Swimming	\$65.00
Football	\$90.00	Tennis	\$65.00
Golf	\$65.00	Track	\$65.00
Gymnastics	\$70.00	Volleyball	\$70.00
Hockey: Boys/Girls	\$95.00	Wrestling	\$70.00

The Board has established a fund to pay the fees of those students who endure a hardship or are unable to pay the fee. Contact the principal if you wish to request a waiver of the users fee. Also, no student shall pay more than \$200 in fees per year, and no family shall pay more than \$400 yearly.

A refund will be made to any athlete (upon request to the school athletic secretary) who is cut or who voluntarily drops from the team prior to the first contest and who has returned all school equipment. No checks or cash will be refunded until a completed Request for Refund@ form is turned in to the athletic secretary.

## **BOYS' INTERSCHOLASTIC SPORTS**

ELIGIBILITY: Each participant in interscholastic athletics must be making satisfactory progress toward the school's requirements for graduation as explained under graduation requirements in this book. Any student who intends to participate in high school interscholastic and cheerleading must have on file in the school a record of a physical examination performed by a physician within the previous three years. A health questionnaire shall be completed annually and could indicate the need for a physical examination prior to participation. The signature of the parent or guardian approving participation is required. Students must also turn in an insurance form signed by parents prior to participation in interscholastic competition.

### **BOYS' ATHLETIC COACHES 2002-2003**

<u>Athletic Coordinator</u> .....	Dick Bird
<u>Equipment Manager</u> .....	Harry Kitts
Baseball.....	Jim Gess
Basketball.....	Jeff Evens
Cross Country.....	TBD
Football.....	Jon Leverenz
Golf.....	John Rosseth

Hockey, Boys.....	Jeff Lindquist
Skiing Alpine .....	Maria Schilling
Skiing Nordic .....	Julie Virkus
Soccer .....	Dan Storlien
Swimming.....	Nate Linscheid
Tennis .....	Nick Hupton
Track.....	Clayton Ellis
Wrestling.....	Gregg Eldred

### **BOYS' FALL SPORTS**

#### **FOOTBALL**

Any boy in 9th, 10th, 11th or 12th is invited to play football. Varsity games are usually played on Friday evenings. Junior Varsity and Sophomore games are usually played at 4:00 PM. on Thursdays at Jefferson. A 9th grade schedule will be played also. Jefferson home football games are played at Bloomington Stadium, 88th and Queen Avenue South.

#### **SOCCER**

Soccer practice begins two weeks prior to the beginning of school for any boy in 9th-12th grade. "B" and JV games are at 4:00 PM. A separate 9th grade schedule will be played. A champion is decided by conference standings. Jefferson home night soccer games are played at Bloomington Stadium, usually on Tuesdays and Thursdays. "B" games for 10th and 11th grades. Junior Varsity games as arranged for 11th and 12th grades. Jefferson has 9 games scheduled in Lake Conference competition, and 9 non-Conference.

#### **CROSS COUNTRY**

Any boy in grades 712 may compete on either the varsity or "B" squad team. Lake Conference \_Sophomore and JV meets are also held. Jefferson has eight Lake Conference meets scheduled. A region and state meet conclude the season.

### **BOYS' WINTER SPORTS**

#### **BASKETBALL**

Any boy in 10, 11 or 12th grade may play on the Varsity or JV team. The JV squad plays 22 games; the Sophomore squad (for 10th grade only) plays 22 games. All Varsity, JV and Sophomore squads play the same night in the Lake Conference. Starting times are 4:45 PM. for Sophomore squad, 6:00 PM. for JV squad, and Varsity begins at 7:30. A separate 9th grade schedule will be played.

#### **HOCKEY**

Any boy in grade 1012 are eligible to compete in hockey. Hockey is organized into Varsity and JV squads. JV games scheduled as preliminaries to Varsity games. Varsity games scheduled according to ice time available. Home games are played at Bloomington Ice Center usually on Tuesday, Thursday, or Saturday.

#### **SKIING ALPINE & NORDIC**

Any boy in grades 712 is eligible to compete on the varsity team. Slalom and cross country meets are scheduled Monday through Thursday at 4:00 PM. Slalom is held at Buck Hill and Cross Country at either Hyland Hills or Baker Park Reserve. The State Ski Meet is held in February.

#### **SWIMMING**

Any boy in grades 712 may compete on the varsity swim team. "A" and "B" meets are scheduled for Fridays either at 4:00 PM. or 7:00 PM. Order of "B" events is the same as the va'rsity meet, swimming alternately with the varsity team. A conference champion is determined by league standing. A Region and State Meet are also held. Jefferson swims its home meets at Olson.

#### **WRESTLING**

Jefferson has a Varsity and a "B" team. Boys in grades 712 may compete on the varsity team. Meets are scheduled on Friday evenings with the "B" squad starting at 6:00 PM. and the varsity at 7:30 PM. A separate 9th grade schedule will be played.

## **BOYS' SPRING SPORTS**

### **BASEBALL**

Baseball is organized into Varsity, JV, Sophomore & 9th grade squads. Any boy in grades 912 may play on the Varsity and JV team. Only 10th grade boys may play on the Sophomore squad. A separate 9th grade team will also be played. All Lake Conference games are scheduled to start at 4:00 PM. A region and state tournament is held at the varsity level.

### **GOLF**

Any boy in grade 712 may compete on the varsity golf team. A "B" squad is composed of boys in 9th and 10th grades. Dwan Golf course is Jefferson's home course with matches slated to begin at 3:30 PM. Lake Conference meets are usually triangular matches of 12 holes of competition. Six players make a team, with the low four scores counting for the team total. Golf also has region and state meets.

### **TENNIS**

Any boy in grades 712 may compete for the varsity team. The "B" squad is made up of 10th and 11th grade boys. A separate 9th grade schedule will be played. Four single players and three double players compose a team. Match scoring is two out of three sets. Matches are scheduled for 3:30 PM. There are approximately 15 matches a season. Regional and state meets are also held.

### **TRACK**

Any boy in grades 912 may compete for the varsity team. Meets are scheduled to start at 3:45 PM., usually on Tuesdays. Lake Conference relays and championships are held. Boys meeting qualifying standards are eligible to compete in the Region and State Meets. The JV team has the same Lake Conference schedule as the Varsity so that every squad member runs in every Lake Conference Meet. Besides the Lake Conference schedule, Jefferson competes in many of the major meets around the state.

## **GIRLS' INTERSCHOLASTIC SPORTS**

ELIGIBILITY: Each participant in interscholastic athletics must be making satisfactory progress toward the school's requirements for graduation. Any student who intends to participate in high school interscholastic sports and cheerleading must have on file in the school a record of a physical examination performed by a physician within the previous three years. A health questionnaire shall be completed annually and could indicate the need for a physical examination prior to participation. Athletes must sign agreeing to abide by the rules of the MSHSL Students must also turn in an insurance form signed by parents prior to participation in interscholastic competition.

### **GIRLS' ATHLETIC COACHES 2002-2003**

<u>Athletic Coordinator</u> .....	Teri Roder
<u>Equipment Manager</u> .....	Anne Bolyard
Basketball .....	Terry Hunst
Cheerleading .....	Stacey Buckingham
Cross Country Running .....	TBD
Golf .....	TBD
Gymnastics .....	Paul Wright
Hockey / Girls .....	Perry Wilkinson
Skiing: Alpine .....	Maria Schilling
Skiing: Nordic .....	Julie Virkus
Soccer .....	Derek Appleyard
Softball .....	Renee Sbrocco
Swimming .....	Laura Morgan
Synchronized Swimming .....	Jessica Kampa
Tennis .....	Nick Hupton
Track .....	Tony Hodgkins
Volleyball .....	Doug Bergman

## **GIRLS' FALL SPORTS**

### **CROSS COUNTRY**

Any girl in grades 7-12 may compete on the varsity team.

### **SOCCER**

Any girl in grades 10-12 may compete on the Varsity, JV, or C-squad team. A separate 9th grade schedule will be played. Home Varsity games are played at Bloomington Stadium. The team has had 8 Conference Championships (including 1998), 7 Section Championships (including 1998) and four State Championships.

### **SWIMMING**

Any girl in grades 7-12 may compete on the Varsity or JV squad. Home meets are held at the Olson Middle School Pool. A Conference Champion is determined by standings.

### **TENNIS**

Any girl in grades 7/12 may compete on the tennis team. There is a Varsity, JV and 9th grade team. Three single players and two doubles teams compose a team. Match scoring is two out of three sets. Matches are scheduled for 3:30 PM. Jefferson has eight Conference Championships, three Section Championships and three State Championships. In addition, two Jaguars have won the Individual State Championship and four Doubles teams have had State Championships.

### **VOLLEYBALL**

Any girl in grades 10-12 may compete on the varsity, JV or "B" squad teams. A 9th grade schedule will also be played. Jefferson has won four Conference Championships and five Region Championships.

## **GIRLS' WINTER SPORTS**

### **BASKETBALL**

Any girl in grades 10-12 may compete for the Varsity and JV Teams. A 10th grade and a 9th grade schedule will also be played. Jefferson has 10 Lake Conference Championships, eight Region Championships and five State Championships.

### **GYMNASTICS**

Any girl in grades 7-12 may compete for the varsity or JV team. The Jaguars have one Lake Conference Championship and one Region Championship. In addition, Jefferson had one individual State Champion on beam.

### **GIRLS HOCKEY**

Any girl in grades 7-12 may compete. Home games are played at the Bloomington Ice Garden. The Jefferson Girls' Hockey team is the 2001 State Champion and has been in the State Tournament for the past 5 years.

### **SKIING: ALPINE/NORDIC**

Any girl in grades 7-12 may compete. Dual, triangular and quadrangular meets are held. Alpine meets ski Buck Hill. Nordic meets ski either Hyland Hills or in the Hennepin County Parks. The girls Alpine team has one Conference and two Region titles. The Nordic team has three Conference titles and two Region titles.

## **GIRLS' SPRING SPORTS**

### **GOLF**

Any girl in grades 9-12 may compete for the varsity squad. A match consists of six players playing 9 or 12 holes of stroke play, with the four lowest scores being the team total. Jefferson has two Lake Conference titles.

### **SOFTBALL**

Any girl in grades 10-12 may compete for the Varsity and JV squad teams. A 9th grade schedule will also be played. The Jefferson team was Lake Conference Champion in 1997.

## **SYNCHRONIZED SWIMMING**

Any girl in grades 9-12 may compete on the Varsity or JV teams. The team is a Jefferson/Kennedy team and swims at the Olson pool. Synchronized swimming is now under sponsorship of the Minnesota State High School League.

## **TRACK**

Any girl in grades 9-12 may compete for the Varsity or JV squad teams. There is a Lake Conference championship meet held to determine individual champions. The girls team has one Conference Championship and the 1998 Individual Champion in the 3200 meter and the 1600 meter.

## **LAKE CONFERENCE MEMBER SCHOOL**

Bloomington Jefferson is a member of the Lake Conference and as such agrees to abide by established rules, regulations and policies of the Conference.

Jefferson	Rosemount
Kennedy	Apple Valley
Eden Prairie	Lakeville
Burnsville	Eastview
Eagan	Chaska

## **MINNESOTA STATE HIGH SCHOOL LEAGUE**

Bloomington Jefferson is and has long been a member of the Minnesota State High School League (MSHSL), a group of schools who have organized and established rules, regulations and policies for the orderly operation of athletics and other school activities such as music, speech, and debate.

Each school is bound by agreement to abide by MSHSL rules in reference to eligibility requirements, physical examinations, academic progress and general eligibility.

Information regarding MSHSL is provided by the school's athletic director or the advisor of a specific activity.

Students who participate in interscholastic sports, cheerleading, the Dance Team, music performing groups, speech, one act play, debate, flags and rifles, competitive and math groups must abide by the Minnesota State High School League rules and meet the following eligibility requirements.

Eligibility: Each participant in interscholastic athletics must be making satisfactory progress toward the Bloomington Schools' requirements for graduation.

Satisfactory progress requires that:

### **1. SCHOLARSHIP**

- First semester freshmen must have been promoted from eighth grade.
- Second semester freshmen must have earned 3 credits during their first semester before being eligible.
- First semester sophomores must have earned 7 credits before being eligible.
- Second semester sophomores must have earned 11 credits before being eligible.
- First semester juniors must have earned 15 credits before being eligible.
- Second semester juniors must have earned 18 credits before being eligible.
- First semester seniors must have earned 21 credits before being eligible.
- Second semester seniors must have earned 24 credits before being eligible.

Any senior who has failed a required course is not academically eligible for extra curricular participation in his/her senior year unless the student is enrolled in an approved make up course.

A student must have passed a minimum of fifty percent of credits in which he/she was enrolled the prior semester.

Any student who intends to participate in high school interscholastic athletics, cheerleading or Dance team activities must have on file in the school a record of a physical examination performed by a physician within the previous three years.

A health questionnaire shall be completed annually and could indicate the need for a physical examination prior to participation.

The signature of the parent or guardian approving participation is required and a copy of the Minnesota State High School League Athletic Eligibility Information Bulletin must be signed and returned to the school.

## **2002-2003 MSHSL CALENDAR**

<u>SPORT/ACTIVITY</u>	<u>BEGINNING DATES</u>
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<u>FALL</u>	
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Adapted Soccer	September 5
Boys Cross Country (9-12)	August 12
Boys Soccer (9-12)	August 12
Football (9-12)	August 12
Girls Cross Country (9-12)	August 12
Girls Soccer (9-12)	August 12
Girls Swimming (9-12)	August 12
Girls Tennis (9-12)	August 12
Girls Volleyball (9-12)	August 12

<u>WINTER</u>	
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Adapted Floor Hockey	November 27
Boys Basketball (10-12)	November 18
Boys Basketball (9)	November 11
Boys Hockey (9-12)	November 11
Boys Nordic Skiing	November 11
Boys Swimming (9-12)	November 25
Boys Alpine Skiing	November 11
Girls Basketball (10-12)	November 11
Girls Basketball (9)	November 4
Girls Gymnastics	November 11
Girls Hockey (9-12)	October 28
Girls Alpine Skiing	November 11
Girls Nordic Skiing	November 11
Wrestling (9-12)	November 18

<u>SPRING</u>	
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Adapted Softball	March 17
Baseball (9-12)	March 17
Boys Tennis (9-12)	March 24
Boys Golf	March 10
Boys Track	March 10
Girls Golf	March 10
Girls Softball (9-12)	March 10
Girls Track	March 10
Synchronized Swimming	March 3

# **STUDENT COUNCIL OFFICERS/REPRESENTATIVES**

## **2002-2003**

12th GRADE - Chelsea Schmitz, President  
Mike Hohag, Vice-President

Representatives:

Franny Clary  
Andy Haugen  
Lily Nierenberg  
Anne Schwichtenberg  
Mike Vang  
Dan Willman  
Steve Wong

11th GRADE - Drew Glowa, President  
Robby Miller, Vice-President

Representatives:

Gabrielle Adem  
Katie Bartolotta  
Jenna Bernhardson  
Nathan Coulter  
Stacy Fuller  
Robyn Spiess

10th GRADE - Lindsay Boelter, President  
Mike Stone, Vice-President

Representatives:

Michelle Cox  
TJ Johnson  
Yousuf Lakanwal  
Kelsi Mensing  
Maggie Sears  
Allison Smith

## **JEFFERSON HIGH SCHOOL PTSA**

The Objects of the Jefferson High School PTSA, in common with those of the National PTA and the Minnesota PTA/PTSA are:

1. To promote the welfare of children and youth in home, school, community and place of worship.
2. To raise the standards of home life.
3. To secure the standards of home life.
4. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
5. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

Officers and elected position for the 2002-2003 school year are:

President: TBD  
Vice-President: Dolores Amiri  
Treasurer: Mary Allen  
Secretary: Lisa Olson

COR: Maureen Bartolotta, Kim Fairman, Jeane Peters, Mary Winchester

Meetings are held in the JHS Media Center starting at 7:00 PM on the third Monday of each month.



# **JEFFERSON MUSIC DEPARTMENT EVENTS**

## **2002-2003**

### September

27 Homecoming Coronation and Football Game

### October

8 Choir Parent Concert

16 Band Parent Concert,

27 Fall Orchestra Concert, 2:00 PM

### November

16,17,18 Indoor Marching Band Concert, 7:30 PM

19 Fall Band Banquet

21-24 All School Musical

### December

13,14 Choir/Orchestra Holiday Concert

17 Winter Band Concert

### January

18 Bloomington Band Festival

25 ACDA Swing Choir Festival

### February

7, 8 POPS Concert, All Bands/Jazz Band

18 Bloomington Choral Festival

18-21 Olson/Oak Grove Auditions for 2003-2004 Bands and FMB

### March

2 Jefferson Music Festival, 2:00 PM

12 Lake Conference Band Festival

### April

25,26 Connection Special with Jazz Band

### May

3 Band Garage Sale

13 Spring Band Concert

15 Concert Band Combined Concert

19 Spring Pops Concert

### June

2 Senior Concert

TBD Graduation, Concert Band, Choir and Orchestra performance

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## **STUDENT INTERNET USE GUIDELINES**

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. Students who knowingly use such materials in school will be dealt with according to the discipline policies of the district and the individual school. The building administrators reserve the right to terminate the access privileges of any student who violates the following Internet use guidelines.

- Use the Internet for educational purposes. Do not use the Internet for any illegal activities or personal financial gain.
- Respect current school policies and behavior standards.
- Be polite and use appropriate language. Do not swear or use any vulgarities. Do not peruse, download or print offensive text or graphics.
- Respect 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.
- Abide by current copyright laws and statutes. Acknowledge your sources of information and graphics.
- Accurately represent yourself, but don't reveal your personal address or phone number or anyone else's.
- Note that e-mail is not private. People who operate the systems have access to e-mail.
- Respect the network. Use Internet time and limited resources wisely. Do not damage equipment, alter the system or disrupt network services.
- Respect system security and do not contaminate the system through viruses.
- 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.

NOTE: A parent or guardian has the right to insist a student not use the Internet at Jefferson. If this is the case, the assignment requiring Internet use will be adjusted to comply with the request.

# **JAGUAR FILE SERVER**

Each student at Jefferson has an online locker - disk space on the *JAGUAR* file server to be used throughout your study at Jefferson. The *JAGUAR* can be accessed from any computer in the building including the computer labs, Media Center and in classrooms.

## **WHAT IS A FILE SERVER:**

The *JAGUAR* file server is a computer that acts as a large storage device. Server software allows the *JAGUAR* to be accessed from any networked computer in the building including lab computers and most classroom computers. This means a project can be created in the lab, edited in a different lab and presented in class without having to worry about where the floppy disk is. Teachers have access to the *JAGUAR* as well and can view students work online. In addition the *JAGUAR* is backed up nightly so any information stored on it is copied and saved securely.

## **FILE SPACE:**

Each student will be allowed 10MB of file space on the *JAGUAR* - the equivalent of about seven floppy disks. As your locker gets full you will need to copy items off the *JAGUAR* to disk and delete them.

## **NAMES AND PASSWORDS:**

When logging onto the *JAGUAR* you will be prompted for a name and password. Your login name will be formatted as in the picture below and initially your password will be your student ID number (from your ID card or course schedule). You can and should change your password as student ID numbers are not entirely secure. It is recommended that your password be easily remembered but not easily guessed - bo16ok or bud32dy for example. Remember that passwords are case sensitive (Ap4ple and ap4ple are different passwords).

## **PROBLEMS AND QUESTIONS:**

Bring any problems or questions you have with the *JAGUAR* to Ms. Thiede(x5274) or Mr. Weisser in the computer lab.

# Math

## Algebra

Quadratic formula: If  $ax^2 + bx + c = 0$  and  $a \neq 0$ , then  $x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$

Logarithms ( $a, b, m, n > 0$ ,  $a, b \neq 1$ ):

$$b^y = x \Leftrightarrow \log_b x = y$$

$$\log_b x = \frac{\log_a x}{\log_a b} \quad \text{"base change"}$$

$$\log_b (mn) = \log_b m + \log_b n$$

$$\log_b \left( \frac{m}{n} \right) = \log_b m - \log_b n$$

$$\log_b m^r = r \log_b m$$

$$\log_b 1 = 0$$

## Exponents

$$x^m x^n = x^{m+n}$$

$$\frac{x^m}{x^n} = x^{m-n}$$

$$(x^m)^n = x^{mn}$$

$$(xy)^m = x^m y^m$$

$$\sqrt{x} = x^{1/2}, \sqrt[n]{x} = x^{1/n}, \sqrt[n]{x^m} = (\sqrt[n]{x})^m = x^{m/n}$$

## Special factors

$$x^2 - a^2 = (x - a)(x + a)$$

$$x^3 - a^3 = (x - a)(x^2 + ax + a^2)$$

$$x^3 + a^3 = (x + a)(x^2 - ax + a^2)$$

$$x^4 - a^4 = (x^2 - a^2)(x^2 + a^2)$$

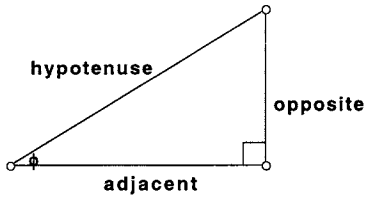
## Trigonometry

### Right triangle definitions

$$\sin \phi = \frac{\text{opp.}}{\text{hyp.}} \quad \csc \phi = \frac{\text{hyp.}}{\text{opp.}} = \frac{1}{\sin \phi}$$

$$\cos \phi = \frac{\text{adj.}}{\text{hyp.}} \quad \sec \phi = \frac{\text{hyp.}}{\text{adj.}} = \frac{1}{\cos \phi}$$

$$\tan \phi = \frac{\text{opp.}}{\text{adj.}} \quad \cot \phi = \frac{\text{adj.}}{\text{opp.}} = \frac{1}{\tan \phi}$$



### Identities

$$\tan x = \frac{\sin x}{\cos x}$$

$$\cot x = \frac{\cos x}{\sin x}$$

$$\sin^2 x + \cos^2 x = 1$$

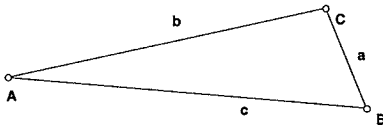
$$\tan^2 x + 1 = \sec^2 x$$

$$1 + \cot^2 x = \csc^2 x$$

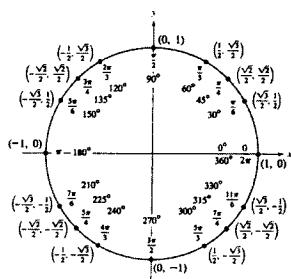
### Law of Sines and Cosines

$$c^2 = a^2 + b^2 - 2ab \cos C$$

$$\frac{\sin A}{a} = \frac{\sin B}{b} = \frac{\sin C}{c}$$



Unit Circle (degrees and radians) x-coordinate = cosine, y-coordinate = sine



### *Probability & Statistics*

Mean of  $n$  numbers =  $\frac{x_1 + \dots + x_n}{n}$

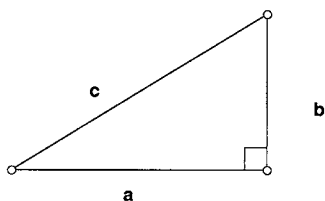
Median of  $n$  numbers = the number in the middle when the sample is ordered ( $n$  is odd) or the average of the two numbers in the middle when the sample is ordered (if  $n$  is even)

Mode of  $n$  numbers = the number that occurs most often

$$P(n, r) = \frac{n!}{(n-r)!}$$

$$C(n, r) = \frac{n!}{r!(n-r)!}$$

### *Geometry*



Pythagorean Theorem

$$a^2 + b^2 = c^2$$

Distance and Midpoint Formulas

If a segment has its endpoints at  $(x_1, y_1)$  and  $(x_2, y_2)$  then:



its midpoint is at  $\left(\frac{x_1 + x_2}{2}, \frac{y_1 + y_2}{2}\right)$  and its length is  $\sqrt{(x_2 - x_1)^2 + (y_2 - y_1)^2}$ .

### Perimeter, Area, and Volume Formulas

Perimeter of a polygon = sum of the lengths of the sides

Circumference of a circle =  $2\pi r$

Area of a triangle =  $\frac{1}{2}bh$

Area of a parallelogram =  $bh$

Area of a trapezoid =  $\frac{1}{2}h(b_1 + b_2)$

Area of a circle =  $\pi r^2$

Surface area of a right circular cylinder =  $2\pi rh + 2\pi r^2$

Surface area of a right circular cone =  $\pi r\sqrt{r^2 + h^2} + \pi r^2$

Surface area of a sphere =  $4\pi r^2$

Volume of a right circular cylinder =  $\pi r^2 h$

Volume of a right circular cone =  $\frac{1}{3}\pi r^2 h$

Volume of a sphere =  $\frac{4}{3}\pi r^3$

### *Miscellaneous Formulas*

#### Slope-intercept form of a line:

$y = mx + b$  where  $m$  is the slope and  $b$  is the y-intercept

#### Standard form of a parabola:

$y = a(x - h)^2 + k$

Vertex =  $(h, k)$

If  $a > 0$  then the parabola opens up. If  $a < 0$  then it opens down.

If  $|a| > 1$  then the parabola is more narrow. If  $|a| < 1$  then it is wider.

#### Standard form of an ellipse

$$\frac{(x - h)^2}{a^2} + \frac{(y - k)^2}{b^2} = 1$$

Center =  $(h, k)$

Length of horizontal axis =  $2a$

Length of vertical axis =  $2b$

### Standard form of a hyperbola

Opens horizontally:  $\frac{(x-h)^2}{a^2} - \frac{(y-k)^2}{b^2} = 1$

Center = (h,k)

Vertices = (h + a, k) and (h - a, k)

Slope of asymptotes =  $\pm b/a$

Opens vertically:  $\frac{(y-k)^2}{b^2} - \frac{(x-h)^2}{a^2} = 1$

Center = (h, k)

Vertices = (h, k + b) and (h, k - b)

Slope of asymptotes =  $\pm b/a$

### Trigonometric functions

$y = a \sin [b(x - h)] + k$

amplitude =  $|a|$

period =  $2\pi/b$

horizontal axis = k

phase (horizontal) shift = h

### Arithmetic series

$$a_1 + (a_1 + d) + (a_1 + 2d) + \dots + (a_1 + (n-1)d) = n \left( \frac{2a_1 + (n-1)d}{2} \right)$$

### Geometric series

$$a_1 + a_1 r + a_1 r^2 + \dots + a_1 r^{n-1} = \frac{a_1(r^n - 1)}{r - 1}$$

### Compound Interest

If P dollars are invested at r% (write as a decimal) interest, compounded n time: per year, then at the end of t years, the amount A of the investment will be give

$$\text{by: } A = P \left( 1 + \frac{r}{n} \right)^{nt}$$

If the interest is compounded continuously, then  $A = Pe^{rt}$ .