Jefferson Junior High is an alternative school program serving an important group of students. Our school vision and mission is to serve students in a setting that increases support systems while adhering to strict behavioral expectations. Since JJHS is an alternative school program, it is understood that multiple agreements/acceptance of policies are recognized at the onset in order to maximize student success. These policies are outlined more specifically in this student handbook and the District 6 website.

If you do not understand or if you need further information about any of the contents, please contact us at your earliest convenience. Our goal is to provide a positive and meaningful educational experience for all of the students of Jefferson Junior High School.

Your signature confirming receipt of this handbook indicates the knowledge and acceptance of the policies listed.

The contract requires parent and student signature.

--------------------------------------------------------------------------------------------------------------------------

STUDENT / PARENT CONTRACT

I, ___________________________________________, will comply with all rules and regulations, policies and procedures as they pertain to Jefferson Junior High School (JJHS) and in alignment with Greeley Evans District 6 Governing Board Policies.

Furthermore, I understand that failure to comply with said policies may result in losing my student status at Jefferson, at any point during the year and for a length of time to be determined by the Principal.

I have received my Student/Parent Handbook for 2016/2017 containing updated District Policies and information.

________________________________________ _____________________________
Signature of Student Date

_________________________________ ______________________________
Signature of Parent Date
WELCOME

Welcome to Jefferson Junior High School home of the Jaguars! We are very happy to have you join our community, and we look forward to a very positive year of growth and a commitment to learning.

Jefferson Junior High is in its inaugural year, but we have an experienced and dedicated group of individuals who are willing and prepared to help you achieve your goals and aspirations.

JJHS offers the opportunity for a “new start” in making positive changes in order to prepare for a successful future. Our hope is that each student will find a way to “connect” with at least one staff member who will serve as a listener, helper, and positive role model. By having a mentor and positive school culture, we expect you commit yourself to making positive changes by taking advantage of this unique opportunity and take charge of your future.

Our staff looks forward to working with you throughout the 2016-2017 school year. Please contact us if we can be of assistance in any way.

Sincerely,

Ms. Trisha Baran, M.A.Ed, M.Ed
Associate Principal
Jefferson Junior High School
1424 13th Avenue
Greeley, Colorado 80631

School District Mission

MISSION
Engage, Empower, Inspire

District 6 provides every student with a personalized, well-rounded and excellent education in a safe, caring environment.

VISION

District 6 educates today’s students in partnership with families and communities to succeed in tomorrow’s world.

VALUES & BELIEFS

- Our students come first
- We know every child can achieve
- We commit to excellence, innovation and continuous improvement
- We ensure safe and healthy schools
- We view diversity as an asset
- We provide opportunity and choice
- We partner with families and communities
GOALS

- Student Learning and Achievement
- Strengthening Partnerships
- Climate and Culture
- Operational and Organizational Effectiveness

JEFFERSON JUNIOR HIGH SCHOOL
A Discovery School

Our Vision: A blended learning environment for students to reach their academic and affective potential.


Our Mission: To provide a positive and safe school culture where students reconnect to their education, achieve their goals, and develop skills to be productive members of society.

Our Core Strategies:
- Discovery Program: socioemotional curriculum
- Jaguar Time: Response to Intervention – academically and socially
- Blended Learning Environment: Edgenuity, ALEKs, and Achieve 3000
- Standards based curriculum, instruction and assessment
- Smaller school setting
- Alternative Program for 7th through 9th grade for Greeley Evans School District 6

Our Values: Discovery 6 P’s
- Prompt
- Polite
- Produce
- Participate
- Prepared
- Positive Mental Attitude

The spiral image is the logo for Discovery. It is the Hopi Spiral which represents a broadening of consciousness, which is the destination arrived after a long journey.

"All things have inner meaning, form and power." - Hopi Tribe
# Six Commitments

**As a teacher I will...**
1. Have high expectations and provide academic rigor for all students.
2. Address the diverse needs of students who have differing cultures, strengths, challenges and primary languages.
3. Build positive, professional relationships with students and families through active communication.
4. Make sure students and parents clearly understand what is needed for mastery-level performance.
5. Engage in ongoing, collaborative work to design high-quality lessons aligned to Colorado’s Academic Standards.
6. Participate in professional learning opportunities, including coaching.

**As a support staff member I will...**
1. Know how my job contributes to student achievement and success.
2. Treat students, parents, co-workers and others with courtesy and professionalism.
3. Deliver great customer service to students, parents, co-workers and the community.
4. Seek ways to improve procedures, systems and service.
5. Be an ambassador of the district to the community.

**As a student I will...**
1. Do my best at school, pay attention in class, get assignments done on time and be involved in extracurricular activities.
2. Behave well at school, on the bus and at school activities.
3. Treat other students and adults nicely, even if they are different from me and my friends. I will not bully anyone.
4. Attend school every day, on time, unless I am sick.
5. Talk to my parents often about school and what I am learning.
6. Ask a teacher or principal for help if I have any questions or problems at school.

**As a principal I will...**
1. Provide students with the opportunities and supports they need to master their grade-level content and reach expected outcomes.
2. Keep my school safe.
3. Create opportunities for students to connect their school to their personal education goals.
4. Make sure every teacher designs and delivers high-quality lessons.
5. Communicate often with parents.
6. Use data to guide school improvement planning.

**SIX things we can all do to make sure students succeed in school and thrive.**

1. Support students with the opportunities and supports they need to master their grade-level content and reach expected outcomes.
2. Keep my school safe.
3. Create opportunities for students to connect their school to their personal education goals.
4. Make sure every teacher designs and delivers high-quality lessons.
5. Communicate often with parents.
6. Use data to guide school improvement planning.
Como padre, yo...
1. Animaré a mi hijo a hacer su mejor trabajo en la escuela cada día y que su meta sea graduarse.
2. Promoveré que mi hijo/a lea 30 minutos cada día.
3. Respetaré las horas de comienzo y finalización del día escolar.
4. Hablaré diariamente con mi hijo/a sobre la escuela, incluyendo su tarea y actividades.
5. Me comunicaré regularmente con los maestros de mis hijos.
6. Apoyaré las reglas escolares y el código de vestuario.

Como estudiante, yo...
1. Haceré mi mejor trabajo en la escuela, presté atención en clase, terminaré mis tareas a tiempo y participaré en actividades extracurriculares.
2. Me comportaré bien en la escuela, en el camino y en las actividades escolares.
3. Trataré bien a los otros estudiantes y adultos, aunque sean diferentes a mí y a mis amigos. No acoso a nadie.
4. Asistiré a la escuela todos los días, puntualmente, a menos que esté enfermo.
5. Hablaré con mis padres frecuentemente con respeto a la escuela y lo que estoy aprendiendo.
6. Le pediré ayuda a mi maestro o director escolar si tengo preguntas o problemas en la escuela.

Como miembro de la facultad, yo...
1. Reconoceré como mi trabajo contribuye al éxito académico y estudiantil.
2. Trataré a los estudiantes, padres, compañeros de trabajo, y a otros con cortesía y profesionalismo.
3. Rendiré un gran servicio a los estudiantes, padres, compañeros de trabajo y a la comunidad.
4. Buscaré manera para mejorar procedimientos, sistemas y servicio.
5. Seré un embajador del distrito para la comunidad.
6. Trabajaré con eficiencia.

Como líder, yo...
1. Promoveré equidad de oportunidad para cada estudiante.
2. Haré decisiones basadas en el mejor interés de los estudiantes.
3. Manejaré eficientemente los recursos del distrito para aumentar el éxito estudiantil.
4. Trataré a cada estudiante, padre, miembro de la facultad y comunidad con dignidad y respeto.
5. Desarrollaré sistemas y prácticas que ayuden a preparar a los estudiantes para que tengan éxito.
6. Prepararé líderes efectivos a través de la organización.
## Jefferson Junior High School Staff

<table>
<thead>
<tr>
<th>Staff</th>
<th>Extension</th>
<th>Room #</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trisha Baran</td>
<td>348-1000</td>
<td>Office</td>
<td>Principal</td>
</tr>
<tr>
<td>Mark Romero</td>
<td></td>
<td>23</td>
<td>Student Advocate</td>
</tr>
<tr>
<td>Enedina Persons</td>
<td>348-1000</td>
<td>Office</td>
<td>Office Manager</td>
</tr>
<tr>
<td>Brooke Muldoon</td>
<td></td>
<td>Office</td>
<td>Health Clerk</td>
</tr>
<tr>
<td>Reid Rogers Fuller</td>
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<td>21</td>
<td>Social Worker</td>
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<tr>
<td>Tammy Brannan</td>
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<td>22</td>
<td>School Psychologist</td>
</tr>
<tr>
<td>Paula Schramm</td>
<td></td>
<td>82</td>
<td>NRBH Counselor</td>
</tr>
<tr>
<td>TBD</td>
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<td>22</td>
<td>Speech</td>
</tr>
<tr>
<td>Sarah Cameron</td>
<td></td>
<td>12</td>
<td>ETS-Dream Team</td>
</tr>
<tr>
<td>Brittany Blain</td>
<td></td>
<td>Cafeteria</td>
<td>Kitchen Manager</td>
</tr>
<tr>
<td>TBD</td>
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<td>12</td>
<td>Security</td>
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<tr>
<td>Marina Romo</td>
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<td>47</td>
<td>Building Manager</td>
</tr>
<tr>
<td>Brad Willenbrock</td>
<td></td>
<td>2</td>
<td>Language Arts</td>
</tr>
<tr>
<td>TBD</td>
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<td>9</td>
<td>Language Arts</td>
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<tr>
<td>Julianna Scheumann</td>
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<td>11</td>
<td>CLD/ELL</td>
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<tr>
<td>Sonya Mendoza</td>
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<td>8</td>
<td>Math</td>
</tr>
<tr>
<td>Ryan Block</td>
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<tr>
<td>Jackie Malloy</td>
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<td>Science</td>
</tr>
<tr>
<td>Michael Curtis</td>
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<td>Social Studies</td>
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<tr>
<td>Leslie Gordon</td>
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<td>20</td>
<td>Discovery/CLC</td>
</tr>
<tr>
<td>Patrick Molinari</td>
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<td>Library</td>
<td>Discovery/CLC</td>
</tr>
<tr>
<td>Brittany Perich</td>
<td></td>
<td>6</td>
<td>ESS - Case Manager</td>
</tr>
<tr>
<td>Jerica Enriquez</td>
<td></td>
<td>6</td>
<td>ESS - Para</td>
</tr>
</tbody>
</table>
## 2016-17 School Calendar

- **Students are in school**
- **Students are not in school**

### August 2016
- August 19, 2016: Grades 1-12: Students' First Day of School
- August 24, 2016: Kindergarten: Students' First Day of School
- August 29, 2016: High School Day Off
- September 5, 2016: Labor Day, No School
- September 19, 2016: No School for Students
- October 14, 2016: No School for Students
- October 24, 2016: High School Day Off
- November 23-25, 2016: Thanksgiving Break, No School
- December 5, 2016: High School Day Off
- January 9, 2017: Students Return to School
- January 16, 2017: Martin Luther King Jr. Day, No School
- February 6, 2017: Presidents Day, No School
- February 20, 2017: No School for Students
- March 6, 2017: High School Day Off
- March 20 - March 24, 2017: Spring Break, No School
- April 10, 2017: High School Day Off
- April 28, 2017: Spring Vacation Day
- May 24, 2017: Students' Last Day of School
- June–July, 2017: Summer Break, No School
2016-17 Calendario Escolar

sentado = Alumnos van a la escuela   de pie = Alumnos no van a la escuela

AGOSTO 2016

1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

Agosto 19, 2016
Grados 1—12: Primer Día de Escuela para Alumnos
Agosto 24, 2016
Jardín de Niños: Primer Día de Escuela para Alumnos
Agosto 29, 2016
Día de Descanso para Preparatoria

SEPTIEMBRE 2016

1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

Septiembre 5, 2016
Día Laboral, No Hay Escuela
Septiembre 19, 2016
No Hay Escuela para Alumnos

OCTUBRE 2016

1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

Octubre 14, 2016
No Hay Escuela para Alumnos
Octubre 24, 2016
Día de Descanso para Preparatoria

NOVIEMBRE 2016

1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

Noviembre 23—25, 2016
Descanso de Acción de Gracias, No Hay Escuela

DICEMBRE 2016

1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

Diciembre 5, 2016
Día de Descanso para Preparatoria
Diciembre 21—Enero 2, 2017
Descanso de Invierno, No Hay Escuela

ENERO 2017

1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

Enero 4, 2017
Alumnos Regresan a la Escuela
Enero 9, 2017
Día de Descanso para Preparatoria
Enero 16, 2017
Día de Martin Luther King Jr., No Hay Escuela

FEBRERO 2017

1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

Febrero 6, 2017
No Hay Escuela para Alumnos
Febrero 20, 2017
Día de los Presidentes, No Hay Escuela
Marzo 6, 2017
Día de Descanso para Preparatoria

MAYO 2017

1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

Marzo 20—Marzo 24, 2017
Descanso de Primavera, No Hay Escuela
Abril 10, 2017
Día de Descanso para Preparatoria

ABRIL 2017

1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

Abril 28, 2017
Día de vacaciones de primavera
Mayo 24, 2017
Ultimo Día Escolar para Alumnos

MAYO 2017

1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

Mayo 25—27, 2017
Días de Graduación de Preparatoria
Junio—Julio, 2017
Descanso de Verano, No Hay Escuela
Jefferson Junior High School
Critical Dates
2016 - 2017

1ST QUARTER
August 19, 2016 .................................................................All Students Report 7:30 a.m.
August 29, 2016 .........................Professional Development- No school for JR/HS students*
September 5, 2016 ...............................................No School- Labor Day-District Closed
September 15, 2016 .....................1stQtr-Parent/Teacher Conferences & Advisory 3:30-7:30 pm
September 19, 2016 ............Professional Development- No school for JR/HS students*

2ND QUARTER
October 14, 2016 .....................No school for students & teachers- Mid-semester vacation
October 17, 2016 .........................2nd Quarter Begins
October 24, 2016 .......................Professional Development- No school for JR/HS students*
November 17, 2016 ...............2nd Qtr- Parent/Teacher Conferences & Advisory 3:30-7:30 pm
November 23, 2016 ..................No School - Parent/Teacher Conferences Comp Day
November 24-25, 2016 ..................No School - Thanksgiving Break-District Closed
December 5, 2016 ......................Professional Development- No school for JR/HS students*
December 20, 2016......................Last Day of 2nd Quarter- No school for students
December 21 - January 2, 2017.................................No School - Winter Break

3RD QUARTER
January 3, 2017 ...............................................................PTC comp day- No school for students
January 4, 2017 ..................................................3rd Quarter Begins- Students report 7:30 a.m.
January 9, 2017 .........................Professional Development- No school for JR/HS students*
January 16, 2017 ......................No School - Martin Luther King Jr. Birthday-District Closed
February 2, 2017 .......................3rd Qtr-Parent/Teacher Conferences & Advisory 3:30-7:30 pm
February 6, 2017 .........................Professional Development- No school for all students*
February 20, 2017 .......................No School- President’s Day/District Closed
March 3, 2017 ...........................................................Last Day of 3rd Quarter
March 6, 2017 ..............................................................Professional Development- No school for JR/HS students*

4TH QUARTER
March 7, 2017 .................................................................4th Quarter Begins
March 20 – March 24, 2017 ...................No School - Spring Break
April 3, 2017 .........................Professional Development- No school for JR/HS students*
April 13, 2017 .........................4th Qtr- Parent/Teacher Conferences & Advisory 3:30-7:30 pm
April 28, 2017 .........................Spring vacation day-No school for teachers/students
May 24, 2017 ..........................................................Last Full Day of School for Students
May 24, 2017 ............................................................... Graduation!!
May 25, 2017 ........................................................... Last Full Day for Teachers
May 29, 2017 ...............................................................Memorial Day/District Closed
* All day PD- no school for students
WHAT IS THE DISCOVERY PROGRAM?

The Discovery Program is a concrete, skills-based curriculum that has the power to create positive change in students. Through Discovery, students learn and master the positive social skills necessary to be successful in school and in life. The Discovery Program was designed in 1990 by Eric Larsen, an alternative high school teacher in Poudre School District in Fort Collins, Colorado. The program teaches positive social skills to students struggling with academic, attendance, and attitude problems. The curriculum includes social skills, communication, anger management strategies, problem solving, conflict resolution skills, and team building. All students who are accepted to Jefferson Junior High School are required to participate and pass the Discovery Program (70% or higher) as part of their entry into the Jefferson Junior High School culture.

The objectives of the program are as follows:
- To develop a strong sense of community and a support system for all students.
- To teach, practice, and give feedback on specific positive social skills.
- To reinforce the culture of the classroom/school and ensure that all students realize what is expected of them and what they can expect from the staff.
- To self-explore, self-evaluate and gain insight into one’s choices and outcomes.

STUDENT SUCCESS

Students are required to pass all course components of the Jefferson Junior High School Discovery Program. When a student completes the Discovery Program, he/she will graduate from Discovery and be promoted into the Jefferson Junior High School. Failure to pass any component of Discovery will require the student to re-take Discovery the following quarter. Students have 2 opportunities to pass Discovery. Expectations of passing Discovery are laid out in the Discovery Course Syllabus.

PARENT COMPONENT

Parent(s)/guardian(s) may elect to participate in the parent component of the Discovery Program. The parent training is an opportunity for parents/guardians to gain an understanding of the concepts being taught in Discovery and to infuse them into your home to help build a bridge between home and school for your student.

HOW DOES JEFFERSON JUNIOR HIGH USE DISCOVERY?

Since Discovery is a socio-emotional program/class teaches positive social skills to students struggling with academic, attendance, and attitude problems; we have threaded Discovery throughout the school. All staff have been trained in Discovery and if students “act out,” we redirect them and reinforce the behavioral expectations listed below.
BEHAVIORAL EXPECTATIONS

All Jefferson students are expected to follow the six (6) “P’s” while enrolled in JJHS:

6 P’s
- Prompt— Early is on time!
- Prepare— Mentally, emotionally, and physically—to learn and participate.
- Polite—Treat everyone with dignity and respect.
- Positive Mental Attitude (PMA) Use your words. Manage your anger. Problem solve.
- Participate— Your education is YOUR responsibility. Own it!!!!
- Produce— Just do your work!!

The 6 “P’s” are designed to help students recognize appropriate behavior in all aspects of their lives.

ATTENDING SKILLS
- Be in the Moment— Engage in Learning
- Appropriate Body Language— Be attentive. No heads on the desk.
- Appropriate Eye Contact— Eye-to-eye contact, shake hands, look others in the eye as sign of respect.
- Appropriate Feedback— Smile, nod. Show you understand something. No blank stares.
- Ask Questions to Clarify or Validate— Ask questions. Put your hand in the air and be RECOGNIZED!

The Attending Skills help students’ learn what skills are needed to be able to fully pay attention to what is going on and how to focus on the task at hand.

REDIRECTS
Regarding minor infractions in the classroom, the discipline policy at JJHS consists of three (3) redirects:
- First Redirect – Student is told that it is their first redirect for student’s behavior and to do a positive action.
- Second Redirect – Teacher makes a direct observation of the student’s behavior and states it is the student’s second redirect.
- Third Redirect – Hallway conference in which the student is given the opportunity to discuss issues that are causing the negative behaviors.
  - If a student continues displaying negative behaviors after going through the three redirects, he/she will be sent to the main office.

Student is to go to the main office where he/she will need to complete a Problem Solving Contract either in the office or at home if the incident requires the student to leave the campus for the day.

Students will need to bring the Problem Solving Sheet home to discuss the incident with their parent/guardian. The parent/guardian will need to sign the Problem Solving Sheet and have their student bring the sheet back the next day to process with the teacher about the incident.
If the student chooses not to problem solve or return to school the following day without the signed Problem Solving Sheet, they will spend that period in the refocus room. After two days without a signed Problem Solving Sheet, he/she will be suspended and sent home. The student will then need to return to school with a parent/guardian and the Problem Solving Sheet for a re-entry conference with the teacher and an administrator.

Our hope is that students will begin to own their behavior and learn how to problem solve as an adult in a mutually respectful and dignified manner.

Through the use of the Discovery Program at Jefferson, Attending Skills and the 6P’s can provide the foundation to help everyone be successful in life...

**BLENDED LEARNING AT JEFFERSON JUNIOR HIGH**

**WHAT IS BLENDED LEARNING?**
Blended learning is an educational practice that refers to the mixing of different learning environments. It combines traditional face-to-face classroom methods with computer-mediated activities. In a blended learning environment, students receive a combination of online learning via digital curricular resources and in-classroom, teacher-led instruction. Blended learning works because each learning environment—face-to-face and online—can deliver specific methodologies and address different learning styles better than the other.

- **Face-to-face instruction best facilitates:**
  - Establishing differentiated learning practices that make the most of classroom time
  - Moderating problem solving
  - Assisting students who need help with motivation
  - Addressing immediate student needs
- **Online learning best facilitates:**
  - Automatic prescription of personalized learning paths for all students
  - Extending classrooms beyond the traditional building and typical school-day schedule
  - Enabling students to pace learning to their needs
  - Developing 21st century skills

**WHY IS IT IMPORTANT?**
One clear advantage of blended learning in education is its connection with differentiated instruction.

Differentiated instruction involves “custom-designing instruction based on student needs.” In differentiated instruction, educators look at students’ learning styles, interests, and abilities. Once these factors have been determined, educators decide which curriculum content, learning activities, products, and learning environments will best serve those individual students’ needs. Blended learning can fit into a number of these areas. By using blended learning, educators are definitely altering the learning environment when students work collaboratively in learning communities online, for example. Teachers could also add relevant curriculum content that would be unavailable or difficult to comprehend outside of the internet.
Learning activities and products can also be changed to use technologies in a classroom that uses blended learning.

Some examples of our online programs we utilize are:
- Google Suite (Gmail and Google Docs)
- ALEKs – math program
- Achieve 3000 – a literacy program
- Edgenuity – a learning management system
- Schoology- a learning platform where teachers and students can connect.
- Infinite Campus – Grading platform where parents can access student information.

**GENERAL INFORMATION**

**ATTENDANCE**
Regular attendance at Jefferson Junior High School is critical to academic success. Students who are not in class will not succeed. JJHS defines excessive unexcused and excused absences.
- If a student reaches 3 absences, **excused or unexcused**, in a month, the student is given a warning.
- Once a student reaches 10 unexcused or twelve total excused or unexcused absences, he/she will be placed on an attendance contract and a plan created.
- If a student violates the attendance plan, Jefferson will refer the student to the District Truancy Court.
- Call 348-1050 for attendance issues.

**PLEASE NOTE:** Excused (EXC) absences are those verified by a Dr.’s note, health clerk sent home, a funeral notice, court appearances, suspensions and principal verified extenuating circumstances. Parents are encouraged to verify absences; however, **excused (EXC) and unexcused (UNX) absences all count towards the absence limit**.

**ABSENCES AND MAKE-UP WORK**
It is the student’s responsibility to contact the teacher to receive missed work.

**BOOKS, MATERIALS, AND EQUIPMENT**
All textbooks are provided by the school. Lost or damaged books must be paid for by the student before another book will be issued. If a lost book has been paid for and then found, the student will be given a refund if he/she can produce a receipt or a cancelled check.

School equipment damaged by the student because of carelessness, or vandalism will be paid for by the student at the time it occurs.

**CONTINUATION/RETENTION PROCESS**
If a student is not passing core classes he/she may be retained. Students will not be promoted to the next grade level without the required skills to be successful academically and socioemotionally. Students may be given the option to attend summer school to regain credits and to reach the **70% in academic core classes**.
It is vitally important that parents use Infinite Campus Parent Portal to stay on top of students' grades and attendance.

If you have any questions about retention or promotion, please talk with the counselor at any time.

COUNSELING AND GUIDANCE
We are lucky to have a social worker and a Northrange Behavioral Specialist on staff. They will listen to your concerns and guide you in making decisions regarding school, classes, home, or relationships involving other students. If you are having a problem with another student, your counselor encourages you to come to his/her office to discuss and seek resolution to the problem.
Students must have written permission, signed in advance by the counselor, to be out of class or students need to have a pass specifically to the counselor’s office.

EMERGENCY INFORMATION
If you have information that is important to the safety of our students or school, please contact the school administrator.
You can also call Safe2Tell at 1-877-542-7233. Safe2Tell is an anonymous hotline for students, parents, and staff to report anything that concerns or threatens you, your friends, your family or your community.

In rare instances, District 6 will need to close Jefferson Junior High School on an emergency basis for a variety of reasons, such as inclement weather and power failure. If an emergency occurs while school is in session, students are to remain with the teacher in the classroom until official dismissal has been given by the school administrator. No student will be allowed to go home without permission of both the parent/guardian and school administration.

GRADING
Teacher Responsibilities:
- Responses to parent phone calls/emails within 24-48 hours.
- Update student progress in Infinite Campus every Thursday by 5:00pm.
- Teachers notify parents and student if student is not working up to potential with sufficient time to correct.
- Teachers will notify parents when child’s academic progress declines.

REPORT CARDS/PROGRESS REPORTS
Students and parents are given notification of academic progress four (4) times per year. Report cards are mailed home approximately two weeks following the completion of each quarter.
Progress Reports are updated on Infinite Campus every Thursday by 5:00 pm by teachers – Check on your student’s grades on Friday for current progress.
Student’s will be regularly checking their grades and progress in Jag Time – Their mentor teacher will sit down with each student stressing the necessity of being aware of academic progress, attendance and missing assignments.

Parents are welcome to access Infinite Campus at any time to view their student's progress. In addition, it has been demonstrated that successful students have regular interaction and dialogue with their parents about school progress. We encourage parents and students to work together to include this important component for success.

HALL/RESTROOM POLICY
Students may not be in the halls the first and last 10 minutes of class. If student needs to go to the restroom or be in the hall, they must sign out on teacher’s “Classroom Log” and sign back in when they return. Time and date must be entered as well as student’s first and last name. Student must take their classroom’s “Hall Pass” lanyard with them so security knows that they have permission to leave the classroom.

SUBSTITUTES/GUEST TEACHERS
Substitute Teachers and/or Student Teachers are guests in the building and are to be given the same respect as regular teachers. Substitute reports are turned-in at the end of the school day. The behavior/cooperation and class work performed by each class period and/or specific names of students are provided in these reports. The teacher and/or administration will applaud/reward or administer consequences accordingly. Students need to make sure they continue to follow classroom rules. Students who mistreat or have inappropriate behaviors may be suspended out of school depending on the severity of the behaviors.

TEACHER SUPPORT
Students needing extra help and support needs to make arrangements to meet with your teacher(s). Teachers are available before and after school. Teachers are eager to give extra assistance to students who want to succeed.

STUDENT CODE OF CONDUCT
In order to insure a positive and safe learning environment that helps facilitate self-discipline, encourage academic success and promote school wellness, Jefferson Junior High School will enforce District policies and procedures and school rules related to expected student behavior. Consequences will be administered by staff and administration in those circumstances where a student exhibits behavior contrary to these polices/rules.

BULLYING AND HARRASSMENT
Bullying or any type of harassment will not be tolerated at Jefferson Junior High School! Students are encouraged to report any type of bullying to their teachers, office personnel, counselor, administrator, School Resource Officer. We also have a “Safe 2 Tell” on our school website. Students will receive consequences for any hazing or bullying done at Jefferson Junior High School or any related activity that is in violation of Jefferson’s Bullying or Harassment policy.
EXAMPLES:
- Name calling, taunting, demeaning comments
- Any sexual comments
- Pushing/shoving, kicking, book checking/hitting, pinching, tripping.
- Holding someone against their will
- Spitting
- Written notes or graffiti in the building

Students who continue to bully or perform any type of harassing will receive Jefferson and/or District consequences and the issue will be turned over to the Greeley Police Department.

WHAT IS CYBERBULLYING?
Cyber bullying is when someone uses a computer, the internet, a cell phone or other electronic media to tease, torment, harass, intimidate, humiliate, frighten, bully, threaten, or otherwise target another person or group of people. This includes, but is not limited to, sending texts, pictures, writing on blogs, posting on social networks (Facebook, Snap Chat, Instagram), creating websites, chatting in chat rooms, and sending instant messages.

WHAT IS SEXTING?
Sexting is the act of sending sexually explicit messages or photographs electronically, primarily through cell phones.

Cyber bullying and sexting will not be tolerated at Jefferson Junior High School, and appropriate consequences will be administered. If appropriate, the school’s resource officer may be involved as well.

HARASSMENT
All reports of discrimination or harassment will be investigated. Consequences here warranted may include but are not limited to a range of disciplinary action, which may include expulsion from school if warranted. Depending on age and circumstances, educational interventions, rather than, or in addition to, discipline shall be appropriate. Support resources will also be provided to victims of school-related discrimination or harassment as appropriate.

Anyone who retaliates against a person who reports harassment, regardless of the outcome of the harassment investigation, will be subject to disciplinary action. Any person who knowingly makes a false report of harassment shall be subject to disciplinary action as well.

GANG AND OTHER INTIMIDATING BEHAVIOR
Jefferson Junior High School operates upon a philosophy of mutual respect and acceptance of opinions and differences. We do, however, support and comply with the Governing Board Policy which prohibit behavior, apparel, accessories, and symbols that are likely to interfere with the safety and security of staff and students who attend Jefferson. A condition of enrollment is to comply with district policy and understand that failure to do so will result in loss of enrollment privileges at this school and could result in expulsion proceedings.
DRESS CODE
Generally, it has been observed that there is a positive relationship between the performance/behavior of a student and the type of her/his dress. Students are expected to use good taste and judgment in their dress. In order to promote a safe environment that focuses on education and minimizes distractions,

JEFFERSON JUNIOR HIGH UNIFORM POLICY
At JJHS we highly value professionalism, both in appearance and behavior. The following additional dress code guidelines are expected for all students who will attend class sessions each day.

SHIRTS
Students will wear collared shirts; the shirts must be solid color black.
For those students who would choose to wear under shirts or a crew neck sweat shirt over their collared shirt, those articles must also be solid in color (white, grey or black).

PANTS
Pants must be solid colors of khaki.
No “banding” of the pant leg—meaning rubber bands to “gather” the pant leg.
No sagging pants.
- No Skirts, shorts, or Capri length pants.
- No Leggings, Tights, Sweatpants, Joggers, Gym Shorts

Red or blue clothing and accessories are not permitted. Examples of items not permitted include shoes, tank tops, hats, shoe laces, head bands, etc.

No “hooded” sweatshirts or jackets will be permitted in the building (zippered or un-zippered)

District 6 Non-Negotiable Universal Student Dress Code
This dress code has been reviewed by and is supported by the Council of Student Representatives.

1) Any clothing item or accessory that causes a disruption to school safety, personal safety and/or the learning environment may result in discretionary intervention by school administrators

2) Tattoos, clothing or accessories that display drugs, including any marijuana reference, sexual innuendos, inappropriate language, alcohol, tobacco products, violence, weapons or gang connotations are not permitted. Tattoos displaying any of these must be covered at all times

3) No hats permitted inside of the school building during the school day. If “hoodies” are worn, the hood may not be worn inside of the school. (Religious headwear exceptions)

4) Sunglasses or dark glasses, absent a verified medical condition, are not to be worn or displayed inside of the school building

5) Trench coats are not permitted anywhere on school property
6) Soled shoes or sandals must be worn at all times (For example, no “bedroom” slippers or similar footwear)

7) No exposed undergarments, inappropriately sheer, tight or low cut clothing that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back, breasts or cleavage is not permitted

ID BADGES
In an effort to promote a safe school, students are required to wear their unaltered I.D. and school appropriate lanyard around their necks when entering school and throughout the day while in school.

TOBACCO USE
Use of any tobacco product is prohibited within school zone or at any school sponsored activity. The Jefferson Junior High School discipline policy will be enforced, as well as a possible referral to law enforcement.

TRESPASSING
When a student enters Jefferson Junior High School, this school becomes his/her home school. Once students enroll at Jefferson, they are not to be on or near the grounds of any other school without direct permission from the administrators of both schools. If on other school grounds without permission, police will be called and individuals may be cited for trespassing.

Students found on other school grounds without permission will be suspended for a minimum of 2 days.

CELLULAR PHONES/ELECTRONIC DEVICES
Jefferson is not responsible for any lost, stolen or destroyed cell phones/electronic devices on District property and/or the investigation these items. Cell phones/devices will be confiscated by staff if seen or heard and will be given back to student at end of the day.

If continued violation of this policy, parents will be required to pick up students phone. If a student refuses to turn in phone to staff or becomes argumentative, further consequences may be applied.

If students need to contact parents they may ask the teacher for a pass and use the phone in the Main Office. Parents may always call the Main Office to get a message to their student.

We ask if students are going to use the electronic device in route to and from school that they put it away and do not have it visible when they reach school property.

Cell phones may be confiscated at any time.
COMPUTER VIOLATIONS
Misuse of equipment or inappropriate/unauthorized access of computer websites or programs will result in loss of privileges and necessary disciplinary actions

INTERNET USER AGREEMENT
The Internet User Agreement is signed jointly with a student’s parent/guardian. Parents should discuss with their students the responsibilities, obligations, accountability, and commitment involved in signing the conditions of the Internet User Agreement signed at check-in and school’s responsibility to enforce the agreement. Students will need their I.D. card to verify internet permission before working on the Web. Students who have failed to use the Internet appropriately by following the Internet User Agreement can forfeit the usage of the Internet for up to the end of the school year.

ELECTRONIC MEDIA
- Do not share your passwords with anyone else (except your parents/guardians).
- Never give out any personal information about yourself (including, but not limited to, your name, address, phone number, age, name of your school, names of family members, and any other information which could be used to identify you).
- Do not send or post pictures that have anything to do with your name, the name of your school, a sports team you might play on, or the city where you live.
- Adjust your privacy settings (such as on Facebook), so that only your “friends” see your information.
- Do not exchange texts, emails, instant messages, or become “friends” with anyone you do not know.
- Do not share or post times when you are home alone or on vacation.
- Do not allow anyone else to text or call from your phone or to use your computer without you supervising everything they are doing.
- If your phone is lost/stolen, notify your parents/guardians and disconnect the service.
- Remember that once something goes to cyberspace, it cannot be erased or permanently deleted. Someone can always find it and recover it. Texts, pictures, emails, chats, blogs, and instant messages can all be forwarded and printed out. Be very careful what you type or send to someone else. Be kind, and do not use language that you would not use out loud and in front of your parents/guardians and teachers.
- Tell a trusted adult if you are being cyber bullied.

CLOSED CAMPUS
Parents/guardians will be required to check out their student in the main office if the student is leaving during school hours. A valid picture I.D. will be necessary to check student out. Any student leaving campus during school hours without permission will receive an unexcused absence and be required to return with a parent at a scheduled reentry conference.
DISCIPLINE PROTOCOL/SCHOOL SAFETY

The District is committed to providing a safe and secure environment in school, on school transportation and at all school activities. Safe schools are a priority of the District and contribute to improved attendance, increased student achievement and community support.

MINOR INFRACTIONS
Disciplinary Referrals does not replace classroom management or redirects by a teacher. Referrals are designed to assist in reinforcing and supporting each teacher in maintaining their own classroom management as well as enforce Building/District Policies while providing structure and safety conducive to an effective educational environment.

MAJOR INFRACTIONS
Specifically, the Board of Education has determined that certain acts of conduct are disruptive. They are: being clearly dangerous to the welfare, safety, or morals of other students or being contrary to the authority of school personnel or both. These may constitute grounds for suspension or expulsion. These acts include, but are not limited to the following:

- Continued willful disobedience or disruption of school
- Persistent defiance of proper authority
- Theft or willful damage or destruction of school property
- Theft or willful damage or destruction of private property on school grounds or at a school activity or event
- Assault on a school employee while on school grounds or at a school event
- Physical abuse of a student or of persons not employed by the school when on the school grounds or at a school activity or event
- Repeated unexcused tardiness or absences or truancy
- Obscene language or actions and possessing or distributing slanderous or libelous material on school property
- Possession of weapons or dangerous instrument or other dangerous objects of no reasonable use to the student at school
- Possession, transfer or use of narcotics, alcoholic beverages or stimulant drugs, except medication prescribed by a physician
- Smoking on school premises is prohibited. It is also illegal for students under the age of 18 to buy or possess cigarettes. Such items shall be taken away from students
- Fighting, rioting, or illegal or disruptive demonstrations on school grounds or at a school event will result in a suspension and referral to local police

The effect of a suspension is that the student will be denied admission to school for a specified number of days. During that time, the student should not be on school grounds, or District 6 property. Students will not be allowed to participate in any co-curricular clubs, athletic games, or music concerts or performances.
CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR
Secondary School Level

The following consequences apply to behavior on campus, in school vehicles and at school activities and events.

<table>
<thead>
<tr>
<th>BEHAVIOR</th>
<th>FIRST OFFENSE</th>
<th>SECOND OFFENSE</th>
<th>REPEAT OFFENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Possession/use of drugs or other controlled substances or possession/use of drug paraphernalia.</td>
<td>School counseling and 3 day school suspension.</td>
<td>School counseling. 5 day suspension, recommendation for evaluation and treatment program or recommendation for expulsion.</td>
<td>School counseling. 10 day suspension, recommendation for evaluation and treatment program or recommendation for expulsion.</td>
</tr>
<tr>
<td>*Sale/distribution of drugs or other controlled substances.</td>
<td>School counseling, 10 day suspension, and recommendation for expulsion.</td>
<td>School counseling, 10 day suspension, and recommendation for expulsion.</td>
<td>School counseling, 10 day suspension, and recommendation for expulsion.</td>
</tr>
<tr>
<td>Smoking/chewing or use of tobacco or nicotine products including but not limited to e-cigarettes, vaporizers or accessories.</td>
<td>School counseling, warning, and/or CCS.</td>
<td>School counseling and 1 day suspension.</td>
<td>School counseling and 3 day suspension.</td>
</tr>
<tr>
<td>*Possession/use of a weapon as defined by Colorado Revised Statutes.</td>
<td>10 day suspension and recommendation for expulsion.</td>
<td>10 day suspension and recommendation for expulsion.</td>
<td>10 day suspension and recommendation for expulsion.</td>
</tr>
<tr>
<td>Any act which disrupts the normal educational process.</td>
<td>School counseling, loss of privileges, community/campus service (CCS) or suspension or expulsion, depending on the severity of the offenses.</td>
<td>School counseling, loss of privileges, community/campus service (CCS), or suspension or expulsion, depending on the severity of the offenses.</td>
<td>School counseling, loss of privileges, community/campus service (CCS), or suspension or expulsion, depending on the severity of the offenses.</td>
</tr>
<tr>
<td>Disrespectful behavior.</td>
<td>School counseling, warning, and/or CCS.</td>
<td>School counseling, CCS, or 1-3 day suspension.</td>
<td>School counseling, 3-5 day suspension.</td>
</tr>
<tr>
<td>Disruption of class.</td>
<td>School counseling, warning, and/or CCS.</td>
<td>School counseling, CCS, or 1-3 day suspension.</td>
<td>School counseling, 3-5 day suspension.</td>
</tr>
<tr>
<td>Insubordination/refusal to follow a reasonable request of a staff member.</td>
<td>School counseling, CCS, or 1-3 day suspension.</td>
<td>School counseling, CCS, or 3-5 day suspension.</td>
<td>School counseling, 5 day suspension and recommendation for expulsion.</td>
</tr>
<tr>
<td>*Possession of or setting off fireworks or other incendiary devices.</td>
<td>School counseling and 1-2 day suspension.</td>
<td>School counseling and 3-5 day school suspension.</td>
<td>School counseling and 5 day suspension.</td>
</tr>
<tr>
<td>BEHAVIOR</td>
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<tr>
<td>*Possession or use of a weapon or other article to cause bodily harm.</td>
<td>School counseling, 3-5 day suspension, and/or recommendation for expulsion.</td>
<td>School counseling, 10 day suspension and/or recommendation for expulsion.</td>
<td>School counseling, 10 day suspension and/or recommendation for expulsion.</td>
</tr>
<tr>
<td>Continual defiance – habitually disruptive.</td>
<td>School counseling, 3-5 day suspension and behavior plan.</td>
<td>Per pyramid plan.</td>
<td>Per pyramid plan.</td>
</tr>
<tr>
<td>Continual tardies.</td>
<td>School counseling, CCS, and suspension.</td>
<td>School counseling, CCS, and suspension.</td>
<td>School counseling, CCS, and suspension.</td>
</tr>
<tr>
<td>Endangering health, welfare or safety of others.</td>
<td>School counseling, loss of privileges, community/campus service (CCS), or suspension or expulsion, depending on the severity of offenses.</td>
<td>School counseling, loss of privileges, community/campus service (CCS), or suspension or expulsion, depending on severity of offenses.</td>
<td>School counseling, loss of privileges, community/campus service (CCS), or suspension or expulsion, depending on severity of offenses.</td>
</tr>
<tr>
<td>*Fighting (mutual combat, including self defense).</td>
<td>School counseling and 3 day school suspension.</td>
<td>School counseling and 5 day suspension.</td>
<td>School counseling, 10 day suspension, and recommendation for expulsion.</td>
</tr>
<tr>
<td>*Inappropriate driving on or around campus.</td>
<td>Referral to Greeley Police Department and loss of driving privileges, depending on severity.</td>
<td>Referral to Greeley Police Department and loss of driving privileges, depending on severity.</td>
<td>Referral to Greeley Police Department and loss of driving privileges, depending on severity.</td>
</tr>
<tr>
<td>*Intimidation or threatening of a staff member.</td>
<td>School counseling and 1-5 day suspension.</td>
<td>School counseling, 10 day suspension, and recommendation for expulsion.</td>
<td>School counseling, 10 day suspension, and recommendation for expulsion.</td>
</tr>
<tr>
<td>Threatening another student.</td>
<td>School counseling, CCS, or 1-3 day suspension.</td>
<td>School counseling and 3-5 day suspension.</td>
<td>School counseling and 5 day suspension.</td>
</tr>
<tr>
<td>*Vandalism or defacing/destruction of other’s personal property.</td>
<td>School counseling and 3-5 day school suspension with restitution or recommendation for expulsion depending on severity of the offense.</td>
<td>School counseling and 3-5 day school suspension with restitution or recommendation for expulsion depending on severity of the offense.</td>
<td>School counseling, 10 day suspension and recommendation for expulsion, with restitution.</td>
</tr>
<tr>
<td>*Verbal abuse, bullying, harassment, sexual harassment of a student.</td>
<td>School counseling, parent contact, or 1 day suspension.</td>
<td>School counseling and 3 day suspension.</td>
<td>School counseling and 3-5 day suspension.</td>
</tr>
<tr>
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<tr>
<td>*Vandalism or defacing/Destruction of school property.</td>
<td>School counseling and/or 1-3 day ISS or 0SS suspension with restitution or recommendation for expulsion depending on severity of offense</td>
<td>School counseling and/or 3-5 day ISS or CCS suspension with restitution or recommendation for expulsion depending on severity of offense</td>
<td>School counseling, 10 day suspension, and recommendation for expulsion with restitution.</td>
</tr>
<tr>
<td>Public nuisance – Example: a) profanity; b) unsafe driving on or around school property; c) others as interpreted by the Administration, which cause unnecessary inconvenience to others or to normal routine, d) distasteful display of affection.</td>
<td>School counseling, community/campus service (CCS) or suspension.</td>
<td>School counseling, community/campus service (CCS) or suspension.</td>
<td>School counseling, community/campus service (CCS), or suspension.</td>
</tr>
<tr>
<td>*Trespassing (unauthorized presence on a District 6 facility while under suspension).</td>
<td>School counseling and 3-5 day suspension.</td>
<td>School counseling and 5 day suspension.</td>
<td>School counseling, 10 day suspension and recommendation for expulsion.</td>
</tr>
<tr>
<td>*Unauthorized presence on or in the vicinity of another school campus</td>
<td>School counseling and/or 1 day suspension.</td>
<td>School counseling and 1-3 day school suspension.</td>
<td>School counseling and 3 day school suspension.</td>
</tr>
<tr>
<td>*Verbal abuse or obscenities toward staff.</td>
<td>School counseling and 1-3 day suspension.</td>
<td>School counseling and 3-5 day suspension.</td>
<td>School counseling, 10 day suspension and recommendation for expulsion.</td>
</tr>
<tr>
<td>Any action that affects the networking system that results in the disruption of the educational process.</td>
<td>3 day suspension with computer time limited to when the student is scheduled for a computer class.</td>
<td>3 day suspension time with total computer restrictions.</td>
<td>10 day suspension and recommendation for expulsion.</td>
</tr>
<tr>
<td>Changing, deleting, or modifying the operating systems of computers.</td>
<td>Parents notified, a warning given, and restricted use of computers for 3 days.</td>
<td>Time limited to use of computers only when the student is scheduled in a computer class.</td>
<td>Permanently restricted from computer use.</td>
</tr>
<tr>
<td>Cheating on a class assignment or activity.</td>
<td>Grade of zero on assignment or activity. NO retake for credit.</td>
<td>Grade of zero on assignment or activity. NO retake for credit and parent contact.</td>
<td>Grade of zero on assignment or activity. NO retake for credit and parent contact.</td>
</tr>
<tr>
<td>Dishonest/deceitful behavior.</td>
<td>School counseling, CCS, and 1-3 day suspension.</td>
<td>School counseling, CCS, and 3 day suspension.</td>
<td>School counseling and 5 day suspension.</td>
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<tr>
<td>Downloading or accessing profane, obscene, racially offensive, threatening, subversive, or illegal material.</td>
<td>Parents notified, a warning given, and restricted use of computers for 3 days.</td>
<td>Time limited to use of computers only when the student is scheduled in a computer class.</td>
<td>Permanently restricted from computer use.</td>
</tr>
<tr>
<td>Loading or installing any unauthorized software, including games.</td>
<td>Parents notified, a warning given, and restricted use of computers for 3 days.</td>
<td>Time limited to use of computers only when the student is scheduled in a computer class.</td>
<td>Permanently restricted from computer use.</td>
</tr>
<tr>
<td>Failure to attend detention.</td>
<td>School counseling, teacher assigned double detention, CCS, and suspension.</td>
<td>School counseling, CCS, and suspension.</td>
<td>School counseling, CCS, and suspension.</td>
</tr>
<tr>
<td>Gang activity/apparel/paraphernalia.</td>
<td>School counseling, suspension or recommendation for expulsion.</td>
<td>School counseling, suspension or recommendation for expulsion.</td>
<td>School counseling, suspension or recommendation for expulsion.</td>
</tr>
<tr>
<td>Off campus crimes of violence where charges or a petition has been filed in district court.</td>
<td>School counseling, 10 day suspension and recommendation for expulsion.</td>
<td>School counseling, 10 day suspension and recommendation for expulsion.</td>
<td>School counseling, 10 day suspension and recommendation for expulsion.</td>
</tr>
<tr>
<td>Physical abuse/assault of a staff member.</td>
<td>School counseling, 10 day suspension and recommendation for expulsion.</td>
<td>School counseling, 10 day suspension and recommendation for expulsion.</td>
<td>School counseling, 10 day suspension and recommendation for expulsion.</td>
</tr>
<tr>
<td>Physical abuse/assault of a student.</td>
<td>School counseling, 3 day school suspension, or recommendation for expulsion.</td>
<td>School counseling, 5 day suspension and recommendation for expulsion.</td>
<td>School counseling, 10 day suspension and recommendation for expulsion.</td>
</tr>
<tr>
<td>Theft.</td>
<td>School counseling and 3-5 day school suspension with restitution.</td>
<td>School counseling and 5 day school suspension with restitution.</td>
<td>School counseling, 10 day suspension, and recommendation for expulsion, with restitution.</td>
</tr>
<tr>
<td>Truancy from class.</td>
<td>School counseling, CCS, and suspension.</td>
<td>School counseling, CCS, and suspension.</td>
<td>School counseling, CCS, and suspension.</td>
</tr>
<tr>
<td>Unexcused tardy.</td>
<td>School counseling, CCS, and suspension.</td>
<td>School counseling, CCS, and suspension.</td>
<td>School counseling, CCS, and suspension.</td>
</tr>
<tr>
<td>Using anyone’s login name or password other than his or her own.</td>
<td>Parents notified, a warning given, and restricted use of computers for 3 days.</td>
<td>Time limited to use of computers only when the student is scheduled in a computer class.</td>
<td>Permanently restricted from computer use.</td>
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</tr>
<tr>
<td>*Using e-mail, social media, cell phones, or other electronic devices for purposes of intimidation, threats, or harassment.</td>
<td>E-mail privileges suspended, 1-3 day suspension.</td>
<td>Permanently restricted from computer use, 3-10 day suspension based on severity.</td>
<td>10 day suspension and recommendation for expulsion.</td>
</tr>
<tr>
<td>Using e-mail for purposes that interfere with the instructional process. (E-mail is not private and may be monitored by district personnel.)</td>
<td>Parents notified, a warning given, and restricted use of computers for 3 days.</td>
<td>Time limited to use of computers only when the student is scheduled in a computer class.</td>
<td>Permanently restricted from computer use.</td>
</tr>
<tr>
<td>*Vandalism—malicious intent to harm and destroy data. Uploading or creation of viruses.</td>
<td>Time limited to use of computers only when the student is scheduled in a computer class.</td>
<td>Permanently restricted from computer use, 3-10 day suspension based on severity.</td>
<td>10 day suspension and recommendation for expulsion.</td>
</tr>
</tbody>
</table>
SCHOOL RESOURCE OFFICER (SRO)
District 6 Schools works cooperatively with law enforcement agencies. All district secondary schools with the exception of charter or alternative schools have a law enforcement officer known as “School Resource Officer” (SRO) stationed on campus. These officers are also available to assist at elementary schools when the need arises. School administrators are directed to notify proper law enforcement representatives in all school related situations where criminal violations are suspected or when school safety concerns arise.

Jefferson High School has a Greeley Police Officer on Staff. This officer is here to help students with various needs and concerns. The police officer will also assist students with family, community and peer conflicts or problems.

If you have any concerns, please call to set up an appointment to speak with our School Resource Officer.

STUDENTS IN NEED OF HELP!!
Students can seek out help from counselors, teachers, administration, and any staff member for help if they are having issue of any kind. For example: being abused in any way, academic problems, bullying or harassment issues, or conflicts.

By Colorado state law, school staff are considered “mandatory reporters.” As a mandatory reporter, school staff must report any incidents of abuse.

CANINE SEARCHES
Jefferson Junior High School may be inspected by detection contraband canines for prohibited items in order to provide a safe learning environment for students and staff. If substances are found, appropriate disciplinary actions will be taken and student may be referred to law enforcement per the D6 policy.

FIRE, LOCKDOWN, TORNADO DRILLS
Each room is equipped with instructions for evacuation during a fire drill. The students should acquaint themselves with these directions as soon as possible. The teacher is responsible for giving complete directions to be followed during the drill. Tornado drills will be held in the fall and spring of each year. These drills must be taken seriously and all instruction carefully followed. If dangerous weather ever causes us to have to take cover, we would request the cooperation of the parent/guardian in such a situation. Any parent/guardian stopping at the school during that time must come to the Main Office, and we will make every effort to locate her/his student.

Lockdown drills will be held at least once each semester. These drills must be taken seriously and all instruction of their teachers followed carefully. The safety of students and staff is foremost and can only be accomplished with everyone’s full cooperation. Please, No talking
during drills, students must maintain zero (0) voice level and walk safely and quickly. Should students not maintain protocol during a drill, a suspension may be warranted.

**TRANSPORTATION POLICY**

**RIDING THE BUS**
- Obey the directions of the driver
- Did you know it’s a state regulation, when crossing railroad tracks, and upon signal from the driver, all passengers are to be quiet and remain so until all railroad tracks have been crossed.
- Students need to remember not to damage district vehicles. Students and their parents are financially responsible for the damages they cause on the district vehicles.
- No exiting through windows, emergency hatches or emergency door without permission
- Flame or spark-producing devices are not allowed on the school bus
- Due to limited bus capacity, a student may not ride another bus to and/or from school without prior permission. **A written notice from a parent/guardian of both parties is required 24 hours prior to the change and approved by an Administrator**

**IT'S A MATTER OF SAFETY**
It is important to know and understand all the rules of the bus, and the consequences of not following those rules.

**STUDENT TRANSPORTATION**
Bicycles ridden to school must be locked to the racks and not other bicycles. The school does not assume liability for bicycles. Bicycles are to be walked on school grounds.
Students may ride skateboards/scooters to and from school for transportation only.