

2024-2025 JEFFERSON HIGH SCHOOL

STUDENT HANDBOOK

JEFFERSON

Respectful

SUCCESS

Acceptance

Strength

Responsibility

Pride

Integrity

Self-Discipline

BELIEVE YOU CAN

FOCUS

POSITIVITY

Creativity

Never Give Up

Welcome To

Make A Difference



HOME OF THE J-HAWKS

Welcome to Jefferson High School

J-Hawk PRIDE fuels our actions at Jefferson; we are energized and deeply committed to making a positive difference in the lives of our students and our community. By setting high academic expectations for all students by providing supportive systems to assure they are met, Jefferson is a place where students are connected to school and have a sense of belonging. Students immerse themselves in leading-edge opportunities designed and delivered by a caring, highly-qualified staff in preparation for successful experiences at school, home, work, and in our global society. We embrace the challenges of the future while continuing to cherish and celebrate our traditions. Our remarkable staff, involved parents, supportive community, and committed students come together to make Jefferson High School a wonderful and unique place.



This handbook presents the opportunities and expectations provided to all students and their families. The focus of this handbook is to help you understand what goes on at Jefferson, our mission, programs and policies, and where to reference information you need. Needless to say, there is a wealth of information contained in this booklet; please take the time to familiarize yourself with its contents. Should any questions arise, we invite and encourage you to contact our school.

STUDENT RIGHTS AND RESPONSIBILITIES

The Board of Directors, administrators and staff should exercise their authority and responsibility to establish reasonable rules and procedures to assure and maintain a safe and orderly environment for all students. Rules and procedures should be directed toward the accomplishment of the mission and goals of the District and the protection of the health, safety, and welfare of students, taking into consideration student rights. Schools should establish procedures to inform students regarding rules and expectations.

Students have the responsibility for knowing school rules and adhering to them. If a student is unable to assume that responsibility, school staff members should intervene to protect the rights of other students and to maintain a safe and orderly environment. CRCSD Policy 603

It's great to be a J-Hawk!



VISITORS

All visitors must enter using the main entrance and state your reason to our staff for coming to JHS. Approved visitors will be issued a pass that is to be worn at all times. Included on the pass will be your name and destination. It is very important that all parents, guardians, and visitors exit using the main entrance. Your visit will be documented.



Points of Interest about Jefferson High School

Building Opened in.....	1958
Peak Enrollment	2,008 in 1969
Largest Graduating Class.....	593 in 1971
Graduates, Class of 2024.....	291
Total Graduates, 1958-2024	25,118
Projected Enrollment, 2024-2025.....	1613



IMPORTANT NUMBERS

Important Telephone Numbers

Main Office..... 558-2435

Attendance..... 558-2341

Additional Telephone Numbers

Bookkeeping 558-2743

Guidance Office 558-2441

Activities Office..... 558-2148

Performing Arts..... 558-3367

FAX Numbers

Activities 558-2622

Counselors..... 558-2620

Main Office..... 558-2623

Cedar Rapids Community Schools Central Administration

Dr. Tavana Grover Interim Superintendent

Ryan Rydstrom..... Chief of Staff

Mark Timmerman..... Chief of Schools

Board of Education

Cindy Garlock..... President, Board of Directors

Nancy Humbles Director, District Two

Jennifer Borcharding..... Director, District Three

Kaitlin Byers Director, District Four

Jennifer Neumann Director At Large

Macy Roundtree Director At Large

David Tominsky (Vice-President)..... Director At Large

ADDITIONAL CRSCD SCHOOL BOARD POLICIES

It is the goal of the Board of Education to enhance social, emotional, behavioral, intellectual, and physical well-being of the students enrolled in the district. Students will have the opportunity to use the school and the school's educational program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

The board supports the delivery of the education program and services to students free of discrimination based on real or perceived race, creed, color, religion, national origin, gender, sexual orientation, gender identity, physical disability or mental disability.

Further information and copies of the procedures for filing a complaint are available in the district's central administrative office and the administrative office in each attendance center and on the district website: www.crschools.us. (Board Policy 601- 4/14/2007)

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Special thanks to both the Jefferson Outlook Newspaper and Statesman Yearbook staffs for the use of the photos you see in this year's Parent/Student Handbook.





DEDICATED TO CREATING AN ENVIRONMENT OF INCLUSIVITY, COLLECTIVE EFFICACY AND PERSONAL GROWTH FOR ALL.



J-HAWK PRIDE

Personal Responsibility

To be accountable for my actions, my choices and the results.

Respect

To demonstrate consideration, appreciation and acceptance.

Integrity

To be honest and kind in my words and actions.

Determination

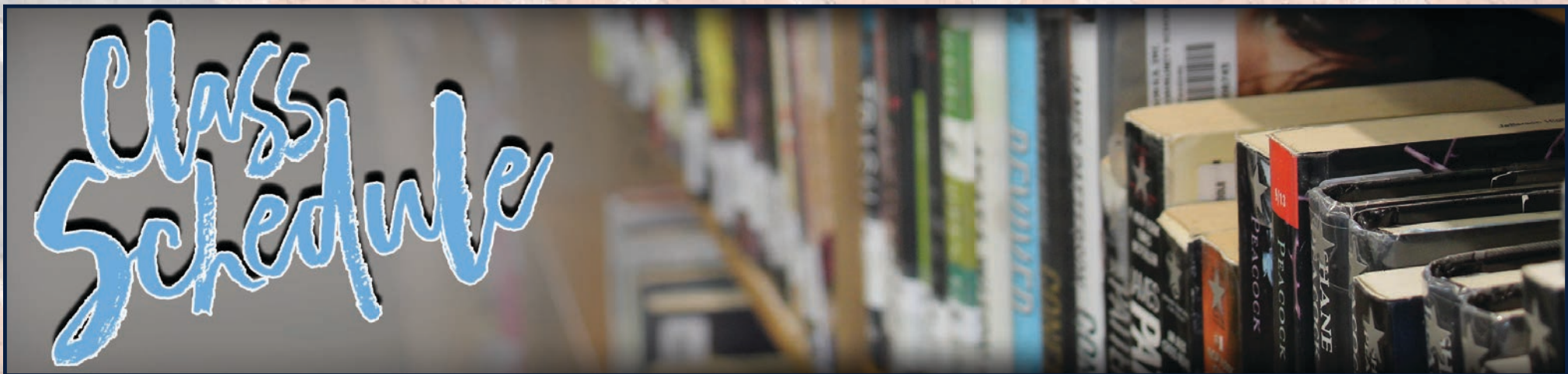
To set goals and persevere to meet expectations.

Excellence

To be my best at all times.



visit the school website at: www.jefferson.crschools.us



Regular Daily Schedule

Monday - Friday

Block 1 or Block 5	7:50	9:20
Block 2 or Block 6	9:25	11:00
	(Announcements)	
Block 3 or Block 7	11:05	1:15
	(Lunches)	
"A" Lunch	11:05-11:35	
Class	11:40-1:15	
Class	11:05-11:35	
"B" Lunch	11:35-12:05	
Class	12:10-1:15	
Class	11:05-12:10	
"C" Lunch	12:10-12:40	
Class	12:45-1:15	
Class	11:05-12:40	
"D" Lunch	12:45-1:15	
4th Block or Block 8	1:20	2:50

Two Hour Delay Schedule

A Day is periods 1-4 B Day is periods 5-8

Block 1 or Block 5	9:50-10:45	
Block 2 or Block 6	10:50-11:50	
	(Announcements)	
Block 3 or Block 7	11:55-1:50	
	(Lunches)	
"A" Lunch	11:50-12:20	
Class	12:25-1:50	
Class	11:55-12:20	
"B" Lunch	12:20-12:50	
Class	12:50-1:50	
Class	11:55-12:50	
"C" Lunch	12:50-1:20	
Class	1:20-1:50	
Class	11:55-1:20	
"D" Lunch	1:20-1:50	
4th Block or Block 8	1:55	2:50

Advisory/Assembly Schedule

A days are Periods 1-4 and
B days are Periods 5-8.

Grab and go lunch served at 1:00

	Begins	Ends
Block 1 or Block 5	7:50	9:05
Block 2 or Block 6	9:10	10:25
Advisory/Assembly	10:30	11:15
Block 3 or Block 7	11:20	1:30
Block 4 or Block 8	1:35	2:50
Lunches served (Stay in Cafe or Grab and Go)		

STUDENT EXPECTATIONS

Jefferson is a school where the focus is on learning. These rules and policies exist to assure that students can direct their energy and efforts towards learning and teachers can spend their time facilitating student learning. By eliminating distractions to teaching and learning, and providing a safe environment, students will have the ability to focus on achieving at their highest levels.



BE ACCOUNTABLE
DEMONSTRATE CONSIDERATION
BE HONEST AND KIND
SET GOALS AND BE MY BEST AT ALL TIMES

Student treatment of school property is also expected to be with care and respect. Vandalism or any other type of destructive acts toward school property is not necessary or tolerated. “Students who have attained the age of majority or the parent/legal guardian of minor students may be assessed the cost for damage to school property resulting from wanton, willful, or malicious acts. Also, they may be required to reimburse the District for the replacement costs of lost equipment or materials furnished by the school. Damage and/or replacement costs will be determined by the District and will be based upon the lesser of replacement cost or the remaining value of the item (the original cost less reasonable use). Prior to using certain equipment or materials furnished by the school, the District may require that students and/or parents sign a form acknowledging they understand their obligation to pay for damage and/or replacement costs. Even if students and/or parents do not sign this form, they are still required to pay damage and/or replacement costs pursuant to this Regulation.”

(CRCSD Regulation 604.8, 06-25-2018)

CELL PHONES AND OTHER DISTRACTIONS

Cell phones and any electronic gaming, music, or social media devices, or other distractions may only be used in the cafeteria during lunch time or in the hallways during passing times. If such items are brought to school and used inappropriately, students risk having them confiscated by a staff member and returned only to parents.

Such items should be left at home or turned off and carried out of sight. Jefferson High School assumes no responsibility if these items are lost, stolen, or damaged while on our campus.

This written declaration serves as the ONLY warning needed in order to follow through with appropriate sanctions for students being distracted from learning by their cell phones. We appreciate support from parents in helping students learn reasonable use of cell phones during the school day.

INAPPROPRIATE FAMILIARITY

Public displays of affection are NOT allowed on campus at Jefferson High School. This means NO kissing and NO



long embraces or other excessive displays of affection. School must be a place where the focus is on learning and behavior must be appropriate for the business of schooling.

Students conducting these types of behaviors on campus will be reasonably addressed and be expected to follow the directions of any staff.

ASSIGNED AREAS AND PERMISSIONS

Students must be only in scheduled or assigned areas of the campus during the school day.

TO BE IN THE HALLS OR RESTROOMS DURING CLASS TIME, STUDENTS MUST HAVE A STAFF SIGNED PASS.

Students are not permitted to walk the halls, congregate, or loiter in the halls

or restrooms. Restricted areas where students are NOT allowed to be include parking lots, the bus stop, closed hallways, or areas that are not usually supervised during class time. Students shall not be in the gymnasium unsupervised or without permission.

Student communication with staff and other students should always be honest, sincere, respectful and with best intentions for student growth and learning, just as the expectation is the same from our school staff towards students and colleagues. Disrespectful or abusive language toward staff or students will not be tolerated and will be addressed. This includes crude or obscene gestures, as well as any language that is delivered in writing, on video or audio recordings, or any other technological delivery system (e.g.: voicemail, e-mail, text, or instant messaging).

PROM POLICY

Prom is a formal dance for senior students to enjoy prior to graduation. The most important task for Seniors is to graduate and take the next steps towards college and career. For this reason there are some requirements to meet in order to participate in Prom.

Students that accelerate their coursework and are on track to graduate at the end of their junior year are also eligible to participate in prom.

Senior Requirements:

- Must be enrolled in the necessary classes to graduate on time.
- Must be passing all necessary first term classes at the end of first semester.
 - If not passing all necessary classes, then the class(es) must be retaken second term and all classes second term must be grade C or better a week prior to prom.

JHS seniors may bring a non-JHS student or an underclassmen to the dance as a guest. The guest must be a high school student in good standing or a college age student under the age of 21 at the time of the dance. All guests require a parent permission form to be filled out a week prior to the dance.

ACADEMIC INTEGRITY

Students often face important decisions that require not only good judgment, but also character and integrity. Many of those decisions are related to the honest completion of schoolwork in all classes. At Jefferson, teachers expect that students always do their own work. Copying a classmate's homework assignment,

carrying a sheet with test answers into a testing site, taking photographs of answers or exams, texting answers to a friend, or plagiarizing a writing assignment from an internet site or elsewhere are all examples of cheating. Our staff will not tolerate cheating in any form.

*When students are found to be cheating, they can expect these following things:

- To have their parent/guardian informed of the situation
- To lose immediate credit for the assignment or assessment, no matter how big or how small.
- To be re-assigned the same or similar assignment or assessment, only to be re-done by the individual student so that they may demonstrate their true understanding of the material or skill being assessed or practiced.
- The student will not avoid the expectation of doing the work required for the class.

Other consequences may be attached such as suspension, removal, or elimination from consideration for National Honor Society recognition or, in particularly severe cases failing and/or being dropped from the class. Unfortunately, students



lose something more valuable than credit, they lose the trust of the teacher in whose class they cheated. We urge students to consider the long-range consequences of dishonesty and choose to take the moral and ethical "high road." Take pride in doing your own work, especially when it is difficult. Be able to enjoy authentically earned recognition and reward for your work. Academic integrity is a critical part of your development and success as a student. Do the right thing, every time!

STUDENT INTEGRITY

Jefferson is a safe school. For us to focus on learning, the school environment must be conducive to academic achievement. Anything that interferes with academic goals will be modified or removed so that we can focus on our primary purpose: learning.

To accomplish this goal, there are clear expectations for student behavior. These guidelines are for all students. These are behaviors that we value as a school and we hope members of our school community value them, too. The following section of





your handbook provides many specific behavioral expectations. However, it is impossible to have a written policy for every potential situation. In some cases, school District policy requires building administration to make judgments in the best interest of the school and its students. The following guidelines are used in dealing with behavior judged to be inappropriate for students at Jefferson High School.

- Jefferson must be a school where people and property are respected.

Profanity, either directed at others or simply used in conversation, is not allowed. This includes sexually suggestive language, as well as gestures that have tasteless or obscene implications.

Racial, ethnic, gender or religious slurs, including comments that include negative stereotyping, will not be tolerated. This includes oral or written comments, as well as the wearing of clothing that might be offensive because of artwork or language.

- Students may not possess weapons at school or at school activities; this includes any object that simulates or is used as a weapon.

- Students may not harass, threaten, or assault other students, staff members, or visitors to school or school events. This includes physical confrontations, written warnings or threats, or any threatening message delivered to another person in any way including electronically.

- Fighting in a public place like a school is technically a criminal action. Especially with high school students being closer to adult size, the safety concerns surrounding fighting dramatically increase within the high school setting as compared to younger grades. Students who choose to fight at school or at school sponsored events will face both school consequences and the possibility of legal action.

Please seek assistance and support from school staff when faced with unresolved conflict rather than resorting to physical violence. We have multiple staff members, including our School Resource Officer, genuinely skilled and trained in effective and non-judgmental methods of conflict resolution. We understand that emotional friction occurs within large groups of young people gathered at a school for many reasons. However, please help us teach our students how to handle that friction in a safe, appropriate, and healthy way.

- Driving in an unsafe manner on or near the campus may result in loss of parking privileges for an assigned period of time, as well as suspension from school.

- Illegal substances are not tolerated. Possession or use of alcohol, tobacco, synthetic substances, or other controlled substances will result in school suspension and possibly expulsion. This is enforced at any and all school-related events and activities at any location, and includes look-alike substances.

- The use of alcohol or controlled substances prior to school or school events is also forbidden.

- A breath analysis device will be used at school events if officials suspect that a student has consumed any amount of alcohol at or before those events.

- Students disciplined for illegal or controlled substance use will participate in a screening inventory administered by the Area Substance Abuse Council, and they must complete any prescribed treatment.

- Eligibility rules regarding substance by students in Co-curricular programs can be found under the Co-curricular section of this handbook.

- School officials will always include the local police department when dealing with the use of illegal drugs.

- Sexual harassment in any form must not occur.

This includes negative gender-based jokes or stories, clothing that have pictures or statements that negatively portray members of a particular gender or race. This includes comments, written or vocal, that provide unwanted and disrespectful criticism or innuendo of a person's gender, race or sexual activity.

- Hazing is prohibited by the Code of Iowa, Section 708. Jefferson High School prohibits any activity expected of someone joining a group that humiliates,

degrades, abuses, or endangers regardless of the person's willingness to participate. This includes but is not limited to activities like being yelled at, swore at, forced to wear embarrassing clothing, taking cold showers, participating in forced physical activity, etc. It does not include activities such as going out with your teammates, unless an atmosphere of humiliation, degradation, abuse or danger arises. Hazing is a violation of the "Good Conduct Policy" and may result in loss of eligibility. Stealing, vandalizing, or otherwise damaging the property of the school or of school employees, students, or visitors will result in disciplinary action.

Updated School Board Policy handbook may be found online at: <http://www.cr.k12.ia.us/assets/1/6/Policyhandbook.pdf>

STUDENT APPEARANCE

The Board believes inappropriate student appearance causes disruption to the school environment or presents a threat to the health and safety of students, employees and visitors. Students are expected to adhere to standards of cleanliness and dress that are compatible



STUDENT EXPRESSION

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression will not, in the judgment of the administration, encourage the breaking of laws, defame others, be obscene or indecent, cause a material and substantial disruption to the educational program, or encourage students to violate school/District policies, regulations and procedures. The administration, when making this judgment, will consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose. Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the District. Students will be permitted to distribute materials in designated areas before and after school and during the lunch period, as long as it does not create a disturbance, disrupt normal operations, or produce excess littering, and the material content does not violate reasonable standards of decency or advocate the violation of laws. Assembly of students will be allowed unless they are designed or may be reasonably expected to disrupt classes, interfere with school activities, or intrude upon the lives and rights of others. Materials concerning non-school events or activities shall be posted or distributed only with prior approval of the building principal/designee.

(CRCSD Regulation 603.1, 9/23/2019)



with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting. The board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place, and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications or be subject to disciplinary action. The wearing of gang related attire or insignia by students shall be prohibited.

(CRCSD Regulation 603.1)

PROCEDURAL DUE PROCESS

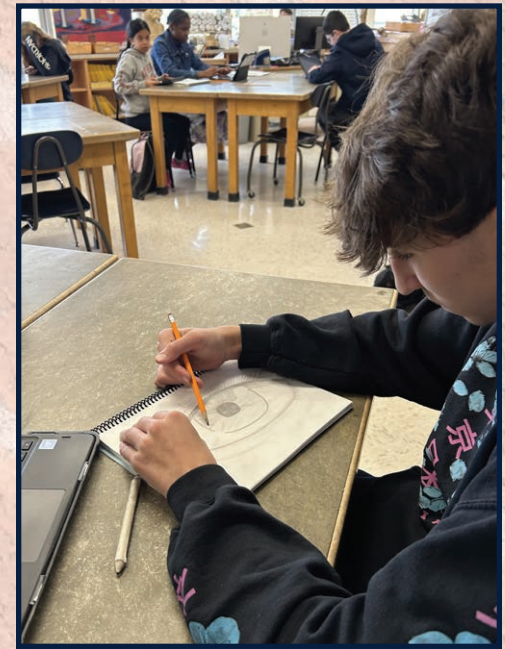
In cases where violations of Board policy, regulations, and procedures require the disciplining of a student, the following elements of procedural due process shall be present: the building administrator/designee will inform the student that an allegation of student misconduct has been received. It will not be presumed that the allegation is true; the student will be provided with information either verbally or in writing, regarding the policy, regulation, and/or procedure specific to the alleged misconduct; the student shall be offered appropriate due process permitting the student to give their version of the events to the decision-making authority; if the allegation is determined to be founded, the student shall receive notice concerning disciplinary action.

(CRCSD Regulation 603.4, 1/14/2019)

CONSEQUENCES FOR STUDENT MISBEHAVIOR

- Meeting with classroom teachers or administrators to discuss the violation - These sessions may include reprimands and communication with parents. The focus of these meetings is on reasoning with students and helping them to understand why they must change the behaviors in question.

- Detention - the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed



employee or the building principal, disciplining the student.

- Suspension - A student may be suspended by an appropriate building administrator for commission of gross or repeated infractions of school rules or when the presence of the student will cause substantial interference with the maintenance of the educational environment or the operation of the school.

(CRCSD Regulation 604.3, 3/9/20)

- Removal From Class - When disruptions occur in classrooms or are directed at staff members, the student risks being removed from the class and losing the credit. The main purpose for being in school is to become educated and earn credits toward a diploma. It is disappointing when student behavior becomes so disruptive that removal from class or from school interrupts educational experience. Fortunately, this rarely happens.

- Expulsion - Students may be expelled

for violations of Board policy, school rules or the law. The long-term removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school. It is within the discretion of the Board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense. It is within the discretion of the superintendent to recommend to the Board the expulsion of a student for disciplinary purposes. Only the Board may take action to expel a student and to readmit the student. The building administrator will keep records of expulsions in addition to the Board's records.

PHYSICAL RESTRAINT OF STUDENTS

Notice: Chapter 103 Iowa Administrative Code.

Corporal Punishment, Restraint, and Physical Confinement and Detention. State law forbids school employees from using

corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent. If you have any questions about this state law, please contact your school.

The complete text of the law and additional information is available on the Iowa Department of Education’s Website <http://www.iowa.gov/educate>.
(CRCS D 604.6 and 604.7, 1/11/2021)



STUDENT/PARENT DISCRIMINATION COMPLAINT PROCEDURE

Students or parents who wish to complain about conditions protected by State or Federal discrimination statutes are encouraged to follow this procedure without delay. First, a complaint is presented to the teacher or staff member involved. This may be done orally; however, we encourage written documentation. If the issue is not satisfactorily resolved there, or if the complaint is not about a teacher or staff member, the complaint may be presented to the appropriate associate principal. The final building-level appeal would be to the principal. If there is still no resolution, the complaint may be presented to the District’s Student services director.

REPORTING ALLEGED ABUSE OF STUDENTS BY DISTRICT EMPLOYEES

Pursuant to rules of the Iowa Department of Education, individuals have been designated by the Board of Directors of the Cedar Rapids Community Schools to serve as first-level investigators of alleged cases of abuse of students by District employees. Each building principal is the initial investigator. Alternate investigators may be contacted at the Educational Service Center by calling Human Resources at 558-2747. At Jefferson, the Level One investigator is Principal Jessica Luna.

CHILD ABUSE REPORTING

All school employees are mandatory reporters of suspected child abuse. Iowa law requires that teachers, counselors,

nurses, or administrators file an official report with the Department of Human Services if evidence exists of child abuse towards one of our students.

(CRCS D Regulation 605.2)

SEARCH AND SEIZURE

The only staff members with authority to conduct searches and/or seize items are employees who are certified administrators, unless there is an emergency. In emergencies, such as situations in which the health or safety of a student or employee is compromised, another school official may conduct a search and/or seize items.

(Code of Iowa Chapter 808a.2, CRCS D Regulation 603.2)

LOCKERS AND DESKS

Lockers and desks remain at all times the property of the school district.

The school district has a reasonable and valid interest in insuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual.

Contraband discovered during the maintenance search shall be confiscated by the administration and the student may be disciplined.

The contents of a student’s locker or desk (e.g., coat, backpack, purse, cell phone or other electronic device etc.) may be searched when an administrator has reasonable and articulable suspicion



that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Contraband Searches of Lockers – Items of contraband generally cause a substantial disruption of the school environment or present a threat to the health and safety of the students and staff. Items of contraband include, but are not limited to, non-prescription medications; controlled substances such as marijuana, cocaine, amphetamines, and barbiturates; apparatus used for the administration of controlled substances; tobacco; alcoholic beverages; weapons; explosives; poisons; and stolen property. Items of contraband are not to be placed in lockers. In order to protect and promote the educational environment, an administrator having a reasonable and articulable suspicion that the locker contains illegal or contraband items may conduct a search of that locker.

PERSONAL SEARCHES

A student's person and/or personal effects (e.g., purse, book bag, cell phone

or other electronic device etc, or other container used for carrying personal items) may be searched when the administrator has reasonable and articulable suspicion that the student is in possession of illegal or contraband items, or items which are not permitted in the schools. Personally intrusive searches shall require more compelling circumstances to be considered reasonable. When feasible, the administrator shall attempt to notify the parent/guardian of the impending search.

VEHICLE SEARCHES

Students are permitted to park on school premises as a matter of privilege, not of right. Designated school employees may conduct routine patrols of the student parking lots. The interior of a student's vehicle, when on school premises, may be searched if there is a reasonable and articulated suspicion to believe that illegal, unauthorized or contraband items are contained inside. The student driver or another individual shall be present whenever practicable during the search.



SEARCHES BY LAW ENFORCEMENT OFFICERS

The search of a student or of protected student areas by a law enforcement officer or by an administrator at the invitation or direction of such an officer shall be governed by statutory and common law requirements for police searches (including searches by dogs.)

(Code of Iowa: Chapter 808a.10, CRCSD Regulation 603.2, 7/24/06)

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials. Students bringing firearms to

school or possessing firearms at school may be expelled. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

SAFE AND RESPONSIBLE USE OF NETWORKED TECHNOLOGY RESOURCES (COMPUTERS)

Users of district networked resources may not engage in activities that are illegal, utilize inappropriate language, engage in plagiarism or copyright infringement, or that jeopardize the security of the system.

- Students will access the system for education purposes only.
- Students will restrict their access of material deemed appropriate by staff and parents.
- Students will use appropriate language and will be respectful of others.
- Students will understand and respect license and copyright agreements.
- Students will keep passwords and personal information confidential.

Access to network services will be given

only to students who act in a considerate and responsible manner. Violations may result in a loss of access as well as other disciplinary or legal action.

ACCESS TO INAPPROPRIATE MATERIAL

Staff and parents should be aware that some material accessible via the network might contain items that are illegal, defamatory, inaccurate, or potentially offensive. The students or staff should not access prohibited material. Although the district applies supervision and technology protection measures (internet filtering), students acting independently or irresponsibly may find ways to access inappropriate materials. Age appropriate instruction will be provided regarding strategies for avoiding the inadvertent access of inappropriate material and what to do if students accidentally access such material.



to the district website and clicking on “News” then “Cancellations” and then the appropriate building.

These announcements pertain to one day only. If there is not an announcement, school will be operating as usual. Discuss with your family what to do BEFORE such an emergency occurs.

School officials will try to determine by 10:00 A.M. if conditions call for closing the schools or altering the bus schedule that day. Dismissal schedules will be announced. In the event of an emergency closing the district will determine whether lunch will be served.

SUPERVISION AND MONITORING

Student use of networked resources will be supervised and monitored by teachers in a manner that is appropriate for the age of the students and circumstances of use. Students have limited privacy when they use network resources at school. Routine monitoring that reveals evidence of inappropriate activities may result in an individualized search of a student’s activities or personal files.

SCHOOL BUS INFORMATION

Students living three miles or more from Jefferson may be eligible for free bus transportation. For information, call 558-3758. We have arranged with the city bus company to schedule a bus that arrives at our campus just in time for the school day to start.



School Fees

SCHOOL FEES

The CRCSD charges fees for certain items such as consumable materials, driver education, and musical instrument rental. Students whose families meet the income guidelines for free and reduced price meals, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have student fees waived or partially waived. Parents/guardians or students who may qualify should contact their school office. This waiver does not carry over from year to year; it must be applied for annually. To be considered for reduced/waived school fees you must complete the Waiver Benefit section on the Application for Free/Reduced Price School Meals.



LUNCH

Seniors, juniors and sophomores in good standing are permitted to leave campus for lunch at their own risk. Any sophomore, junior, and senior leaving campus is expected to return on time to class or face consequences per the school’s attendance procedures. However, students who choose to leave for lunch are NOT allowed to bring food back into the building. Students are also NOT permitted to order food to be delivered to school.



EMERGENCY SCHOOL CLOSING AND EARLY DISMISSAL

Schools will be open and will remain open until the end of the regular school day whenever possible. However, in case of severe weather or other emergencies, the decision may be made to close schools for the day, delay the start of the school day, or dismiss early. An announcement will be made by local radio and television stations and broadcast frequently. In addition, cancellations will be posted on the district website at www.crschools.us.

Families may also sign up for electronic notification of emergency closings by going



STUDENT ATTENDANCE

Here at Jefferson High School, students are expected to attend classes regularly and to be on time in order to receive maximum benefit of the instructional program, to develop healthy habits of punctuality, self-discipline and responsibility, and to assist in keeping disruption to the educational environment to a minimum.

Students who have good attendance records are most likely to achieve higher grades, enjoy school life to a greater degree, and have more postsecondary opportunities during and after leaving school. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of attendance and punctuality. Lifelong patterns of responsibility and self-discipline are fostered by regular school attendance.

Punctuality and regular attendance are necessary for students to derive optimum benefit from school. Students and parents/guardians are required to follow District and school rules and procedures regarding attendance. The district policy should be applied as consistently as possible among and within grade levels throughout the

District, and should be administered to serve the best interests of children and to align to the Iowa Code. **(Code of Iowa 279.11, 299, CRCSD Regulation Section 602)**

COMPULSORY EDUCATION AGE

All children who have reached the age of six and are under sixteen years of age by September 15 are of compulsory attendance age. A child enrolled in the District who reaches the age of 16 on or after September 15 remains of compulsory age until the end of the regular school calendar. The parent, guardian, or legal/actual custodian of a child who is of compulsory attendance age shall cause the child to attend the public school, an accredited non-public school, or receive competent private instruction in accordance with provisions of Iowa.

(Code of Iowa 299A, 299.1, 299.1A, and 299.2; CRCSD Regulation 602.2)

STUDENT ABSENCES

(CRCSD Regulation Section 602a)

It is the responsibility of the guardian to notify the student's attendance center as soon as the guardian knows the student will not be attending school. If the school is not notified of the reason for the absence, it will be counted as unexcused. The parent may rectify this by giving verbal notice within two days of the reason for the absence, or provide necessary documentation. The administrator reserves the right to verify an absence as excused or unexcused and may request evidence or written verification of the student's reason for absence. Student absences approved by the administrator are excused absences.

Excused absences may include, but are not limited to:

- Illness - as long as an attendance contract is not in place.

- Medically documented chronic or extended illness, hospitalization, or doctor's care, or school nurse's approval.

- Medical or dental care.
- Death or serious illness in the family.
- Religious holidays requiring absences from school.

- Court appearances or other legal proceedings beyond the control of the family.

- Class time missed because of attendance at a school-sponsored trip or activity.

- Other verified emergency as approved by the building administrator.

- Other reasons which can be justified from an educational standpoint and which are approved in advance by the building administrator.

If a student is consistently arriving late or leaving early and it is documented, the information will be considered at the District and County Attorney levels. This time will be included in the cumulative hours a student is absent. Students who are absent from school for any reason will be expected to make arrangements with appropriate school staff to plan for covering lost instruction and submitting missed assignments. Students who wish to participate in school-sponsored activities must attend school at least one-half day on the day of the activity unless permission has been given by the administrator for the student to be absent.

TRUANCY

(CRCSD Regulation Section 602c)

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Guardians and

students alike are encouraged to ensure an absence from school is a necessary absence. Truancy is the act of being absent without an excuse as defined in this policy which occurs through the failure to regularly attend school hours as established by the Board in the school calendar. If a student turns sixteen prior to September 15, the student is no longer of compulsory attendance age and may seek alternative forms of education without risk to the student's guardian. If a student turns sixteen on or after September 15, the student is of compulsory age and is compelled to attend during that school year.

RESPONDING TO EXCESSIVE ABSENTEEISM

(CRCSD Regulation Section 602b)

School staff will follow District procedures to address attendance concerns (please see district attendance procedures for additional information):

- Maintain written documentation of absences
- Establish contact with guardians
- Engage staff to create and implement



intervention and communication plan(s)

- Access other community agencies and partners, as appropriate.

If a student has been absent for 70 hours instructional time, for reasons other than a health condition verified by a school nurse, and the building level administration has exhausted every means available (phone calls, letters, home visits, etc.) to the school to assure that the student is in regular attendance, the following should occur:

The school administrator will inform the guardians in writing that due to the lack of improvement in the attendance of their child, the school will be referring the student and the guardian to the District Truancy Officer for further action.

A Request for Action will be made to the District Truancy Officer.

The District Truancy Officer will request a meeting with the guardian to mediate a plan of action to correct the attendance problem.

If the guardian does not respond, and/or the above plan of action fails to produce an improvement in attendance, and/or the student accumulates 108 hours of unexcused absences, the Request for Action packet may be forwarded to the County Attorney's Office.

The County Attorney's Office will make

the final decision in regard to prosecution or course of action to get and keep the student in school.

A district-level administrator will make the final decision regarding removal of a student from the student information system.

START ON TIME PROCEDURES

(For students arriving late to school and/or class)

Our normal procedures for starting ALL class periods here at Jefferson High School consist of this Start on Time process:

- First, all class ending/dismissal times are signified by the ringing of a tone, giving students 5 minutes to proceed to their next class. (A five minute warning bell is also sounded at 7:45 before our first class of each day.)
- Second, a high-pitched, one minute warning bell is sounded throughout the building to let students and staff know that classes will be starting in one minute.
- Finally another tone rings, matching the same tone from 5 minutes previous, signifying the beginning of class.

- At the 'beginning of class' bell tone, ALL teachers are expected to shut and lock their classroom doors and begin conducting their respective classes. Any students NOT present in the classrooms at this point will be marked "ABSENT" in Infinite Campus by the classroom teachers.

- Any students remaining in the hallways after the final passing time bell are considered tardy to class.

- Students still in the hallways after the bell to start class has sounded are greeted by other staff members in the hallways (those that do not have a current class during this particular period.) All late students are gathered to a centrally located 'check-in center' to be recorded as either EXCUSED TARDY or UNEXCUSED TARDY in Infinite Campus - this recording of tardy OVERRIDES the teachers' mark of ABSENT for each student. (Whether the tardy is excused or unexcused depends on whether the student was provided a pass by another staff member excusing the student's tardiness)

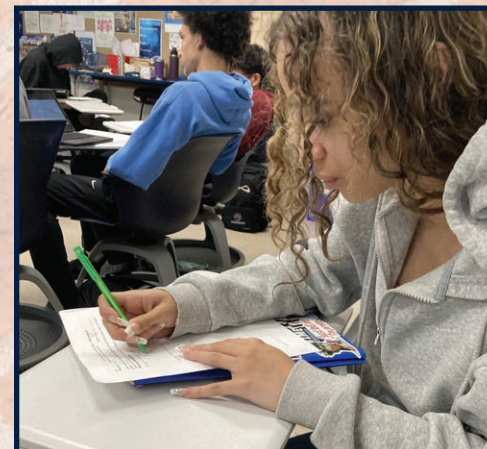
- All students at the check in center will have their school-issued IDs scanned quickly and efficiently. All students will be expected to have their student ID's worn on lanyards at all times. Once students are

recorded as excused or unexcused tardy, students are then escorted by adult staff members back to their scheduled classes and keyed into the locked doors by the staff.

- Staff are typically reminding students that their punctual presence is appreciated and helpful to their own learning. They are also asking students to quietly enter the class without interrupting any activities that have already begun, assuring the students that the teacher will catch them up with any pertinent directions or instructions that they may have missed at the beginning of the class.

Students who come to school late from an appointment or some other excused reason must report to the attendance window with their school issued ID and may receive a pass for class or, depending on how late into the period, may be escorted to class by a staff member. In order to be excused, this should be preceded by a parent/guardian call.

If a student is late to school without a previously communicated excused reason, they will also need to show their school issued ID, be marked accordingly in Infinite Campus and then be escorted to class and let in by a staff member.



Academic Excellence

Jefferson's Initiatives to Enhance Learning

Jefferson High School is a comprehensive high school offering numerous academic opportunities for students. Our teachers and staff present a challenging, rigorous and relevant education to prepare young adults for the challenges of the future as well as the 21st Century world in which we live. Making every learner future ready has been Jefferson's mission through the course of its history and continues to be our mission today.

The Class of 2024 was a shining example of the academic success that students at Jefferson achieve. Here are some highlights:



- 41** students graduated with Academic Honors
- 58** students graduated with the more rigorous and challenging Honors with Distinction
- 59** graduates qualified for National Honor Society
- 114** students earned an Academic Letter in their four years at Jefferson
- 24** students earned a Presidential Education Award Certificate

Four and Five Year Awards

Four and five year awards are given to students who complete five years of science, math, social studies, world language, or Project Lead the Way – Members of the Class of 2024 earned 417 of these Awards.
31 members of the Class of 2024 earned Salutatorian or Valedictorian distinction.
26 students earned the Service Award.

Yesterday, over 214 of these graduates were seated in this gym and were presented with literally hundreds of honors including certificates, plaques, medals, and ribbons.

Scholarship checks were also in abundance, totaling over \$2.75 million dollars!

PREPARING FOR ACADEMIC SUCCESS

at Iowa Regents Universities



University of Iowa



Iowa State University



University of Northern Iowa

- **Language Arts** – Students should take four years of English/Language Arts classes with an emphasis on the communication skills of writing, reading, speaking, listening, as well as the analysis and interpretation of literature. In addition, classes such as journalism (Yearbook/Newspaper) and media literacy will be valuable. Co-curricular activities such as debate, speech, and decathlon will further develop essential competencies.
- **Math** – Students should take four years of math, one in every year of high school. While advanced courses like calculus and statistics are good, it's more important that students gain a complete understanding of advanced algebra and trigonometry.
- **Science** – Students should take four years of natural sciences, one in every year of high school. To be really well prepared for college, take at least one year each of biology, chemistry, and physics. Students need to talk to their counselor for the order in which these classes should be taken.
- **Social Studies** – Students should take three years (but four is better) of Social Studies. Taking electives in the Social Studies area is beneficial as many of these classes provide an important understanding of our political, social, and economic institutions.



- **World Language** – Students should take four years of a single World Language. By taking a World Language during all four years of high school, a student will go beyond the basic language skills and begin to use the language and reinforce their fluency.
- **Electives** – Students should explore other classes in the fine arts, performing arts, computer sciences, or technology that will help round out their high school experience. Perhaps their future field of concentration will lie in one of these areas.

Students should follow their interests, talents, and the strengths of our school. They should challenge themselves and choose courses with high academic standards. High school is a great place for students to successfully prepare for the future.

PREPARING FOR ACADEMIC SUCCESS

at Iowa Regents Universities

Under the new semester-based credit system, students earn one credit per semester of completed coursework. Use the following chart to determine the number of credits you need to earn a Jefferson diploma.

Freshman Year	Sophmore Year	Junior Year	Senior Year	Total Credits
10 Min. Credits	10 Min. Credits	10 Min. Credits	10 Min. Credits	40 Total Credits
Lang Arts	Lang Arts	Lang Arts	Lang Arts	
Science	Science	Science		
Math	Social Studies	Social Studies	Social Studies	
PE	Math	Math	Math	
Electives	PE	PE	PE	
	Electives	Electives	Electives	

MINIMUM COURSE REQUIRMENTS FOR ADMISSION

	ENGLISH	MATH	NATURAL SCIENCE	SOCIAL STUDIES	FOREIGN LANGUAGE	OTHER COURSES
IOWA STATE UNIVERSITY	4 years emphasizing writing, speaking, reading, as well as an understanding and appreciation of literature.	3 years including one year each of algebra, geometry and advanced algebra.	3 years, including one year each from any two of the following: biology, chemistry or physics.	2 years for admission to Colleges of Agriculture and Life Science, Business, Design, Engineering and Human Services. 3 years for admission to the College of Liberal Arts and Sciences.	2 years of a single foreign language for admission to the Colleges of Engineering and Liberal Arts an Sciences.	Specific elective courses are not required for admission.
IOWA UNIVERSITY	4 years with an emphasis on the analysis and interpretation of literature, composition and speech.	3 years including two years of algebra and one year of geometry for admission to the College of Liberal Arts and Sciences.	3 years including courses in physical science, biology, chemistry, environmental science and physics for admission to the College of Liberal Arts and Sciences. 3 years with at least one year each in chemistry and physics for admission to the College of Engineering. Nursing—3 years, including one year each of biology, chemistry and physics.	3 years with US history and world history recommended for admission to the College of Liberal Arts and Sciences. 2 years with US history and world history recommended for admission to the College of Engineering.	2 years of a single foreign language are required for admission. For many degrees, the fourth year of proficiency is required for graduation. Nursing – 4 years in a single language or two years each in two different languages.	Specific elective courses are not required for admission.
UNIVERSITY NORTHERN IOWA	4 years including one year of composition, also may include one year of speech, communication or journalism.	3 years including the equivalent of algebra, geometry and advanced algebra.	3 years including courses in general science, biology, chemistry, earth science, or physics. Laboratory experience is highly recommended.	3 years including courses in anthropology, economics, geography, government, history, psychology, or sociology.	Foreign language courses are not required for admission. However, two years of foreign language in high school with a C- or above in the last course will meet the university graduation requirement.	2 years of additional courses from the required subject areas, foreign language or the fine arts.
OPTIMUM Recommendations for Success	4 years with an emphasis on the communication skills of writing, reading and listening and the analysis and interpretation of literature. In addition, courses in journalism and media literacy will be valuable. Extracurricular activities in debate, speech contest, newspaper and yearbook will further develop essential competencies.	4 years, one in each year of high school. While advanced courses like calculus and statistics are good, it's more important that you gain a complete understanding of advanced algebra and trigonometry.	4 years, once in each year of high school. To be well prepared, take at least one year each of biology, chemistry, and physics. These can be taken in any order and may be taught productively in either a separate or an integrated fashion, depending on your school's offerings.	3 years is essential, but four is better. Take at least one year each of US and world history. Additional courses in anthropology, economics, political science, psychology and sociology provide an important understanding of our political, social and economic institutions.	4 years of a single foreign language. By taking foreign language during all four years of high school, you'll go beyond the basic skills an begin to use the language and reinforce your fluency.	Explore! Courses in the fine arts, performing arts, computers, or technology will help round out your high school experience. Follow your interests, talents, and the strengths of your school. Remember to choose courses with high academic standards.

PLANNING YOUR EDUCATION AT JEFFERSON

To provide for a wide variety of individual student goals, interests, and abilities, Jefferson offers more courses than it will be possible for you to take during your high school years. Therefore, it is very important that you plan your education carefully and keep such plans up-to-date as you progress through school. Your counselor and teachers are prepared to assist you in this task. Each student is expected to have at least one educational planning conference with a counselor each year.

CORE ACADEMIC COURSES

Students wishing to enter any of Iowa's Public Universities (Iowa State University, The University of Iowa, and University of Northern Iowa) must achieve a Regents Admission Index Score of 245.

This score is calculated as follows:

$$\begin{aligned} & (2 \times \text{ACT composite score}) \\ & + (1 \times \text{percentile high school rank}) \\ & + (20 \times \text{high school GPA}) \\ & + (5 \times \text{number of high school core courses}) \\ & \text{Regent Admission Index Score} \end{aligned}$$

ENGLISH LANGUAGE ARTS

8 credit hours

Students must complete two credit hours of English Language Arts coursework each year during grades 9-12 as prescribed in the Cedar Rapids Community School District Program of Studies.

MATHEMATICS

6 credit hours

Students must complete six credit hours of mathematics coursework during grades 9-12 as prescribed in the Cedar Rapids Community School District Program of Studies.

SCIENCE

6 credit hours

Students must complete six credit hours of science coursework during grades 9-12 as prescribed in the Cedar Rapids Community School District Program of Studies.

SOCIAL STUDIES

6 credit hours

Students must complete six credit hours of social studies coursework during grades 9-12 as prescribed in the Cedar Rapids Community School District Program of Studies.

PHYSICAL EDUCATION/ HEALTH/WELLNESS

4 credit hours

Iowa Code requires all physically able students in grades 9-12 to participate in physical education and health/ wellness each semester they are enrolled. Iowa Code 281-IAC 12.5(5)(f). Exceptions to this requirement follow Iowa Code 256.11(6) and District Regulation 400.7. CRCSD District Regulation 400.7

Students are also required to participate in a CPR Course per Iowa Code 281-IAC 12.5(20).

Graduation Requirements

Cedar Rapids Community School District students must earn a minimum of 40 credit hours in grades 9-12 to qualify for a diploma. One credit hour is earned for each semester course that meets for one class period daily. Two credit hours is the equivalent of a yearlong course. The credit hours required for graduation shall include the following minimum subject area requirements: These credits shall include the following minimum subject area requirements on the following pages:

ELECTIVE COURSES

10 credit hours

Students must complete at least 10 credit hours of elective courses in grades 9-12.

INDIVIDUALIZED EDUCATION PROGRAM (IEP)

Graduation requirements for student receiving special education will be in accordance with the prescribed course of study in the student's Individualized Education Program (IEP). Prior to the student's graduation, the IEP team shall determine whether the graduation requirements have been met. Principals will determine if graduation requirements are met.

POST-SECONDARY ENROLLMENT OPTIONS

Students in grades 9-12 who have exhausted the courses available in the District Program of Studies may take courses offered during the regular school year by community colleges, private colleges, or state universities. Courses

that are successfully completed may apply toward graduation requirements and the District may pay up to \$250 of the cost of a course. Students interested in participating in this program should contact their school counselor. The school district does not pay for the cost of summer school courses. However, summer school courses are eligible for course credit.



GRADE COMPUTATIONS

In an effort to encourage students to pursue a challenging learning experience courses providing the opportunity to earn college-level credit will be calculated on a 5.0 grading scale. These courses are identified in the Cedar Rapids Community School District Program of Studies with a “W” for weighted course. The scale for these courses is as follows:

A	5.00	C	3.00
A-	4.67	C-	2.67
B+	4.33	D+	2.33
B	4.00	D	2.00
B-	3.67	D-	1.67
C+	3.33	F	0.00

All other courses will be graded on the following scale:

A+	4.33	C+	2.33
A	4.00 C	C	2.00
A-	3.67	C-	1.67
B+	3.33 D+	D	1.33
B	3.00 D-	D-	0.67
B-	2.67 F	F	0.00



Weighted Grade Courses Offered

The 24 Advanced Placement classes offered are:

AP Art History, AP Studio Art, AP English Language and Composition, AP English Literature and Composition, AP Biology, AP Chemistry, AP Environmental Science, AP Physics 1, AP Physics C, AP Calculus, AP Statistics, AP Music Theory, AP US Government, AP Comparative Government, AP Micro and AP Macro Economics, AP European History, AP US History, AP Psychology, AP World History, AP Human Geography, AP French, AP German, AP Japanese.

(Not all AP courses are offered every year.)



The Concurrent College Courses that provide concurrent college credit and establish a college transcript as well as providing a weighted grade for high school credit are: Calculus 1 and 2, College Composition 1, College Composition 2, College Introduction to Psychology, College/AP US History before 1877, College/AP US History after 1877, College French, College Spanish and our PLTW courses. (We look forward to adding even more courses next year.)

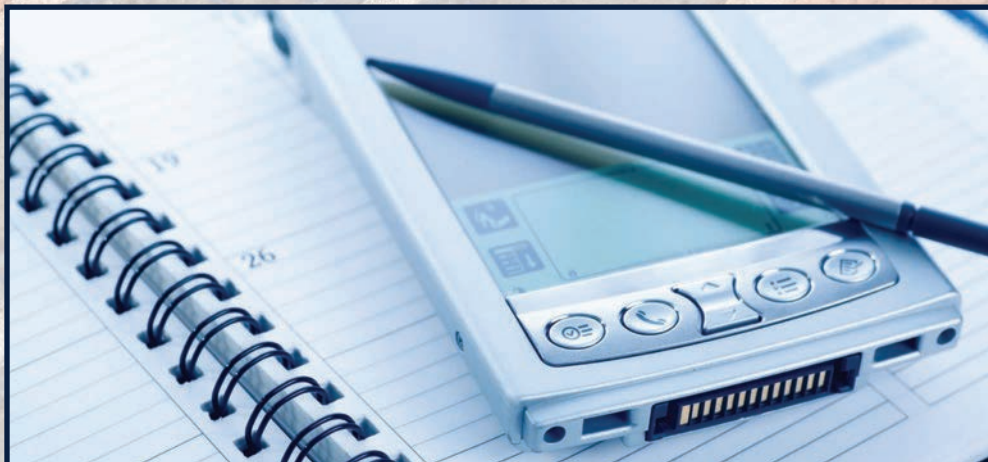
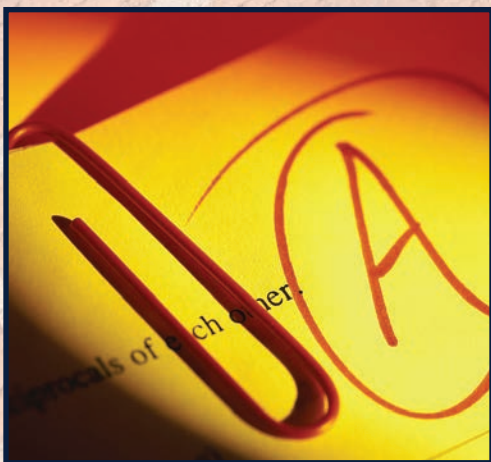


The Project Lead the Way courses offered are also eligible for concurrent college credit: Introduction to Engineering Design, Principles of Engineering, Digital Electronics,

Civil and Architectural Engineering, Computer Integrated Manufacturing, Aerospace Engineering and Computer Science Principles. (Not all PLTW courses are offered every year.)

More than 90% of colleges and universities grant exemptions from introductory courses to students who have successfully completed an advanced program. Students can be granted up to a full year’s credit by a college or university upon completion of a number of AP, Concurrent, or PLTW courses. So a student could actually start college with sophomore standing. There is no guarantee as to how a college will interpret credit in regard to counting it to fulfill a requirement or assigning it elective credit. *For more information, please speak with your counselor.*

Because of the difficulty and rigor of the subject matter, advanced classes are given weighted grades. Advanced courses allow high school students to take courses that are challenging, rigorous, and in-depth – exactly the kinds of courses they will face once they are in college.



PLANNING YOUR EDUCATION AT JEFFERSON

ACADEMIC GUIDELINES

SATISFACTORY/ UNSATISFACTORY OPTION

A student may choose one elective course per year (either a semester long or year-long course) to be graded on a Satisfactory/Unsatisfactory basis. The criteria applied to all courses taken as satisfactory/unsatisfactory is as follows:

- Written parental approval is required.
 - Students must complete all course expectations as if they were receiving a grade.
 - Students may not take any course required to meet content area graduation requirements as Satisfactory/Unsatisfactory. (Exception: PE courses)
 - Courses taken as Satisfactory/Unsatisfactory will not be computed for Academic Honors.
 - Advanced Placement courses may not be taken as satisfactory/unsatisfactory.
 - Driver Education may be taken as satisfactory/unsatisfactory without it counting towards a student's one Satisfactory/Unsatisfactory course.
 - Courses that are taken as Satisfactory/Unsatisfactory will not be used to compute grade point and/or class rank.
- Students must visit their School Counselor for the Satisfactory/Unsatisfactory – Request Form.



ATTENDANCE POLICY

Attendance is critical to a student's success in high school and to their future. Please reference Student

Attendance Policy 602 at this link Cedar Rapids CSD Policy. (www.CRSchools.us)

DROPPING A COURSE

If a student requests to drop a course, the following criteria apply:

- Written parental approval is required.
- If the drop occurs between days 1-10 of the semester, there is no record of the course on the student's transcript.
- If the drop occurs between days 11-45 of the semester, there is a "W" for withdrawn on the student's transcript.
- If the drop occurs day 46 and beyond the students receives a
 - o "W" if they are passing the course at the time of the drop.
 - o "F" if they are failing the course at the time of the drop.

DROPPING A KIRKWOOD LINN REGIONAL CENTER COURSE

If a student is dropping a Kirkwood course, it is to be done within the first week of Kirkwood classes otherwise the student will receive a "W" on their Kirkwood transcript.

ELECTIVE DEPARTMENTAL RECOMMENDATIONS

WORLD LANGUAGE:

There is no requirement for graduation. However many colleges require two years of world language; college-bound students should investigate entrance requirements regarding world language. Many careers are enhanced with language aptitude and students are encouraged to explore language studies.

Electives: Art, Business Education, Driver Education, Family and Consumer Science, Technology Education, and Music.

These subjects offer students opportunities to take classes that enhance personal development. Students with interest in these areas will find that many careers use the skills in these areas.

SENIOR YEAR PLUS LEGISLATION

Enacted by the Iowa Legislature, Senior Year Plus was created to provide increased and more equal access to college credit courses. Courses delivered through Senior Year Plus provide students the opportunity to take a rigorous college curriculum and receive, in many cases, both high school and college credit concurrently. At Cedar Rapids High Schools, joint-enrolled courses include:

- Concurrent Enrollment Courses (Career Academy Courses)
- Post-Secondary Enrollment Options courses (PSEO)

The State guidelines now require all **students enrolling in Senior Year Plus eligible courses to be proficient in reading (*Reading Comprehension Test*), math (*Mathematics Concepts and Problem Solving Test*), and science (*Analysis of Science Materials*) as assessed through the Iowa Assessments.

ACADEMY COURSES / DUAL CREDIT

Some students will have the opportunity to take courses that earn dual credit, meaning credit in both high school and college. To qualify, students must meet the minimum competency according to SYP in order to be enrolled. For advice and information contact your counselor.

***Students with an IEP will be subject to an IEP Team Review to determine eligibility under Senior Year Plus. The IEP team may establish alternative, but equivalent qualifying performance measures through the IEP. The recommendations should be documented on the learning portion of the transition assessments section of the IEP.*

STUDENT GOVERNMENT

The J-Hawk Student Council is an active group of students who are invited to take part in the dozens of activities and events that this group organizes, including Homecoming festivities. Meetings are held before, during, and after school. Officers must remain in good standing at all times according to the good contact policy (410).

STUDENT PUBLICATIONS

Mr. Tim Preston is adviser to The Outlook, Jefferson's student newspaper. Ms. Cassie Lynch directs The Statesman, the yearbook. Dozens of students are needed each year to serve as writers,

editors, photographers, artists, typists, and advertisement salespersons. Introduction to Journalism is a prerequisite. Mr. Preston and Ms. Lynch can answer any questions you might have regarding either publication.

SPEECH ACTIVITIES

Many Jefferson High School students participate in the Iowa High School Speech Association speech contests. Success abounds in this program, with all-state speakers and performers nearly every year. Public speaking is a valuable skill for all students. Participating leads to great fun while they improve skills.

RESERVED TIME

Wednesday evenings and Sundays are reserved for non-school-sponsored student activities. On Wednesdays, no public school-sponsored activity shall detain elementary students after 4:30 P.M., middle school students after 5:45 PM and high school students after 7:00 PM. The building principal and appropriate executive administrator of elementary and secondary education respectively must approve exceptions at least 48 hours in advance (CRCSD Regulation 607.1, 11/09/98).



STUDENT ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

Co-curricular activities include, but are not limited to, the following:

Athletics, instrumental and vocal music performances, drama productions, speech contests, state contests and performances for cheerleading and drill team, mock trial, Academic Decathlon, or any other activity where the student represents the school / district outside the classroom in a competition or performance.



PRACTICE AND REHEARSAL SCHEDULES

Co-curricular program practices and rehearsals will end no later than 10:00 p.m. on all non-reserved time nights. Should the director or coach request an exemption through the Activities Office, rehearsals may last longer. Parents who wish to report violations of this rule should contact the Activities Office. To retain eligibility for participation in the Cedar Rapids Community School District co-curricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students

who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

If an employee of the district learns that a student may have violated the good conduct rule, the student shall be confronted with the allegation, the basis for the allegation and given an opportunity to tell the student's side. If a preponderance of the evidence indicates that the student has violated the good conduct rule, the student will be deemed ineligible to participate in co-curricular activities for a period of time, as described below.

STUDENT ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES



THE FOLLOWING ARE VIOLATIONS OF THE GOOD CONDUCT RULE:

- possession, use, or purchase of tobacco products, regardless of the student's age;
- possession, use, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath - this includes "near beer" labeled non-alcoholic beer);
- possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- inappropriate or offensive conduct including but not limited to fighting, insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others.

If a student transfers in from another

school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school or school/district, then the student will be confronted regarding that ineligibility and will be given the opportunity to tell the student's side. Violations of Good Conduct Policies in other school districts may result in loss of eligibility in the CR Community School District as described hereafter.

PENALTIES

Any student, who, is found to have violated the Good Conduct Rule, at any time, is subject to a loss of eligibility as follows:

First Offense within the student's High School Athletic Career: up to one-third of season ineligibility with referral for professional evaluation.

Non-athletic: up to four weeks or longer if necessary to include being ineligible for a minimum of one public performance with referral for professional evaluation.

Second Offense within the Student's High School Athletic Career: up to one-half the season of ineligibility with professional evaluation and/or treatment prior to reinstatement.

Non-athletic: up to six weeks with professional evaluation and/or treatment prior to reinstatement or longer if necessary to include a minimum of two public performances.

Third or more offense within the Student's High School Athletic Career - up to twelve (12) calendar months of ineligibility with professional evaluation and/or treatment prior to reinstatement.

Non-athletic: up to twelve (12) calendar months with professional evaluation and/or treatment prior to reinstatement.

The period of ineligibility attaches immediately upon a finding of a violation if the student is currently engaged in a co-curricular activity. If the student is not currently engaged in a co-curricular

activity, or if the period of ineligibility is not completed during the current activity, the period of ineligibility begins or is carried over to the time the student seeks to go out for the next activity or contest. However, if the period of time between a violation and an activity is 365 days or more, the student shall not serve an ineligibility period for the violation. When a student begins a season with an ineligibility period from a previous violation the student is expected to complete that activity to the coach's/administrator's satisfaction or the penalty will attach when the student next seeks to go out for another activity, subject to the 365-day limitation above. An ineligible student shall attend all practices or rehearsals but may neither "suit up" nor perform/participate.



STUDENT ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

VOLUNTARY ADMISSION

The voluntary admission provision is in place to allow students to seek help with substance abuse. It is designed for students and parents as a tool for treatment without penalty of losing eligibility. This admission is not intended as a loophole to avoid consequences for students found to have violated the good conduct rule. This provision may only be used once during a student's high school career. This admission may prevent the loss of eligibility.

The purpose of the provision is to create honesty and openness when dealing with code of conduct violators. It is designed to help violators, not punish them.

Violators, or their parents/guardians, must approach building administrators acknowledging the student offense. To remain eligible, the student must:

1. Be referred by the school to a substance abuse agency for evaluation.
2. Complete all appointments with the agency.
3. Fully cooperate with all recommendations made by the agency.

The student shall provide a copy of the recommendations from the agency to the school and evidence of compliance with completion.

The voluntary admission provision does not apply to violations of the good conduct rule when:



1. The violation occurs at school or a school sponsored event.
2. Law enforcement officials are involved.
3. Investigations into a specific incident of student violations have already begun.

A voluntary admission is considered a first offense of the Good Conduct Policy, even if there is no period of ineligibility.

COST OF EVALUATION AND TREATMENT

In cases of either violation of the Good Conduct Rule or Voluntary Admission, the District will pay for a professional evaluation through a provider of the District's choice. If treatment is recommended as a result of that evaluation, the District will pay only for a basic level of outpatient services through that provider, and not pay for any in-patient treatment.

By completing the evaluation and

treatment paid for by the District, the student will be in compliance with the evaluation and treatment requirements of this Policy.

LETTERS AND AWARDS

Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity.

APPEALS

Any student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the associate superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect pending the associate superintendent's decision.

If the student is still dissatisfied, he or she may appeal to the Board of Education by filing a written appeal with the board secretary at least 24 hours prior to the

next board meeting. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for appeal to the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

If the Board of Education reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

Code of Iowa: § 279.8

Bunger v. Iowa High School Athletic Assn., 197 N.W.2d 555, 564 (Iowa 1972)

Approved: 05-24-99

Revised: 01-12-04

07-25-05

06-12-06

Revised: 12-11-06



ACADEMIC ELIGIBILITY FOR ACTIVITIES

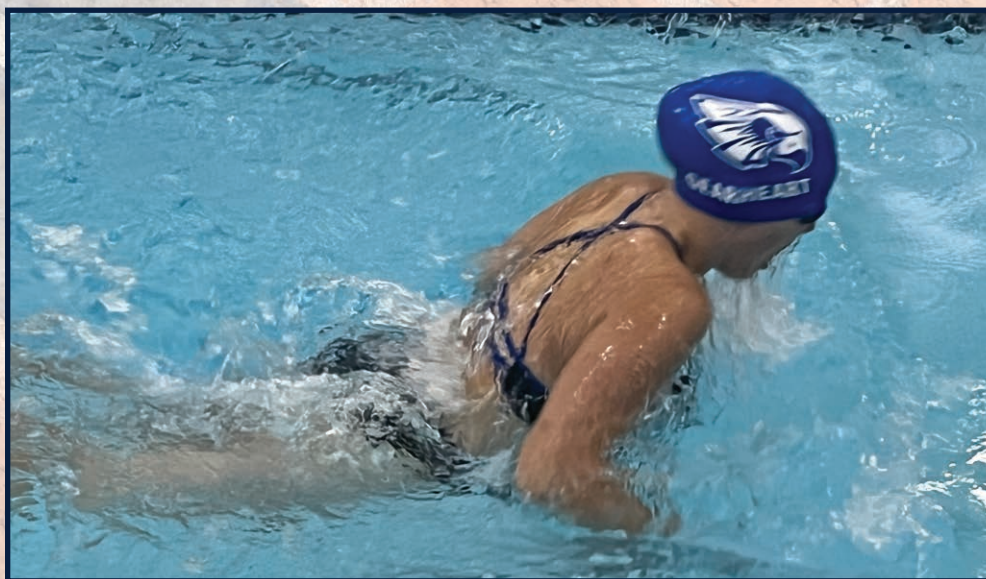
To be academically eligible for an activity, students must:

1. Have earned passing grades in at least 4 classes the previous term/semester;
2. Be earning passing grades in at least 4 classes in the current term/semester at the grade reporting times;
3. Be making adequate progress toward graduation
4. Students in co-curricular activities failing to meet 1, 2, or 3 above will not be allowed to participate in the next performance/competition during the current/following semester as determined by the school administration.
5. Per Iowa Law 36.15 (2) "The Scholarship Rule," all students participating in athletics shall pass ALL classes at the END of each term in the past 12 months to be eligible.

JEFFERSON HIGH SCHOOL CO-CURRICULAR ACTIVITIES

Over 900 of Jefferson's students devote thousands of hours of their personal time to participate in co-curricular activities available at school. More than 40 JHS teachers direct co-curricular programs. Many more adults are employed as coaches or directors of activities at our school. We believe these activities enhance students' academic lives and contribute positively to the overall experience at Jefferson High School. While not every student is capable of performing in every activity, all students can find some co-curricular activity in which they can contribute and receive benefit. We encourage all students to become involved in co-curricular activities.

Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship in the identified area of disability if the student is making adequate progress as determined by the goals and objectives on the student's IEP or accommodation plan.



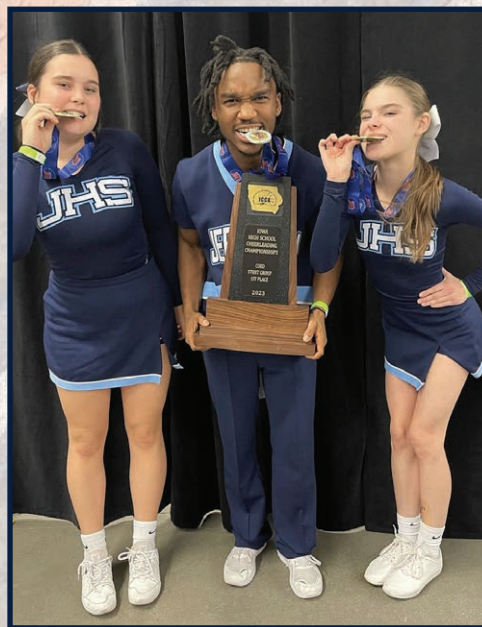
Athletes: Be Knowledgeable of NCAA Standards

Students who hope to play college sports at NCAA schools must pay close attention to the academic standards established by the organization. Be sure your counselor is aware of your athletic aspirations, and check to be sure that all of your classes meet NCAA requirements. Taking the right classes is ultimately the student's responsibility, but our school staff will work with students to assure that all expectations are met.



J-HAWK ATHLETICS

In 2022-23, over 900 students participated in athletics at Jefferson. This includes athletes at the freshman, sophomore, junior varsity, and varsity levels in over twenty sports. They are involved for many reasons; some want to be part of the great Jefferson tradition of athletic success in the Mississippi Valley Conference and others just want to have fun. All will have memories of their experiences lasting a lifetime. The coaches view their programs as very educational. There are many good reasons for getting involved; physical fitness, meeting new friends, being a part of a team, and competing at the highest level. We urge all students to consider the athletic programs at Jefferson. There is always room for another athlete, a student manager, scorer, timekeeper, or student trainer. Visit someone in the Activities Office or with one of the head coaches listed on this page.



Fall Sports and Head Coaches

Football Ed Miles
 Men's Cross Country Matt Hilby
 Men's Golf Alex Boomershine
 Volleyball Nikki Herman
 Women's Cross Country Sarah Hilby
 Women's Swimming & Diving Jessica Hinke
 Cheerleading Coach Bridget McWhorter
 Dance Team Director Jennifer Amundson

Winter Sports and Head Coaches

Women's Basketball Wes Bruns
 Men's Wrestling Rob Martin
 Women's Wrestling Vicki & Justin Hlubek
 Men's Basketball Wes Bruns
 Men's Swimming TBD
 Men's & Women's Bowling Matt Fowler
 Cheerleading Coach Sherren Huston
 Dance Team Director Hannah Thompson

Spring Sports and Head Coaches

Men's Track Ben Manternach
 Women's Track TBD
 Women's Soccer Jordan Holmes
 Men's Soccer John O'Connor
 Men's Tennis Tim Preston
 Women's Tennis Chad Garber
 Women's Golf BJ McGrew

Summer Sports and Head Coaches

Softball Mike Kuba
 Baseball TBD



J-Hawk Athletics has a long standing Tradition of Excellence.

We offer 21 competitive athletic teams over four seasons, as well as competitive cheerleading and dance teams.

We work hard and reap the benefits of our efforts.



JEFFERSON HIGH SCHOOL CO-CURRICULAR ACTIVITIES

Performing Arts Opportunities abound at Jefferson!



There is undoubtedly a place for every student in the JHS Performing Arts Department. If your interest is in theater, you may be among the hundreds of J-Hawks who act, sing, sew costumes, build sets, sell tickets, or provide technical assistance for numerous stage productions throughout the year. If you play a wind or percussion instrument, you can perform as a member the award-winning Band of Blue Marching Band, the Wind Symphony, Symphonic Band, Ninth Grade Concert Band, the Jazz Band, and the Jefferson pep bands. If you play a string instrument, you can perform with the String Orchestra and Fiddles. If you sing, you can join one of Jefferson's Choirs from non-auditioned ensembles to the select Concert Choir, Meistersingers, Ovation and West Side Delegation. Hundreds of students are involved in one or more of these groups, and the performances they provide are truly special.

**Director of Bands
and Music Department Chair**

Dr. Carl Rowles

Director of Orchestras

Lisa Wisenberg

Director of Vocal Music

Jessie Bunge

Associate Director of Vocal Music

Jonathon Neswick

Director of Theater

Technical Director of Theater

Joe Link

Associate Director of Theater

Aaron Adler



We are blessed with talented, hardworking directors, dedicated students, supportive parents and guardians, and excellent practice and performance facilities. The Performing Arts groups perform and compete locally, across the State of Iowa, nationally, and internationally. For additional information, please contact one of the directors on this page.





Academic Honors Program

This program recognizes students who enroll in a demanding academic schedule and who complete those courses with good grades. The Honors Program provides incentives to students to carry a more demanding course load. Those who complete the program are recognized in the commencement program as seniors who have completed the equivalent of 15 yearlong courses in the core areas of mathematics, science, language arts, social studies, and world languages and earn a grade point average in the five core areas of at least 3.0 and they also wear special medallions at the graduation ceremony.



The Jefferson community reinforces good citizenship and student performance. This encourages students to do well in the classroom and in Co-curricular programs. Because of this belief, various awards and recognition programs, both academic and activities based, are in place at Jefferson.



Honors with Distinction

Students who choose an even more challenging path may graduate as “Honors With Distinction”. An award earned by seniors who have completed four years each of language arts, mathematics, and science; three years of social studies; two years of a world language; earn total credits equivalent to 24 yearlong courses (6 courses each term); and maintain a GPA in the five core areas of at least 3.33.



National Honor Society



Jefferson's Aristotelian chapter of the National Honor Society is open to students after fall semester of their junior year if they have met criteria established by the National Board of Directors.

The criteria to apply include:

- Scholarship; a cumulative grade point average of at least 3.5
- Leadership; guides peers
- Service; to the school or to the community
- Character; as determined by the Jefferson faculty

Underclassmen wishing to be a part of this program should establish their good academic habits early. Cumulative GPA's are difficult to change after substantial credit has been earned.



JEFFERSON HIGH SCHOOL
STUDENT RECOGNITION

Four Year Scholastic Award

Students will receive an award for earning four years of credit in any of the following content areas: Mathematics, Science, Social Studies, Project Lead the Way and in a single World Language. 550 of these awards were presented to the class of 2021 at Senior Recognition Night. A “10 Credit” Language Arts award will be presented to students who go above and beyond the language arts requirement by taking at least 3 language arts elective credits in Speech and Debate, Creative Writing, Journalism, or Speech, in addition to their required language arts courses.

Academic Letter Award

Jefferson students may earn an academic letter. The chenille letter J is similar to that earned by varsity athletes.

Students earn the academic letter by consistently earning good grades. The Academic Letter requires a 3.25 GPA for two consecutive semesters. You may earn this award each year and be given a pin that displays the year received.



Grade Point Improvement Award

A student may earn this award after each semester by outperforming his/her cumulative grade point from the previous semester by 0.35. Jefferson High School values constant improvement and challenging oneself; this award recognizes that everyone can improve.

Iowa Assessment Recognition

Each year, students from all four-grade levels are honored for their performance on the State educational development tests. Students scoring at the 90th percentile or higher are showing annual improvement on the tests will receive certificates and awards provided by Jefferson. Similar recognition goes to students achieving their personal best on the Iowa Assessments.



Presidential Education Award

Each spring, a select number of seniors are presented with a presidential certificate and letter honoring them for academic excellence. To receive this, students must earn a cumulative grade point average of 3.5 or higher and must

also score at or above the 85th percentile in the composite Iowa Assessment testing program. This is a national award, and the Department of Education sets the criteria.

Excellent Attendance

Attendance is critical to student success! Students with excellent attendance are honored each semester. Those honored receive a letter of commendation and have their names published in the school newsletter.



J-Hawk Credit Club

Students who have earned 54 credits or more become members of this exclusive group. They wear blue honor cords at commencement.



AP Scholar

To be named an AP Scholar, one must complete three or more AP exams before graduation and score 3 or higher on each test.

AP National Scholar

To be named a National Scholar one must receive an average score of 4 or higher on 8 or more AP exams.



Valedictorians and Salutatorians

These honors are the school's highest academic awards. To be named a valedictorian, a student must earn a cumulative grade point average of 4.165 or higher – which means every course grade counts beginning with the freshman year. The next group of high-achievers earns the rank of salutatorian. In fact, many more students may earn the salutatorian medal. Any student who earns a 4.0 to 4.164 grade point average is named a salutatorian.

AP Scholar with Honor

To meet the criteria for an AP Scholar with Honor, a student must receive an average score of 3.25 on all AP exams taken and score a 3 or higher on four or more of these exams.

AP Scholar with Distinction

To be named an AP Scholar with Distinction one must receive an average score of at least 3.5 on all AP exams taken and score a 3 or higher on 5 or more of these exams.

Jefferson Service Awards

Jefferson seniors are eligible to earn recognition for community service work. This work must be voluntary and may occur at school, service agencies, churches, and many other locations in the community. Students track their hours each year during forum and during senior year students are asked to submit their documented hours of service. A school committee reviews the applications and awards those who qualify. These students receive a special service medal.

Other Awards

In addition to the previously outlined programs, Jefferson also recognizes students in many other ways. Certificates, plaques, academic letters, scholarships and other forms of recognition are provided each year by various school organizations. During Senior Recognition Night each spring, over \$296,000 in awards and scholarships are presented to members of the graduating class! We know that many students are motivated to do well without extrinsic rewards being offered. Many others, however, enjoy knowing that their efforts are recognized and appreciated by their school and community. We want students to know that their accomplishments are valued. To that end, we continue to seek ways to recognize the positive efforts of students.

Thomas Jefferson High School • Home of the J-Hawks

For over 60 years, students at Jefferson High School have enjoyed access to a world-class education that prepares them to be academically successful and productive citizens in today's changing world.

In addition to providing more college-level courses than any other area high school, Jefferson offers access to 23 state-sanctioned sports teams along with access to nationally-recognized performing arts programs.



DID YOU KNOW?

A few reasons why it's "Great to be a J-Hawk"...

***Jefferson offers a wide selection of challenging Advanced Placement (AP) courses.*

***Our Academic Decathlon teams are consistent state champions, having represented Iowa at national competitions 17 of last 18 years!*

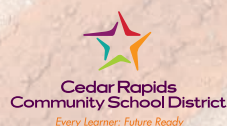
***We embrace educational innovation: We were the first in the District to implement Professional Learning Communities, and we continue to be a leader in all the District's PLC initiatives.*

***We are one of eight schools in Iowa to be recognized for the quality of our Physical Education programs.*

***Our staff goes above and beyond to do whatever it takes for ALL of our students to succeed. From those that excel to those that struggle, everyone is given the opportunity to achieve!*

NON-DISCRIMINATION POLICY

It is the policy of the Cedar Rapids Community School District not to discriminate in educational programs and/or activities on the basis of race, creed, color, gender, sex, sexual orientation, marital status, gender identity, socioeconomic status, national origin, religion, disability, age (except for permitting/prohibiting students to engage in certain activities) or genetic information and in employment opportunities on the basis of age, race, creed, color, gender, sex, sexual orientation, gender identity, national origin, religion, disability or genetic information. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Nicole Kooiker, Deputy Superintendent, and/or Linda Noggle, Executive Director of Talent Management, Educational Leadership and Support Center, 2500 Edgewood Rd NW, Cedar Rapids, IA, (319) 558-2000.



1243 20th St SW, Cedar Rapids, IA 52404 | (319) 558-2435
visit the school website at: www.jefferson.CRSchools.us

