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Family Education Rights and Privacy Act

Student directory information can be released without prior consent unless the parent or eligible student annually notifies the school in writing within two weeks of enrollment that such information should not be disclosed. Directory information includes the student's name, participation in officially recognized activities and sports, weight and height, and awards received.

ALL DPS and TJ SCHOOL POLICIES ARE POSTED ON

THE DPS WEBSITE AND THE TJ WEBSITE:

<http://www.dpsk12.org/> & <http://tjhs.dpsk12.org/>

Students and Parents are responsible for knowing and following the Thomas Jefferson High School and Denver School Board policy. We encourage families to get familiar with these websites and the school policies and information provided.

Denver Public Schools

HIGH SCHOOL GRADUATION REQUIREMENTS

The high school diploma awarded by the Denver Public Schools represents a high standard of quality in curriculum content, instruction, and student learning, and should be maintained as a document that reflects substantial effort by the student and the school district in preparation for the world of work or higher education.

CAPSTONE:

What is Capstone?

The district approved Capstone encourages schools to empower students to create portfolios demonstrating college and career readiness. The Capstone Portfolio was designed as a rigorous pathway to demonstrate competency in English and/or Math. The portfolio allows schools to monitor student progress over time. It also provides a process oriented method for meeting the new graduation requirements compared to the other test-centric options.

Why is Capstone needed?

Previously, college and career readiness were defined by the number of credits a student completed. Starting in 2021, the State of Colorado will require students to also demonstrate competency in both English and Math.

According to the new graduation requirements, students must show they are competent in both English and Math. The list of options represent opportunities to demonstrate this competence. Students are

only required to meet expectations on one option. Students may show competence in English via one option and show competence in math via another option.

The district approved capstone portfolio provides a process-oriented means of showing competence over the course of a student's high school tenure.

General or the Combined General Course of Study Requirements

Two hundred forty semester hours (24 units) shall be required for students to graduate from high school and receive a high school diploma. Transcripts shall reflect differences in program content. For the Combined General diploma up to 140 semester hours may be earned in Special Education course in any subject area. The content area requirements are as listed below:

General Course of Study Diploma Requirements		
Course	Semester Carnegie	
	Credits	Units
1. Language Arts – A minimum of forty semester hours (4 units) shall be earned including ten semester hours (1 unit) of Introduction to Literature and Composition 1 & 2 and ten semester hours (1 unit) of American Literature 1 & 2. Ten semester hours (1 unit) World Literature, or upper division writing course. Ten semester hours (1 unit) other Language Arts.	40	4.0
2. Mathematics – Forty semester hours (4 units) shall be earned. Ten semester hours (1 unit) of algebra or its integrated equivalent, ten semester hours (1 unit) of geometry or its integrated equivalent are required, ten semester hours (1 unit) of Algebra 2 or integrated equivalent, and ten semester hours (1 unit) of a higher level than algebra.	40	4.0
3. Science – Thirty semester hours (3 units) shall be earned: Students will be required to complete 30 semester hours (3 units) of science credit, 20 semester hours (2 units) must come from Earth Science, Biology, Chemistry or Physics.	30	3.0
4. Social Studies – Thirty semester hours (3 units) shall be earned. Ten semester hours (1 unit) of U.S. History, five semester hours (.5 units) in Civics and fifteen semester hours (1.5 units) of other social studies.	30	3.0
5. Physical Education / Dance, Citywide Marching Band, ROTC, or DPS Athletics – Ten semester hours (1 unit) shall be earned or exempted for athletic participation.	10	1.0
<p>Electives – Ninety semester hours (9 units) shall be earned</p> <p>Academic Electives – Twenty semester hours (2 units): 10 semester hours (1 unit) of Fine Arts which include art, dance, drama, and music, or Career & Technical Education. Ten semester hours (1 unit) academic elective, which include, but are not limited to English/ Social Studies electives, World languages, AVID, Gear-Up, and AP/IB courses.</p> <p>Other Electives – Within the 240 semester hours (24 units) required for graduation, 70 semester hours (7 units) are available for electives. An extensive elective program is offered in the core curriculum subjects. In addition, students may choose electives in art, business/marketing, consumer and family studies, foreign language, industrial technology, music, physical education/dance, or special offerings.</p> <p>Community-based experience – Within the 240 semester hours (24 units) required for a diploma, a minimum of 220 semester hours (22 units) shall be earned in classroom-based instruction. Students may, therefore, earn and apply a maximum of twenty semester hours (2 units) of community-based experience toward graduation requirements. These experiences may include, but are not limited to, field or service experiences, work experiences, and internships.</p>	90	9.0
TOTAL	240	24.0

COMMUNITY SERVICE:

For a student to graduate from TJHS, they must complete 10 hours of community service per year for a total of 40 hours. This community service must take place outside of the school day/ building. Students cannot receive any pay for the service, and documentation of service is required. Students may pick-up the necessary community service forms in the Counseling Office.

DENVER PUBLIC SCHOOLS HIGH SCHOOL GRADUATION REQUIREMENTS**General Information**

High School credits may not be earned in middle school. Example: A student, who completes Algebra 1 in middle school, still must take 4 years of math in high school.

Exemptions

Athletic sports that are sanctioned by the Denver Public Schools' Board of Education and meet the criteria below may exempt a student from the physical education graduation requirement. No grade or credit will be given for athletic participation and such exemptions will not reduce the total number of hours required to earn a diploma. Both semesters of the physical education requirement may be exempted by athletic participation.

Criteria governing physical education exemptions:

- a. The student must maintain academic eligibility for the entire season. This is tracked weekly.
- b. One full sport season is required to exempt a student from five semester hours (5 units) of PE requirement.
- c. A student must be a high school freshman, sophomore, or junior to qualify for the exemption. Seniors who have not yet met the physical education requirement are not allowed to take this exemption and must enroll in a physical education course.

A high school diploma from Denver Public Schools certifies that a student has fulfilled all graduation requirements in one of the five course areas:

- The General Course of Study
- Designated Course of Study*
- Combined General*
- Work Experience and Study*
- ASCENT Diploma (Accelerating Students Through Concurrent Enrollment)

Additional Information Regarding Requirements

Students who are unsatisfactory or partially proficient in math and literacy CSAP will be double blocked during their 9th grade year, and in some cases their 10th grade year. This additional blocked class counts as an academic elective credit.

A student may register for 70 credit hours, (35 credits per semester) during the regular school year. The limit may be increased to 80 credits, (5 additional credits per semester) with special permission from the principal.

- The maximum number of credits a student may earn in summer school is 10 semester hours.

Graduation Exercises

To participate in commencement exercises with their class, students must complete the equivalent of 240 semester hours and also complete all required classes by the end of their senior year.

Transfer Students

A transfer student from outside the Denver public Schools must meet the requirements to receive a diploma from the Denver Public Schools. All graduation requirements must be met prior to graduation, including attendance in the Denver Public Schools for at least two semesters, with a minimum of 50 semester hours (5 units) of credit earned.

* Study options are available only to students with identified special education needs or to students whose transcripts reflect one or more core academic or elective course credits as special education. Additional requirements/ diploma requirements have been approved by the Denver Public Schools Board of Education in regards to individual students identified as special education.

Valedictorian/Salutatorian

The averages of all eight semesters are used to determine each school’s valedictorian/salutatorian. Students must be enrolled in their school of attendance for a minimum of three (3) years and achieve the highest grade point average in their graduating class in order to qualify and be the class valedictorian/salutatorian.

Grade Level Classification of Students	
60 semester hours	Sophomore
120 semester hours	Junior
170 semester hours	Senior
240 semester hours	Award Diploma

MISSION STATEMENT

Fostering a college culture and holding ourselves to a higher standard will lead us to create a better-educated and more engaged populist for our city, for our state, and for our democracy. We relentlessly pursue opportunities for our students to ensure that they are prepared for college and career.

TJ is THE high school to prepare you for the 21st century.

GRADES

The school year at TJHS is divided into two semesters, each containing three six-week grading periods. At the end of the first grading period [of each semester] we will schedule Report Card Pick-up evenings. Progress reports are given for each semesters 1st and 2nd grading periods. At the end of each semester parents/guardians will receive a transcript. This transcript will show the grades given, graduation credits attempted as well as earned for the student. The grading scale for the 2011 -2012 school year is as follows:

- A = 90% - 100% Exemplary work that exceeds the standards
- B = 80% - 89% Work exceeds standards
- C = 70% - 79% Meets standards
- D = 60% - 69% Does not meet sufficient standards – working towards them. (Credit IS earned)
- F = NO CREDIT Does not meet standards and receives NO credit

HOW TO BE A SPARTAN CHART



How To Be A Spartan

- S** Self Advocacy
- P** Pride
- A** Aspire To Achieve
- R** Respect Self-Others-Environment
- T** Teamwork
- A** Academic Accountability
- N** No Excuses

TJHS SCHOOL IMPROVEMENT GOALS

1. Improve average daily attendance
2. Promote exemplary student conduct
3. Increase number of students and parents attending, supporting, and participating in school sponsored events
4. Improve TCAP scores for grades 9 and 10 in reading, writing, and math
5. Increase number of students in the Advanced Placement courses to represent demographics of the student population. Broaden AP opportunities in our school and increase the concurrent enrollment offerings and the ASCENT program.
6. Increase number of students receiving 3 or above on AP exam
7. Increase number of students highly prepared for the college level courses (no remediation required in college)
8. Increase number of High School graduates who are college ready

TJHS STAFF

ADMINISTRATION

Principal	Mike Christoff	Michael_Christoff@dpsk12.org
Assistant Principal	Paula Hammel	Paula_Hammel@dpsk12.org
Assistant Principal	Jon Poole	Jonathon_Poole@dpsk12.org
Athletic Director	Anne Rice	Anne_Rice@dpsk12.org
Assistant Principal	Andrew Skari	Andrew_Skari@dpsk12.org
Dean of Culture	Emily Lupo	Emily_Lupo@dpsk12.org
Dean of Instruction	Adria Tate	Adria_Tate@dpsk12.org

SCHOOL SUPPORT PERSONNEL

Assessment Coordinator	Julie Thibodeau	Julie_Thibodeau@dpsk12.org
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Athletics/Treasurer	Carla Allen	Carla_Allen@dpsk12.org
Attendance Sec.	Rebecca Moore	Rebecca_Moore@dpsk12.org
Counselor [R – Z]	Jeremy Anderson	Jeremy_Anderson@dpsk12.org
Counselor [A - D]	Jillian Gleason	Jillian_Gleason@dpsk12.org
Counselor [E - L]	Maggie Kennedy	Margaret_Kennedy@dpsk12.org
Counselor [M – Q & SPED]	Erin Thompson	Erin_Thompson@dpsk12.org
Freshman Counselor	Rebecca Taylor	Rebecca_Taylor@dpsk12.org
Facility Manager	Tom Conroy	Thomas_ConroyIV@dpsk12.org
Future Center Counselor	Emily Webster	Emily_Webster@dpsk12.org
Main Office	Switchboard	720-423-7000
Nurse	Kristine Serrano	Kristine_Serrano@dpsk12.org
Office Manager	Danyelle Charles	Danyelle_Charles@dpsk12.org
Psychologist	Natalie Koncz	Natalie_Koncz@dpsk12.org
Receptionist	Melanie Scism	Melanie_Scism@dpsk12.org
Records/Transcript	Cynthia Allen	Cynthia_Allen@dpsk12.org
Registration	Betty VanNorden	Elizabeth_VanNorden@dpsk12.org
RJ Coordinator	Bridget Couch	Bridget_Couch@dpsk12.org
RJ Coordinator	Tahj Dillard-Watkins	Tahj_Dillard-Watkins@dpsk12.org
Sexual Harassment		
Officer	Michael Christoff	Michael_Christoff@dpsk12.org
Student Council	Erin Thompson	Erin_Thompson@dpsk12.org
Social Worker	Samanda Davis	Samanda_Davis@dpsk12.org
Speech Therapist	Kathleen Aubert	Kathleen_Aubert@dpsk12.org
Technology Mgr.	Marshall Hanks	Marshall_Hanks@dpsk12.org

TEACHERS

**** please go to www.tjhs.dpsk12.org/directory** for the most up to date teacher roster**

ARRIVING AT SCHOOL

The building will open at 6:45 a.m. each day. The school day starts at 7:30; we will have a warning bell 1 minute before the start of each class. Breakfast will be available from 7:00 a.m. to 7:25 a.m. each morning. No one will be allowed to go beyond the lobby until that time. We encourage you to not send your student to school prior to 6:45 a.m. as there will be limited supervision until 7:00 a.m. when breakfast service begins. ****If a student is scheduled for teacher support tutoring, the student's planner MUST BE SIGNED in advance by the teacher assigning the tutoring.**

ATTENDANCE

PHILOSOPHY

Students who desire to obtain the greatest benefit from public education must recognize that regular attendance is essential. Further, students enrolled in the Denver Public Schools are required to attend classes in accordance with the Colorado Compulsory Attendance Law (22-33-104) and Article IX, Section

2, of the Colorado constitution. The students, parents, and schools share the responsibility for attendance.

Absences, whether excused or unexcused, are detrimental to the learning process because work made up outside of class is not as effective as the actual classroom class experience. Such experiences as class discussion and student-teacher interaction cannot be replicated outside the classroom or at a later time. In addition, regular attendance develops habits that are essential for success in the working world.

The Administrative team at Thomas Jefferson has developed an attendance policy for the sole purpose of promoting daily student attendance, so that instructional continuity, which is vital to students' success, will be maintained. This policy is aligned with the Denver Public Schools Board Policy JE-Student Attendance. It is the expectation that this standard of attendance will be met in order for a student to be successful in school.

GUIDELINES AND PROCEDURES

Parents are expected to contact the attendance office of Thomas Jefferson at (720-423-7040) when their child will be absent from school. It is required that parents report all absences to the school within 48 hours of the absence.

When reporting an absence to the Attendance Office, the following information is necessary for school records:

- Student's name; ID Number
- Student's grade
- Class period(s) missed
- Date(s) of the absence or tardy
- Reason for the absence or tardy

When a student misses school, their absence will be categorized by the office into one of the types listed below:

A. Excused Absences

An excused absence will be an absence with permission of the parent/guardian and school principal. Such absences should comply with state law and include those that are the result of the following:

- Ill or injured (doctor's appointments fall into this category)
- Attending to a death in the family
- In the custody of the court
- Observing a religious holiday

Students will be provided make-up work for any excused absence and receive full credit for the work. It is the responsibility of the student to pick-up any make-up assignment and return it to the teacher within a predetermined time period. Students are allowed the days that have been excused, plus 1 day to make-up the work. All teachers have web pages (www.tjhs.dpsk12.org/directory) which contain all assignments.

Students who accumulate excessive excused absences will be required to provide the school with documentation to verify the absence. This will result in Saturday school if this becomes habitual.

B. Unexcused Absence/Truancy

An unexcused absence will be an absence without permission of the parent/guardian and without permission of the school principal. Unexcused absences are all other absences that include, but are not limited to the following:

- Car trouble
- Missing the bus
- Oversleeping
- Staying home to study/unprepared for class
- Staying home to care for family members
- Traffic problems
- *Arriving to any class over 10 minutes late without an excuse from the Attendance Office will result in the remainder of the period being spent in the pass room.*

Students may be provided make-up work for any unexcused absence at the teacher's discretion. Students are encouraged to check teacher's web pages for assignments. It is the responsibility of the student to pick-up any make-up assignment and return it to the teacher within a predetermined time period.

Any student that is sixteen years of age or younger with four unexcused absences in a month and ten unexcused absences in a school year will be determined to be a habitually truant student and Truancy Court may be contacted.

Anytime a pupil is absent, a parent should call the school attendance line 720-423-7040 as soon as possible, to report the absence and the reason for it. The line is checked daily for parent messages. When parents are unable to call, we do expect that the child will bring a written excuse.

TARDIES

School starts at 7:30 a.m. First period tardiness is unacceptable and disrupts the start of the school day. Severe medical emergency, doctor or dental appointment (with documentation) or major family emergency are the only reasons to be excused from first period. Oversleeping is not an excused tardy. It is the student and parents' responsibility to make sure their student is in school and in class at 7:30 a.m. Tardiness for reasons other than mentioned above will be reviewed by the appropriate administrator and a decision will be made whether to excuse the student's tardy. A student will be assigned to lunch detention if he/she accumulates 1 or more unexcused tardies for any period. All excused tardies must be received by 2:30 pm on the same day of occurrence.

- **Students who are tardy must report to the attendance desk or kiosk to receive a tardy pass in order to gain entry into class**
- **Being tardy to class results in a 20 minute detention to be served during lunch on the same day of occurrence or the following day**
- **Failure to serve detention, and/or multiple tardies in a single day, will result in parent contact and a restorative conversation with the Student Excellence Team**
- **Habitual tardy issues will result in parent contact and assignment to Saturday school (Dates/Times to be determined and posted on school website)**

- **Failure to serve Saturday school can result in In School Intervention up to a full school day and possible parent meeting with administration**

Students should be in their seats and ready to begin when the final bell rings. Passing periods are designed for students to move to and from classes, to use the restroom and get a drink. Students are expected to use passing periods wisely. The school will contact a parent each time a student arrives late to class; expect the auto phone dialer. Please confirm the registrar has correct contact information, to assure you receive these calls.

Hall Sweeps: TJ and Security personnel will be in the hallways, checking students to make sure they have permission to be in the hallway and ensuring they return to class in a timely manner. Students found in the hall after the tardy bell, without a tardy pass will be escorted to the attendance desk.

ANTICIPATED ABSENCES

When a parent wants a student excused before the end of the school day, the parent should write a note stating the time and reason the student should be excused. The student needs to bring that note to the attendance office before school and exchange it for a slip, which he/she will show to the teacher when it is time to leave. This procedure is much more effective than calling in the information or simply coming into the office. Your child can meet you in the office rather than you waiting for a message to be delivered to your student to come to the office. We will then ask you to sign your child out as you leave.

Only a parent or adult listed on the enrollment information is allowed to pick up a student from school at a time other than the regular dismissal time. The adult must come inside and sign the student out and sign the student back in upon returning. ID will be checked against the student's summary page in IC.

Students who know in advance they will be absent for several days for urgent and unavoidable reasons should inform the attendance clerk, one week prior to the expected date so the teachers can prepare work for that absence. Teachers will sign the slip and give assignments when possible, or upon return to school. It is the student's responsibility to make up the work in the allowed time given by each teacher. Students who are unexcused or "skipping" class will receive the appropriate consequence.

BELL SCHEDULE

THOMAS JEFFERSON HIGH SCHOOL

2021 – 2022

BELL SCHEDULE

Periods	M,W,F	Periods	Tues/Thurs
Period 1	7:30 to 8:21	Period 1	7:30 to 8:16
Period 2	8:25 to 9:16	Period 2	8:20 to 9:06
Period 3	9:20 to 10:11	Advisement	9:10 to 9:40
Period 4	10:15 to 11:19 (10 min. for Spartan Edition)	Period 3	9:44 to 10:30
Period 5 Lunch	11:19 to 12:04 (Lunch)	Period 4	10:34 to 11:30 (10 min. for Spartan Edition)
Period 6	12:04 to 12:55	Period 5 Lunch	11:30 to 12:19 (Lunch)
Period 7	12:59 to 1:50	Period 6	12:19 to 1:05
Period 8	1:54 to 2:45	Period 7	1:09 to 1:55
		Period 8	1:59 to 2:45

SAT

The Colorado SAT will be given, in place of TCAP's, to Juniors, in April. This is a DPS required test for all Juniors.

The Colorado PSAT will be given to all sophomores. This is a required test for all sophomores.

In preparing all students, for testing TJ will offer SAT Readiness groups during the school day and after school. This in-depth instruction assists students with preparation skills for taking the ACT test.

ADVANCED PLACEMENT [AP]

TJ offers a wide variety of Advanced Placement and concurrent enrollment classes. We will be offering AP tutoring classes to assist students in their academic endeavors. **It is expected that each student will take at least one AP or concurrent enrollment course prior to graduation.**

ATHLETICS

Participation in interscholastic activities as part of a school's educational program is a privilege and NOT a right.

Good sportsmanship is just as important as winning and is something in which every student and parent can take pride. Winning is only cheapened by poor sportsmanship. It's not whether you win or lose; it is how you play the game and how you watch the game being played!

The interscholastic program exists to encourage participants to achieve their maximum potential and to represent their school.

Athletes and cheerleaders not only represent themselves and their families, but also the student body, the faculty, and the community at large.

Every student is urged to get involved in the athletic and activities program. Membership depends upon a satisfactory medical examination, ability in the sport, and compliance with all other rules of behavior and academic eligibility. Physical forms, parent permission forms, and a \$60.00 athletic fee must be completed and filed **before** a student receives any equipment and is eligible to practice or participate in athletics. Students who provide a copy of Free and Reduced Lunch (FRL) Approval form will be waived and will **ONLY** pay 10.00 athletic fees per season. FRL form must be given to treasurer **PRIOR** to second week of sport season for fee to be waived. Forms are available from the school and on DPS website.

There are no refunds for athletic fees; they may be transferred to the next season **IF** there is a season ending injury in the first two weeks of practice.

ALL ATHLETES MUST BE ENROLLED IN FIVE FULL (5) CREDIT CLASSES!!! (Study hall and student assistant do not count) All athletes must be GPA eligible weekly to participate in competitions.

Fall – Cross country, Football, Boys Golf, Gymnastics, Boys Soccer, Softball, Boys Tennis and Volleyball, Co-Ed Cheerleading

Winter – Basketball, Girls Swimming, Co-Ed Wrestling, Co-Ed Cheerleading

Spring – Baseball, Boys and Girls Lacrosse, Girls Soccer, Boys Swimming, Girls Tennis, Track and Field, Girls golf, Co-Ed Cheerleading and Boys Volleyball

ELIGIBILITY - Athletes, Cheerleaders, Speech, Music & Drama, JROTC

All Student Athletes are representatives of TJHS and should exhibit exemplary behavior at all times or can face suspension and removal from teams. Any use of drugs, alcohol or tobacco is prohibited and grounds for suspension or dismissal from team.

CHSAA – [Colorado High School Activities Association]

Participation in interscholastic activities as a part of a school's educational program is a privilege and not a right. Students wishing to participate are required to meet standards of personal behavior and academic performance which are related to school purposes. In this regard, the CHSAA and its member schools may exercise the fullest discretion permitted under law. Under the rules of the Colorado High School Activities Association, which governs all sanctioned high school interscholastic athletics, athletes must be scholastically eligible for participation in sports. "Scholastically eligible" in the Denver Prep League means the athletes, cheerleaders, and performing arts students must be enrolled in a minimum of 25 credit hours (minimum of five classes) each semester and maintain at least a 1.67 GPA per grading period. Being a student assistant or in a study hall does not count in the GPA eligibility.

Therefore, it is vital that the grades of athletes, cheerleaders, and performing arts students be closely monitored. If an ineligible student is found to have been participating on a team, the entire team may be penalized by having to forfeit the victories in which the ineligible student participated. The following is the procedure which will be followed to determine eligibility:

1. Each Friday teachers are asked to make sure all grades are posted for the week on the Infinite Campus program.
2. After the teacher has updated grades, a student who is failing any of his/her classes, Infinite Campus program reflects the letter grade of "F" next to his/her name on the course being failed. This grade will represent the **cumulative grade for the six week grading period and not just the grade for the past week. We also mark "D" grades as a warning to coaches and students.**

3. Each Monday, a list of failing and ineligible students will be compiled and distributed to the coaches by the Athletic Secretary. Any student who is failing more than one class will be ineligible for the entire week. *Some programs choose to have higher standards, which CHSAA encourages. These programs will notify the student athletes and their families at the start of the season during parent meetings or in the team handbook.*
4. The only way to have a grade changed once it has been submitted to Athletics is for the teacher to email the Athletic Secretary and Athletic Director stating that there was a teacher or computer error that caused the grade book to be inaccurate at the time the report was compiled. These errors need to be remedied by Wednesday for eligibility to be changed. Make up work is not accepted unless the student had an excused absence.
5. If a student receives two failing "F" grades at the end of the semester, he/she will be ineligible to participate at the start of the next season and must recertify their eligibility according to CHSAA rules and by-laws. If at the recertification date the student is still academically ineligible they will be ineligible for the remainder of the season.
6. Please refer to DPS Athletic Website <http://athletics.dpsk12.org> , CHSAA Website www.chsaa.org for more information.
7. Game schedules, coach contact information, required paperwork for participation, clubs and activities information and links to NCAA resources can be found on the TJ Athletics website: www.athletics.tjctweb.com.
8. NCAA Eligibility – It is the responsibility of any student athlete who is considering playing in college to register with the NCAA Eligibility Center by their Junior year. <https://web3.ncaa.org>
9. For the full athletic handbook, please refer to the TJHS website: <http://tjhs.dpsk12.org/>

ATHLETIC TICKETS

An individual person year long pass may be purchased in the treasurer office for \$60.00. This pass is good for the entire year. Buy one and save money for it will cover admittance to all DPS league athletic events for fall, winter, and spring seasons. Tickets for an individual event will be \$5.00. Students are \$3.00 with school identification. DPS Athletic passes are not valid for **non-league** or **post season games**. Athletes who pay the pay to play fee or are Verified FRL waived athletes will receive a free player pass.

AUTOMOBILE REGISTRATION/PARKING

Students are to register with the student advisor any vehicle driven regularly to school and parked in the school lot. There is no charge for the parking permit. A parking permit will be issued when registration of the vehicle is complete. This permit allows the student to park in designated "Student Parking" only.

Cars **not** registered with the Dean of Students, or are parked illegally, are subject to ticketing and/or towing, at the owners expense.

**The school is not responsible for damage of a vehicle, personal injury or stolen contents from the vehicle while in the lot.

Senior parking spots are a tradition at TJHS. Due to recent resurfacing of our parking lots the following policy is instituted as of Fall 2011:

Seniors must pay a \$50 registration fee for their assigned parking spot. Any painting/decorations of said spot must meet guidelines given to student spot upon registration. Unapproved designs or painting of un-registered spaces will result in the student being billed to resurface said spot.

Vehicles that are not registered or parked illegally may be ticketed or towed at the owner's expense. Parking permit is to be placed on the mirror. Parking is on a first come- first serve basis, except in reserved senior spaces. **Students are NOT ALLOWED to park in the hourly slots, handicapped, visitor and/or designated staff areas and will be ticketed.**

BUS CARDS/ PASSES

Thomas Jefferson has two distinct types of bus cards:

1. A student bus card, sold at the treasurer's office the last week of the month, and the first week of the next month. The cost is determined by RTD, and is sold on a cash only basis.
2. If your child qualifies, a no-cost bus card is distributed by the attendance clerk. DPS Transportation Department determines qualification based on two criteria:
 - a. The student lives in the TJ boundary area, but is more than 3.5 miles from the school and/or attends a magnet program.
 - b. The student attends TJ on a No Child Left Behind School of Choice assignment. To qualify for a card, you must comply with DPS district and school attendance rules and show TJ school identification. **Bus cards may be revoked for the entire year by RTD security and/or the school will discipline students appropriately for misbehaving on the bus or not meeting attendance requirements.** Cards may be revoked by the school for misuse.

If a student has five (5) or more unexcused absences in a one month period, that student will forfeit the free bus card the following month.

CLUBS AND ORGANIZATIONS

There are many clubs and organizations at TJ. Some of these require enrollment in a class for participation, others are open to any TJ student:

Altitude Club; ANIMIE; Astronomy; AVID council; Ballet and Dance Club; Be The Change; Black Student Alliance; Book Club; Card Club; Debate Club; DECA; Drama/Stage Productions; Drum line; French Club; Gay/Straight Alliance; Green Club; Guitar Club; Improv Club; Inspired Leaders of the Future; Interact; Intramural sports; JROTC; Monticello Singers; Music Rating Club; National Honor Society; Native American Club; PEP Band; PEP Club; Photo Club; Pilates Club; Robotics; Shakespeare Dancers; Shakespeare Festival; SkillsUSA-3D/WEB; Spanish Club; Strazz Jazz; Student Council; Unified Sports; Video Club; Video Game Club.

COLLABORATIVE SCHOOL COMMITTEE

The CSC (Collaborative School Committee) is comprised of the principal, four teachers, four parents, two students, one classified personnel representative and one representative from the business/community. All members, with the exception of the principal and the business representative, are elected by their constituents. The CSC Committee responsibilities include the establishment of school goals, student achievement, and the school budget policy related issues.

COMMUNITY SERVICE

All students are expected to complete 10 hours of community service, each year, as a TJ Spartan expectation. There is a mutual benefit to the student and the community in this expectation. The school

will assist in providing opportunities. Students who complete 40 hours or more upon graduation will be formally recognized at The Senior Awards Night.

CONDUCT/ DISCIPLINE

The school is responsible for maintaining an atmosphere in which opportunities for learning are enhanced for all students. The following guidelines of conduct are enforced to insure the best and safest learning environment possible.

BEHAVIOR INTERVENTIONS

Per DPS BOE Policy JK-Student Discipline

The faculty will use an intervention ladder to encourage good behavior and citizenship.

Please go to

<http://www.dpsk12.org/policies/Policy.aspx?-db=policy.fp3&-format=detail.html&-lay=policyview&-sort=field=File&-op=cn&Title=Student%20Discipline&-recid=32883&-find=> to view the policy.

TEACHER REFERRAL LADDER

When a student's behavior requires disciplinary action, the following referral ladder is implemented.

Actions are followed sequentially and records are kept of the actions taken.

Depending on the severity of the event, the student's intervention could elevate to a higher level!

- Level 1** Teacher conferences with student and reminds him/her of rules; student faces classroom or school consequences.
- Level 2** Teacher contacts home and informs parents/Possible consequence
- Level 3** Teacher requests student conference with the Dean, Assistant Principal, or other adult in building. Student will be assigned a consequence.
- Level 4** Teacher requests parent conference. Student attends the conference. Parents may be requested to shadow student for a day.
- Level 5** The dean or assistant Principal conferences with the student again, and suspension with parent conferences or expulsion may result.

GENERAL STUDENT CONDUCT RULES

- A.** Students are only permitted in the halls with a visible pass. Hall Sweeps will be used when necessary. Teachers are requested to only issue passes for emergency and urgent situations. Students who serve as teachers' assistants must have their assistant badge displayed at all times.
- B. Period 1 Release** - students with no period one assigned class must report to the lunchroom or make arrangements to be with a teacher or tutor. Students are only permitted to be in a classroom, the library, or cafeteria.

Period 8 Release - students with an after-school activity but **Do not have an 8th period class must leave the school grounds if the lunchroom is not open.** Students may not loiter in the halls or go in and out of the building. These students must leave the building and return at the appropriate time for the activity. The parking lots, park and school gym are off-limits for these students.

- C. Students are allowed in TJ's front lobby and cafeteria as early as 6:45 a.m., and must vacate academic areas by 3:30 pm.**
- D. To ensure the safety of all students, students who have no after-school activities are required to leave 45 minutes after dismissal (3:30 p.m. M,T,TH,F, 3:45 p.m. W)**

UNACCEPTABLE BEHAVIORS

Some of these behaviors may result in a possible referral to the Denver Police Department. If the school feels that any student behavior may constitute a crime; the school will immediately contact the police. The school does not interfere with a police investigation and will therefore contact the parents or guardians of the students when the appropriate measures have been taken.

SPECIFIC BEHAVIOR PROHIBITIONS

The following actions are expressly forbidden, and will subject the student to disciplinary action;

- 1. Behavior on or off school property, which is detrimental to the welfare and safety of other student or school personal.**
- 2. Behavior, which interferes with a school's ability to provide educational opportunities to other students or violates the school code of conduct.**
- 3. Causing a disruption on school property, in school vehicles, or at school events. This includes individuals who by their actions contributed to the cause of disruption directly or indirectly.**
- 4. Carrying, bringing, using, or possessing a dangerous weapon, including, but not limited to:**
 - a. A firearm, whether loaded or unloaded**
 - b. An object that looks like a firearm**
 - c. Any pellet or "BB" gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air;**
 - d. A fixed blade knife with a blade three inches or longer, a spring-loaded knife, or a pocketknife with a blade longer than three a one half inches;**
 - e. Any other object, device, instrument, material, or substance, whether it animate or inanimate, used or intended to be used to inflict death or serious bodily injury;**
 - f. Slingshots, Nunchaku, brass knuckles, or artificial knuckles of any substance whatsoever;**
- 5. Gang related activities and such gang related characteristics as colors, hand signs, graffiti, apparel, jewelry, notebooks, trademarks, and any other attributes denoting gang affiliation as determined and prohibited by school administrators from time to time;**
- 6. Sale, distribution, possession, use, or being under the influence of alcohol, a drug, or controlled substances;**
- 7. Fighting;**
- 8. Assault;**

9. Robbery;
10. Theft, larceny, or breaking and entering;
11. Use or possession of tobacco, Juuls, vaping, on any school grounds, in any district vehicle, or at any school activity or school event;
12. Making a knowingly false accusation of child abuse against a school employee;
13. Harassment;
14. Bullying, including cyber bullying
15. Willful destruction or defacing the property of others
16. Use of obscenities or vulgarities verbally, written or in gesture;
17. Use of slurs, including but not limited to those base on disability, ethnicity, gender, race, religion, or sexual orientation, or gender identity;
18. Personal appearance or lack of hygiene that is disruptive;
19. Violation of school district or school dress codes or wearing apparel deemed disruptive;
20. Willful disobedience or open defiance of authority;
21. Assault upon, disorderly conduct or any criminal conduct directed toward the person or property of any school employee or adult volunteer;
22. Conduct on or off school premises which would constitute a crime of violence if committed by an adult, regardless of whether other students or school personal were involved;
23. Direct or implied threats against persons or property.

INTERVENTIONS

The following are possible interventions that may be used to correct poor student behavior:

Parent conference and behavior contracts:

RESTORATIVE PRACTICES

Whenever possible and appropriate, poor student behavior will be addressed in a restorative conversation facilitated by a member of the Student Excellence Team. This team is made up of a Dean of Culture, two Restorative Justice Coordinators and a member of the Administration. The purpose of which is to build healthy school culture, repair harm, and restore relationships.

Teachers will attempt classroom level interventions to resolve any issues. If the behavior continues they will attempt to conference with the student. If the behavior continues, or if the behavior is extreme or becomes a safety risk, the student will be asked to report to the Dean. A restorative conversation will be scheduled as soon as possible to repair any damage to the teacher/student relationship. Teachers will make contact with a student's parents when poor behavior results in classroom disruptions. In the event this contact does not remedy the problem the parent will be contacted to come to the school for a conference with the appropriate school designee. At this conference a behavior contract or plan will be developed.

IN SCHOOL INTERVENTIONS:

Students may be assigned to IN SCHOOL INTERVENTION (ISI). If a student is assigned to ISI the student must follow all rules of ISI and follow all directions. ISI may include a combination of academic

intervention and community service. If the student fails to do this the student will be suspended from school. A parent conference will be required for the student to return to school and the student **MUST** repeat ISI satisfactorily when they return from School Suspension.

AFTER SCHOOL INTERVENTION:

RTD buses run until 3:15pm for students in AFTER SCHOOL INTERVENTION (ASI). During ASI a student is expected to remain quiet and complete work assigned to them. Failure to do so will result in additional ASI days to be assigned to them, or an out of school suspension. A parent/guardian notification will be sent home with the student the day of the event, notifying the parent/guardian of the ASI assignment. Students must return the signed copy to the school to prevent additional ASI assignments. Students will be assigned ASI for the following reasons:

1. Violation of the schools tardy policy.
2. The student is identified in a random hall sweep after the tardy bell rings.

Saturday Day School:

Saturday School will be held approximately twice a month from 8-11 a.m. Students must arrive by 8:10

a.m. in order to serve their Saturday School intervention. Saturday School will include community service to the school and TJ community as well as an academic intervention for the assigned students.

OUT OF SCHOOL SUSPENSION:

If a student is suspended from school they may not be on Denver Public Schools or participate in any DPS

event during the suspension regardless of where the event is held. If a student is suspended a day before a holiday or before a weekend the suspension will run until the beginning of the next school day.

SUSPENSION OR EXPULSION

Students may be suspended or expelled for prohibited behavior which;

1. Is detrimental to the welfare or safety of pupils or school personnel including intentional or reckless behavior that creates a threat of physical harm to other persons.
2. Interferes with the schools ability to provide educational opportunities to other students.
3. Demonstrates willful disobedience or open and persistent defiance of authority.
4. Would constitute a crime of violence.
5. Is willful and results in the destruction or defacing of school property.
6. Is prohibited gang related activity.
7. Is on school property and is determined by a principal to be a serious violation of the conduct code warranting suspension or expulsion.

EXPULSION SHALL BE MANDATORY FOR:

1. Bringing, carrying, using or possessing a dangerous weapon, as defined above unless the weapon is brought to school accidentally and the student gives the weapon to an adult school employee as soon as the student discovers the weapon.
2. Commission of an act which if committed as an adult, would be robbery.

3. **Commission of an act which, if committed by an adult, would be first or second degree assault.**
4. **The sale of a drug or controlled substance.**
5. **Declaration as a habitually disruptive student**

SEARCHES

Denver Public Schools seeks to maintain a climate in the schools, which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and or the personal property of a student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff. The school administration shall cooperate fully with local law enforcement agencies with respect to searches of school property and on school premises when investigations and searches related to drug or other offenses are in progress.

Please see Denver Public Schools Board Policy JIH for more information

at https://www.dpsk12.org/wp-content/uploads/JIH_Student_Interrogations_Searches_and_Arrests_English.pdf

DANCES

The following rules apply when attending dances.

- **An attendance/tardy rule to be eligible to purchase tickets and attend a dance, students cannot have more than 15 unexcused period absences/tardies (6 week period prior to dance).**
- Tickets can be obtained from the school prior to the dance but will be sold at the door. For tickets purchased at the door the night of the dance, a TJ student ID must be presented. (**NO** visitor tickets can be purchased at the door.)
- Students who are under the influence of drugs or alcohol will not be allowed to attend the dance. Parents will be notified to escort the student home and further dance privileges may be revoked along with discipline actions taken.
- Students are only allowed to purchase a ticket for themselves and their date. You must have a TJ ID to purchase tickets from the treasurer.
- Students bringing non TJ students as dates must fill out the approved form given by the Treasurer and signed by Administration/Dean. This must be done prior to the day of the dance.
- Once students have left the dance, they will not be allowed re-admittance.
- **Students having 95% or better attendance, at the time of the EROS dance may qualify for a free dance ticket.**
- **Seniors wishing to attend Prom must have 90% attendance during the second semester, to be allowed to attend.**

DRESS CODE

The student dress policy is an essential aspect of creating a school environment that is professional, safe, conducive to learning, and free from unnecessary disruption.

Students are encouraged to wear approved shirts and TJ gear to promote school spirit.

The following items are deemed disruptive and distracting and are not acceptable on school grounds or at school functions. **STUDENTS WILL BE ASKED TO CHANGE TO ACCEPTABLE CLOTHING OR WILL BE**

SENT TO IN SCHOOL INTERVENTION OR SENT HOME FOR INAPPROPRIATE ATTIRE AND PARENTS NOTIFIED!!

- No strapless tops or spaghetti straps, top or dresses, are allowed, without a covering like a jacket or sweater.
- No short shorts, very short dresses or skirts; to be determined by Administration
- No visible undergarments (male or female). This includes sleeveless undershirts.
- No Sagging pants/shorts (where undergarments or gym/athletic shorts are visible).
- No inappropriately sheer, TIGHT, loose, or low cut clothing that bares or exposes portions/all of the stomach, breasts, back, or buttocks.
- No clothing, head coverings, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any words, symbols, or pictures that: refer to drugs, tobacco, alcohol, or weapons, are obscene, profane, vulgar, lewd, or legally libelous.
- No clothing or head covering – by virtue of color, arrangement, trademark, or other attribute denoting membership in gangs, associations, or clubs which advocate drug use, violence, or disruptive behavior that may threaten the safety or welfare of any person or to otherwise disrupt the school's mission.
- For additional information, refer to DPS School Board policy: JICA- Student Dress.
- ANY student who refuses to cooperate and comply with this policy will face disciplinary actions and possible school suspension.

ELECTRONIC DEVICES: USE OF CELL PHONES, I-PODS's, etc.

BRING AT YOUR OWN RISK: School officials will spend NO time or school resources searching for lost or stolen cell phones or electronic devices. We encourage students NOT to bring these devices to school. CELL PHONES and ELECTRONIC DEVICES will only be used in the classroom settings at the discretion of the teacher.

Students and Parents need to be responsible if planning to bring these items to school. We do not want them to interrupt learning and undermine school performance. Please also note if a student records fights or illegal activities on the school campus, school officials will confiscate these devices for investigations and the student will be given a consequence.

Understand when school officials and teachers are spending valuable instructional minutes dealing with the TJ student cell phones and I-Pods and various electronic devices in the classroom and school, student learning is going to suffer.

There is a STUDENT PHONE AVAILABLE FOR EMERGENCIES in the Main office if a student needs to make an important phone call. **The school reserves the right to take all electronic devices during various schoolwide standardized testing.**

CONFISCATING DEVICES: When the phone or electronic device is taken by a teacher or school personnel they are directed to return it after school. The teacher or school is not responsible for the item if taken. Multiple violations will result in disciplinary action and phones will only be returned to parents upon a conference with the Administration or Dean of Students. Students who refuse to cooperate and comply with this policy will face disciplinary actions and possible school suspension.

ELEVATOR

TJ's elevator is for student use that have a valid medical need that is registered with the school nurse. The access code is available from the main office or school nurse.

EMERGENCIES

SCHOOL- Denver Public Schools has developed clear guidelines for schools/classrooms to follow in the event of possible threat, immediate threat, and/or severe weather emergencies. All staff within the building are trained to follow the specific DPS guidelines throughout the emergency.

Student safety is the main consideration during any emergency. Please be aware – during an emergency, student safety and maintaining a calm environment is paramount. Therefore staff may be unavailable to answer parental/guardian inquiries during the emergency. In some emergency cases/drills, access to the building may be unavailable for a period of time.

STUDENT- In case of illness or emergency, the school tries to notify parents before sending pupils home.

NUMBERS/CONTACTS- Please see that your child's emergency information is complete. If we are unable to contact a parent/guardian we will attempt to contact emergency contacts. If you change your emergency numbers, please notify the school immediately.

It is very important that the parent/guardian keep numbers and addresses given to the school updated and current.

PROCEDURES-

- **Drills:** Fire drill alarm sound throughout the building. Students should move quickly in an orderly manner out of the building, according to the exit plan posted in each classroom. Students will stand away from the building in designated areas. Students should remain in the area until directed by staff to return to the building.
- **Modified Lockdown:** Administration will direct the building be secured and safely shelters all students, staff and visitors *inside* the school building. **School business and classroom activities continue as normal.** A school will go on modified lockdown if a threat is in their neighborhood and does not endanger the occupants of the school. **NO** person is allowed to enter or leave the building.
- **Lockdown:** Administration will direct the building be secure and safely shelters all students, staff and visitors *inside* the school building. **School business and classroom activities cease.** A school will go on lockdown if a threat is in their building or their neighborhood and endangers the occupants of the school.
- **Shelter in Place:** Severe weather is any weather condition that may cause injury to students and staff or damage to structures. Different types of weather call for different types of actions. Schools will go into shelter-in-place if the threat of severe weather is in the area. There will be a recorded message informing families as to the weather emergency. No one will answer phones because the office will also be sheltering in place for safety.

EXTRACURRICULAR ACTIVITIES

There are many clubs and school-sponsored organizations, depending on your particular interests. Check at the beginning of the year for new formed clubs.

These are school sponsored activities or club requiring teachers' time and supervision. Policies and rules which apply to general pupil conduct also apply to extracurricular activities.

Any student who is suspended may not attend extracurricular activities until they are reinstated to school. School Administration holds the right to accept or deny any student from participating any extracurricular activities.

For evening events, students must leave the building, and return for the event, no loitering at the security desk!

FEES/ FINES

In order to help alleviate the cost of textbooks and copying, we are asking that each student pay a \$40 registration fee to the treasurer. There will be additional fees when a student is enrolled in certain courses and/or a sport. Athletics has a sliding fee schedule based upon students enrolled in the USDA Free and Reduced lunch program. See the Athletic Director and/or Treasurer for more details. It is the responsibility of the student to insure that fees charged are paid promptly. Until such fee is paid TJHS will not issue records, transcripts or diploma. **A senior will not be allowed to participate in the graduation ceremony until all fees/fines are cleared.**

NURSES OFFICE OR DENVER HEALTH CLINIC

Pupils may go to the nurse/clinic when necessary with written permission from a teacher or have a previously arranged appointment. Pupils who have been in the nurses/clinic during a class or between classes will be issued an admittance slip by the nurse or clinic staff. The nurse is available 5 days a week and Denver Health is also open 5 days a week. When the nurse is out, students should be referred to the office unless they are consented with Denver Health. Parents are responsible to pick up students when students are too ill to attend classes. Emergency situations that require an ambulance will be paid for by the student's family or the parent can transfer the student.

ID'S (STUDENT IDENTIFICATION CARDS)

All students will be issued identification cards at registration. ALL students and staff are to have school photo ID cards on their person at all times on school grounds. Students who cannot produce or refuse to produce an ID card upon request will be escorted to the dean's office. Students **WILL** be requested to show a student photo ID card to receive an excused or unexcused pass from the Attendance office and to attend school related activities and specific athletic events on the campus. If a student does not have an I.D. on them they will be given a replacement. Repeat offenders can be charged a replacement fee of five (\$ 5.00) dollars, from the Registrar.

INFINITE CAMPUS - PARENT PORTAL

Infinite Campus is the web-based student information system that Denver Public Schools uses. Students will have a log-in to access their information.

The Parent Portal is the access for parents to view their student's attendance, classroom progress/grades, emergency numbers, and schedule. **Parent/guardians need to sign up to have free access to this web-based information.** See the attendance clerk for a form.

INTERNET

Denver Public Schools provides a wide-area network service that connects district facilities to each other and to the internet at large. On a global network it is impossible to control all materials, and even casual users may easily discover or come across controversial material. The school district believes that the valuable information and interaction far outweighs the possibility that the users may access material that is not consistent with the educational goals of the district. A student internet license is necessary to access the internet at school. Those forms can be obtained from registration.

LIBRARY MEDIA CENTER

The Library Media Center is open from 7:30 a.m. to 2:45 p.m. each school day. (check with librarian for after school hours)

Students may come to the library:

- Classes may come to the library with the teacher. The teacher should sign up in advance with the Librarian.
- During lunchtime
- Students may utilize the library during off periods and during Study Halls and with a pass from the teacher.
- All students using the library are expected to work quietly. The IMC is closed during assemblies, rallies and elections. It may also be closed to accommodate classes, testing or special activities. No food, drink or games are allowed in the IMC at any time.
- Computers and internet use in the library will be revoked if used inappropriately. (internet contract required for use)

LOCKERS

Lockers will be assigned during the first week of the school year, **ONE** student per locker, in upper grades, freshmen and sophomores will have one (1) assigned locker partner. **DO NOT SHARE LOCKERS or COMBINATIONS!** You should not keep anything other than books or coats in the locker. If there is a problem with a locker, see the Dean of Students. The school is not responsible for items in a locker.

RIGHT TO SEARCH: Lockers, while intended for student use are, and remain at all times, property of TJHS. Lockers and contents are subject to a search at any time, pursuant to Board of Education policy: Policy JIH- Student Interrogations, Searches and Arrests. Students have the right to put a padlock on the locker with permission of the principal.

LOST AND FOUND

Lost and found articles may be identified and claimed in the main office. Items not claimed, on a timely basis, will be discarded or donated to charity.

LUNCH INFORMATION

FOOD POLICIES: ALL students must eat their lunches in either the school lunchroom or outside. Students can also transport their lunches to a classroom for tutoring or school sponsored club or activity. **Please throw away all trash in proper containers, both inside and outside the school.** There is to be no eating lunch in the hallways and gymnasium.

We encourage students to take full use of intramural, computer labs, library, clubs and tutoring opportunities at lunch. Students who return late from lunch will be assigned detention that day. If they are more than 10 minutes late it can be considered truancy and the student is assigned to the In School Intervention room for the remainder of the period.

FREE AND REDUCED LUNCH PROGRAM: DPS participates in the federally funded Free and Reduced Lunch program. This program is used by the district for multiple purposes:

1. Families must submit an application yearly. Students are determined to be eligible for free, reduced, or non-eligible based upon information provided on this form by the parent/guardian.
2. Students deemed eligible for either free or reduced lunch, and provide a copy of the approval form will have the \$60.00 athletic fee, to participate in sports, waived and will only pay a \$10.00 fee.

MAIN SCHOOL ENTRANCE

All students and visitors must use the buzzer to enter the front of the building in the main entrance. Students must have their school ID on them in order to enter the building. The buzzer is located to the left of the main doors. Students will be buzzed in when they show their IDs, all others will be asked to state their business before being buzzed in. Visitors need to report to the front main office to sign in and obtain a visitor pass. Students DO NOT enter the side and back entrances of the school, which are locked for security reasons. Please help keep our school safe, it is a breach of security to prop open doors. Only special needs students and staff are allowed to use the rear north side custodian entrance prior to school. DO NOT drive/drop off students in these areas as this creates an unsafe environment.

MESSAGES

TJ staff will attempt to deliver telephone messages that are received from parents and/or guardians. We will attempt to deliver emergency messages without delay; however, it is NEITHER possible nor acceptable to hand deliver all of the telephone messages that come to the high school without interrupting classes. Students and parents need to be aware of the difficulty of delivering messages and make appropriate arrangements in advance - if at all possible.

PERSONAL PROPERTY AND VALUABLES

DO NOT bring large amounts of money or valuables, **(including cell phones, I-pod players or ANY other electronic devices)** to school or school-related activities. If it is necessary to have a large amount of money or valuables, you should check them into the treasurer's office for safekeeping during the day. **The school will not be responsible for any lost, damaged, or stolen items.** **The school will not spend valuable instruction time or school resources looking for misplaced or stolen items.**

POSTERS/ANNOUNCEMENTS

Administration will approve only those posters/announcements publicizing school/community appropriate events. All items and posters must be placed with the 'special' tape. It is the responsibility of the persons putting up the posters/announcements to remove said items the day after the event.

SCHOOL APPEARANCE

Our staff and students take pride in the way our school and neighborhood looks. Our custodians work hard to keep the school clean. Each teacher sets guidelines for keeping their classroom clean. ALL are asked to deposit trash in trash cans. If you see trash or debris in the halls, stop, pick it up and deposit it in a trash can. TJ students are members of the TJ neighborhood, and as such take pride in respecting the property of others and keeping student 'carbon footprints' to a minimum.

TJ PARTNER'S [PTO] ORGANIZATION

This Adult organization formed by TJ parents primarily supports all TJ Student Activities, Athletics and Academics. This includes school clubs and activity classes; such as yearbook, choir, drama, JROTC, athletics and other clubs and classes. The TJ Partner's Club supports TJ by increasing spirit, promoting participation, providing opportunities students might otherwise not have, and assisting the school with financial support. Membership forms are available on the TJ website.

TJ Partner's encourage all parents to be active and involved in their children's high school experience.

SPARTAN SHIELD FOR SUCCESS (TUTORING CENTER)

Students interested in additional tutoring are encouraged to check with individual teachers and their counselor for current information regarding tutoring opportunities. The **SHIELD** will be open Monday through Friday during regular school day hours. Specialized tutoring sessions will be offered as well, per arrangement with tutors. Advanced Placement (AP) students will be able to come in for support designed around their class work. Students are encouraged to come in and get help in all academic subjects, time management and general organization. It doesn't matter if you are pushing for that A or working towards a passing grade we are here to help every student.

Credit Recovery--Credit recover will be available through the week, during SHIELD regular business hours, to help students gain enough credits to advance to the next grade level. There will be opportunities for students who are deficient in coursework and need credits for graduation. Students must speak to a counselor or administrator in order to sign up for these opportunities.

* **Wednesday – Office Hours/Tutoring Sessions** – Every Wednesday from 2:15 -2:50 all teachers are available to provide students academic support in their classrooms.

* **Weekly tutoring:** Mondays, Tuesdays and Thursdays from 3:00 -4:00 pm in the library – all subjects

ACADEMIC POLICY

Cheating

Cheating is defined as using unauthorized materials or receiving unauthorized assistance during an examination or other academic exercise. Examples of cheating include: copying the work of another student during an examination or other academic exercise (includes computer programming), or permitting another student to copy one's work; taking an examination for another student or allowing another student to take one's examination; possessing unauthorized notes, study sheets, examinations, or other materials during an examination or other academic exercise; collaborating with another student during an academic exercise without the instructor's consent; and/or falsifying examination results.

Plagiarism

Plagiarism is defined as the use of another's ideas or words without appropriate acknowledgment. Examples of plagiarism include: failing to use quotation marks when directly quoting from a source, failing to document distinctive ideas from a source, fabricating or inventing sources, and copying information from computer-based sources, i.e., the Internet.

Unauthorized Possession or Disposition of Academic Materials

Unauthorized possession or disposition of academic materials may include: selling or purchasing examinations, papers, reports or other academic work; taking another student's academic work without permission; possessing examinations, papers, reports, or other assignments not released by an instructor; and/or submitting the same paper for multiple classes without advance instructor authorization and

approval. This includes the use of personal or public technology to obtain said materials, e.g., screen shots on a cellphone.

Consequences for the above offenses

Plagiarism constitutes academic dishonesty and is punished at every credible institution in the world. At TJ this is considered a failure to meet the Spartan expectation of Academic Accountability.

The penalties for plagiarism, unauthorized possession or disposition of academic materials, or cheating, depend upon the gravity of the situation. If the student is found guilty, the student will be allowed to resubmit the assignment but will receive no better than a 59%. The teacher will have the option to request that the assignment be completed in person when appropriate. If the student chooses not to resubmit the assignment they will receive a zero. Additional offenses will result in a zero for the assignment. Failing an entire course is also possible, and, in cases where the charges are graver, suspension from Thomas Jefferson High School may occur.

TEXTBOOKS

Students are responsible for all textbooks loaned to him/her and are expected to return each – in good condition - at the end of his/her participation in the course. Students will be charged for any book that has been lost, stolen, or damaged. See fees for more information.

TRESPASSING

TJ maintains a secure campus for the safety and security of the students and staff. Persons coming on campus whom the administration deem to have no legitimate business may be subject to trespassing charges and will be reported to the Campus Security Officer and/or appropriate law enforcement agencies.

VENDING MACHINES

A number of beverage and snack vending machines are located for student/visitor use in the main common area. These machines are provided as a service to our school population. **TJHS is not responsible for refunds for these machines.**

VISITORS

Parents, TJHS patrons, visiting educators, and other invited guests are welcome to visit TJHS. Advanced notice of such visits is expected and greatly appreciated. All visitors must use the buzzer located to the right of the main entrance doors and sign in and receive a visitor pass. However, TJ does NOT allow student visitors from other schools or alumni students to visit during the school day.

Also, be considerate to all school personnel at all times. **Board of Education Policy KFA – Public Conduct on School Property**

WITHDRAWALS

Pupils over 17 years of age may be **withdrawn** from Thomas Jefferson High School if they have been absent for twenty (20) consecutive school days, and absences are unexcused or truancies. Should a parent choose to withdraw a student from Thomas Jefferson, the student or parent must come into the school and complete the withdrawal process. **Students, themselves - no matter their age - are NOT allowed to withdraw themselves without parent present or prior consultation with parent/guardian.**

