



2021-2022 Staff Handbook

Revised 8/13/2021

Mission Statement

The Jefferson High School District #1's mission is to provide the best possible education for our youth for whatever path of life they choose; to be the school of choice for students, teachers, and staff; and to be the heart of the communities we serve.

Our vision for the future:

Students:

- Achieve high test scores and graduation rates that are competitive nationally;*
- Graduate with a plan for life that they feel well equipped to pursue;*
- Choose our school over other options because of our solid reputation;*
- Feel happy, challenged, safe and supported throughout their time here;*
- Appreciate and fully engage in our activities that augment our core curriculum;*
and
- Have access to technology that enhances their learning opportunities.*

Teachers:

- Actively support students with their time, attention and obvious commitment;*
- Have the tools and resources necessary to do optimal work;*
- Are proud to work here and of their contribution to the school;*
- Are committed to continuing education and the use of best practices;*
- Look at our District as a long-term career commitment; and*
- Feel confident about the Board's decisions and plans.*

Our Administration and Board

- Commit to be knowledgeable about best practices*
- Establish, devote themselves to, and evaluate their priority goals on a regular basis; and*
- Work as a collaborative team to make decisions that always focus on what's best for students, teachers and our communities.*

Our communities:

- Are knowledgeable of and highly respect our commitment to excellence; and*
- Support our work in many ways – their time, funds, levy votes, ideas, and enthusiasm about our students and their activities.*

HANDBOOK PURPOSE

It is the purpose of this Faculty Handbook to direct certified staff in school operations and procedures, and to communicate minimal expectations for routine job performance. This document will be supplemented with more specific administrative and/or board direction on a day-to-day basis as district needs dictate. It is the information in this document, along with information in the Board Policies, the Collective Bargaining Agreement, the Student/Parent Handbook, and the day-to-day administrative direction that will provide the general and specific guidelines in the operations of the school and the school program. It will be the responsibility of the school administration to remain current on state/federal laws, rules and regulations and to keep the school staff appropriately informed.

At times, one responsibility assigned to a teacher may conflict with another assigned responsibility. Under such circumstances teachers are encouraged to exercise personal judgment and be guided by what is reasonable and prudent. If such a conflict in responsibilities should continue, the building principal should be consulted for direction.

This document is subject to change as district needs change. It will be reviewed prior to the beginning of each new school year. If members of the staff would like to have any aspect of the document reviewed and possibly changed, a suggestion should be submitted in writing to the principal or superintendent prior to May 1 of each year.

SCHOOL DAY

Jefferson High School operates a four-day week and an eight-period day.

PERIOD	TIME
1st	8:00-8:56
Enrichment	8:59-9:42
2nd	9:45-10:41
3rd	10:44-11:40
4th	11:43-12:39
Lunch	12:43-1:13
5th	1:13-2:09
6th	2:12-3:08
7th	3:11-4:07

Dismissal time is at 4:06 p.m. Buses will pick up students at the east end of the school building. Students are welcome to be in the building 10 minutes before school begins and 10 minutes after school concludes, unless meeting with a staff member regarding student business.

CURRICULUM

Regular Jefferson High School Requirements for Graduation:

1. Four Credits of English
2. Three Credits of Science
3. Three Credits of Mathematics
4. Three Credits of Social Studies
5. Two Credits of Health and Physical Education (1.5 PE, ½ health)
6. One Credit of fine arts
7. One Credit of Career & Vocational/Technical Education
8. One Half Credit of Personal Finance
9. One Half Credit of Introduction to Computers
10. Four Credits of Electives

A total of **22 credits**

Freshmen and sophomores are required by state law to take physical education. Exemptions may be made upon presentation of a doctor's certificate, explaining the type of ailment, which necessitates being excused. If a student who is unable to take PE during their freshmen or sophomore years and later becomes able to participate, they will be required to take it at that time.

Honors Diploma

26 CREDITS

- 4-English
- 4-Math
- 4-Science
- 3-Social Studies
- 1-PE
- 1-Health
- 1-Fine Art
- 1-CTE
- .5-Personal Finance
- .5-Intro to Computers
- 5-Electives
- Minimum of 3.5 GPA

Special recognition will be given at graduation.

GRADING GUIDELINES

The following averages must be achieved in order to earn the grade indicated. All classes will be graded using the scales below.

A	-	94-100
A-	-	90-93

B+	-	87-89
B	-	84-86
B-	-	80-83
C+	-	77-79
C	-	74-76
C-	-	70-73
D+	-	67-69
D	-	64-66
D-	-	60-63
F	-	Less than 60
I	-	Incomplete

Mark Description

1. An "A" student is careful, thorough, and prompt in preparation of all required work. He/She is quick and resourceful in using suggestions for extra study. He/She has enough interest to undertake original projects beyond assigned work. He/She uses time well. He/She does not guess. He/She shows leadership in class activities.
 2. A "B" student prepares assignments carefully. He/She is conscientious and dependable. He/she requires no urging to have work done on time. He/She shows interest. He/She responds readily when called upon. He/She has good study habits. He/She sometimes does more than routine assignments.
 3. A "C" student does good work but requires some direction from the teacher. He/She is usually dependable, has good intentions, though interest does not always seem keen. He/She is satisfied to do only minimum requirements though he sometimes responds to suggestions. He/She needs prompting by frequent suggestions.
 4. A "D" students does work of barely passing quality. He/She lacks effective study habits. He/She is easily diverted from any task. He/She lacks some sense of responsibility. He/She requires constant help and suggestions. He/She shows sufficient mastery to warrant the opinion that he will grow more through advancement than through repetition of the course.
 5. An "F" student fails to accomplish minimum essentials of the course. He/She needs to spend more time on the subject. He/She may lack the ability to succeed in certain subjects. His/Her study habits are usually poor and ineffective. Irregular attendance and defective physical conditions may be the cause of failure. He/She is frequently not interested enough in the subject to make up work missed. He/She sometimes loafs along the first part of the courses, then decides too late to get down to business.
 6. An "I" or incomplete means the student has not met all the requirements for a credit. The "I" may be removed or replaced by a regular grade, upon completion of the work, during the following quarter. Any incomplete not removed during the following quarter will automatically become an "F".
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HOMEWORK

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits. Homework should be meaningful and doable without encroaching on family time.

Teachers may give homework to students to aid in the students' educational development. Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes.

Homework may be assigned for one or more of the following purposes:

1. Practice: To help students to master specific skills which have been presented in class;
2. Preparation: To help students gain the maximum benefits from future lessons;
3. Extension: To provide students with opportunities to transfer specific skills or concepts to new situations; and
4. Creativity: to require students to integrate many skills and concepts in order to produce original responses.

CELL PHONES

Student cell phone use is permitted in the hallways during passing times and lunch, or times when class is not in session. Cell phone use is prohibited during scheduled class time unless directed by a teacher and is not permitted in bathrooms and locker rooms. Violation of this rule will result in confiscation of the phone, which will then be held in the front office. The student may retrieve the phone at the end of the class day of the first violation. However, the phone will only be released to a parent upon subsequent violations.

Employees should restrict the use of personal technology and social media for personal purposes to non-work times or hours. Any duty-free use must occur during times and in places that the use will not interfere with job duties or otherwise be disruptive to the school or working environment or its operation.

ACCIDENTS/INJURIES

STUDENTS: Accidents involving students are to be reported to the office and an accident report form (attached) is to be completed by the person responsible for the supervision of the student. A copy of the accident form should go to the principal as soon after the accident as possible.

STAFF: Any staff member who is injured in an employment-related incident shall notify the principal or supervisor as soon as possible and then see the business manager to complete a workman's compensation form.

ACTIVITY ASSIGNMENTS

Sponsors of classes and other school organizations are to assure that students are under sponsor or other responsible adult supervision at all times. Students are not to be allowed to meet or work in the school unless a responsible adult or supervisor is present. Students are not to use school supplies and equipment, except under supervision of the sponsor.

ASSEMBLIES

Teachers are to be in attendance of all school assemblies and assist with student supervision.

CARE OF ROOMS AND EQUIPMENT

Teachers are responsible for all equipment under their supervision. Students should be supervised closely enough that desks, and other equipment, or the school plant are not damaged. **Students must be instructed that they are not to be sitting on top of any desk or table, or to write on either at any time for any reason.**

Teachers have a responsibility to assist with the maintenance of a clean building. Monitor student behavior and do not allow students to abuse the building assets or to make unnecessary messes. Students should be required to clean up their work areas at the end of each class session. Teachers should keep their rooms orderly and conducive to cleaning.

CHILD ABUSE

Montana law requires that teachers report cases of suspected child abuse. Such a report may be made through the building principal or school counselor/school psychologist, or by direct referral to the appropriate county social service or family services office.

COMMUNICATIONS

The personal privacy of students, their parents, and members of our staff should be respected by all members of the school staff. Personal information should be communicated only on a need-to-know basis.

DRESS CODE:

It is expected that teachers will dress and groom themselves neatly, hygienically and appropriately. The physical appearance of the teacher contributes to the atmosphere of the school environment. More formal dress helps establish a more formal and serious atmosphere that contributes to students having greater respect for the teacher and the teacher's authority. In addition, students learn from teacher modeling as well as from teacher instruction. **Blue jeans or other less formal apparel will be considered as inappropriate dress for teachers unless they are worn on a day that is specifically designated for less formal dress, they are worn on a day when classes are not in session, or a teacher will be performing some work task as part of a scheduled activity that will require less formal dress.**

DUTY HOURS FOR TEACHERS

Teachers are contracted to be at school by 7:30 a.m. and may leave at 4:30 p.m. Those duty hours may be extended for faculty meetings, committee meetings, parent conferences, student conferences/assistance, or for other tasks related to the school program. Classroom

preparation and correcting student work may also require teacher time and attention outside the normal duty hours.

Responsibilities for extra-curricular student work and supervision will generally be outside the teacher's normal duty day. At noon, teachers will supervise student dismissal for lunch and be back at their classrooms to supervise the students' return from lunch. Otherwise, unless assigned a specific duty, the lunch break will be the teacher's personal time. A teacher without any specific duties may leave the school building during the lunch break. **Teachers will be allowed to leave the premises during their planning period if approved by the principal.**

In the morning, teachers are expected to be available to assist or communicate with students and/or parents. In the afternoon, teachers are expected to be in their classrooms for five minutes after the dismissal bell has sounded.

A teacher driving a school bus is not to interfere with teacher responsibilities and duties. If driving a school bus conflicts with teacher responsibilities and duties, teacher obligations must take first priority.

DUTY RESPONSIBILITIES

The lunch duty teacher should be prepared to supervise areas immediately upon release of students from classes. The teacher must supervise the students outside the building at the beginning of the lunch period. This is to monitor students' movement downtown and to ensure students do not access vehicles, drive, ride in, or give rides to other students without prior permission from the principal. Once students have left the area outside, the teacher may return to the cafeteria area to help monitor students. During the days that a teacher provides lunch supervision, lunch will be provided them free of charge. Specific extra-duty schedules and guidelines may be prepared and distributed by the principal at the beginning of the school year.

EMERGENCY DISASTER/FIRE DRILLS

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures in accordance with state law. Instruct the students in your room as to the best exit from the building (or alternate exit in the event the best exit is blocked). Students are to file out of the room in an orderly and rapid manner, leaving everything. Teachers are to close windows and doors, and take a class list (Form attached). Each teacher is to take roll and report to the official in charge the names and possible whereabouts of any students who are missing. Students should be instructed to report to the football field with their scheduled class. If the alarm is sounded at a time that classes are not being conducted, students are to report to the next scheduled class and instructor. Students may return to the building when the signal is given. The fire alarm or passing bells will not be used as a return signal. (See Policy 8301)

ERRANDS BY STUDENTS

Students are not to be sent on errands off the school grounds without special permission from the office.

FACULTY MEETINGS

Meetings with the faculty will be held at least once each month. If there is any issue a teacher would like to see included on the agenda for such meetings, a request must be submitted to the principal to include it. ALL teachers are expected to attend faculty meetings, unless specifically excused by the principal.

FACULTY ROOM

A faculty room will be available for all members of the school staff to work and/or relax.

Students are allowed in the faculty room only to make copies or for reasons relating to school business. Even under those circumstances, student presence in the faculty room should be brief. Conversation in the faculty room should be appropriate and not offensive to any member of the staff or demeaning of any member of the school, staff, student, parents, or community person. Everyone is to assist in keeping the faculty room clean and orderly.

FIELD TRIPS

Throughout the year teachers may use field trips as a teaching/learning experience. Because of cost and scheduling factors, the number of field trips allowed per class may be limited. In planning a field trip, the following procedures should be followed:

1. All trips must be approved by the principal before any planning is implemented. Notification to the district office should occur the previous year.
2. The teacher should personally make contacts and do the scheduling. Buses should be scheduled through the Activities Director. The availability of buses must be determined before the date and time is set.
3. A field trip should be part of a planned unit or work, the details of which should be carefully worked out before a visit by the students is made. Exceptions can be made at the discretion of the building principal.
4. Students must be very carefully supervised. Parents and other adults may be used as chaperones. The adult/student ratio should be very manageable (minimum of 1 adult for every 15 students). Every precaution should be taken to assure student safety.
5. If field trips involve travel out of town or any special risks, information regarding the field trip should be sent home in advance of the field trip. This advanced notice should be in a form that allows parents to sign indicating their understanding of the concern and their approval of their student's involvement.

FIRST AID

First aid supplies are available in the main high school office for minor injuries or illness. No medication is to be dispensed by school personnel without proper authorization. The front office should be notified of all illnesses.

GRADING

GUEST SPEAKERS

The building principal should be informed in advance of any guest speakers who might be invited to address students and also of the nature of the topic being addressed. All guests must report to the main office and receive a guest/visitor's pass (except military personnel in official uniform.)

HALLWAY AND RESTROOM SUPERVISION

Teachers will supervise students in the hallway as students report to classes in the morning, between classes during the day, and as students are dismissed after school. Teachers will periodically look in on students in the restrooms on an irregular schedule, but often enough so as to impress students with the fact that they are being supervised in these situations.

KEYS

Teachers are issued keys according to individual building practices. Keys are to be safeguarded and not loaned to students or non-school personnel unless specifically approved by the principal or superintendent. Teachers should not let students into the building or any area in the building unless they intend to supervise the students.

LEAVE/STAFF ABSENCE)

Absence from school is provided under different circumstances according to the Collective Bargaining Agreement and Board Policy. Requests for leave or notification that a leave was used must be in writing on an appropriate form. The teacher is required to submit a written request or notification in advance when possible; otherwise the teacher should communicate verbally with the school secretary or principal in advance and submit the appropriate form promptly upon returning to work after absence from school.

MAIL BOXES

In-school mailboxes are for the purpose of distributing mail and intra-school communications. Please observe proper mail etiquette and only retrieve items from the box assigned to you. It is the teacher's responsibility to check their mailbox regularly and read current communications.

OPEN HOUSES

Informational open houses are conducted twice a year (see annual calendar). All certified staff will attend and participate in the activities designed to provide information to parents, students, and community members about classes, activities, and/or school issues. These days are considered scheduled PIR days.

PERSONAL BUSINESS

Teachers are not to conduct personal business during teacher duty hours. Teachers without duty assignments may take care of personal business during their lunch break by phone or off the school premise. Teachers may make brief contacts during preparation time to schedule personal business, appointments, etc. that will be conducted outside the duty day.

PERSONNEL FILE

All teachers have their official personnel file located in the Superintendent's office. It is recommended that each teacher periodically review the file for accuracy and adherence to District Policy. Please contact the superintendent or the business manager to arrange a time for review.

DISCIPLINE

Guidelines for Student Conduct:

A student shall not:

- 1) Run, push, or "rough house" in the hallways, classrooms, lunchroom or school bus lines.
- 2) Display inappropriate table manners in the lunchroom.
- 3) Use profanity, force, noise, coercion, intimidation, or other disorderly conduct on school premises, going to and from school, while riding on any school transportation, or attending or participating in any school sponsored activity while within the jurisdiction, supervision or control of the school.
- 4) Prepare and/or present documents with forged signatures or initials of parents, teachers, other students or anyone else.
- 5) Cheat by copying assignments, using unauthorized crib sheets for tests, looking at someone else's test, plagiarizing, knowingly permitting someone else to copy, permitting another person to look at your test or any other dishonest means of avoiding or helping someone else avoid their responsibility.
 - 1st Offense: Office Referral and Zero on the Test.
 - 2nd Offense: Office Referral and Failure of the nine weeks.
 - 3rd Offense: Office Referral and Failure of the Semester.
- 6) Haze other students or assisting others in hazing.
- 7) Exhibit hostile physical or verbal action against another, including fighting, use of obscene, indecent, immoral or offensive language and/or gestures. All spectators of any physical confrontation will earn an Office Referral. Any student engaging in verbal encouragement of any physical violence will earn a suspension.
- 8) Defy the reasonable request or direction of school authority including failing to properly identify yourself.
- 9) Vandalize, damage, destroy or steal school property or the property of other individuals including school buses.
- 10) Possess or use weapons or dangerous instruments including but not limited to firearms, knives, clubs and explosives including fireworks.
Consequence: Police Referral; Recommendation for Expulsion
- 11) Falsely activate a fire alarm.
- 12) Violate school bus rules and regulations as posted on the bus. Damage to bus seats or other parts of the bus will result in suspension from school, suspension of bus privileges for two weeks and payment of necessary costs for fixing the damage.

Consumption of food and beverages will be allowed before school, at lunch and after school in the cafeteria and non-carpeted lobby areas only.

Note: Depending on the severity of the offense, the right to suspend a student exists at all times.

DISCIPLINE POLICY: Consequences for the above behaviors may include one or more of the following:

- 1) A warning.
- 2) Suspension from class for the remainder of the class period. Student will report to the main High School Office. The Student will be assigned to a Study Room for the remainder of the class period. Two consecutive days of assignment to the Study Room will result in an Office Referral.
- 3) Assignment to In-School-Suspension or After School Detention. All work will be counted towards grade. All assigned work must be completed before any work will be graded and must be completed during the in-school suspension time.
- 4) Expulsion from school is a consequence of severe and/or repeated violations. Expulsion requires a hearing before the Board of Trustees.

Other appropriate corrective disciplinary action such as fines for damage to books, notification of police for stealing or vandalism, payment of restitution for careless or deliberate damage, cleaning cafeteria for inappropriate behavior during lunchtime and other similar actions may be required.

The choice of a consequence for a specific action will take into account the seriousness of the offense, the attitude and age of the student, the pattern of conduct, the degree of cooperation of the student and any other relevant information.

Classroom Behavior:

Student behavior within the classroom must not interfere with the rights of other students to learn the lessons being taught, nor the teacher's right to teach. Violations will result in the student's removal from class for one class period, first incident all work will be counted towards grade, second incident ½ the work will be counted towards grade, all subsequent incidents will not be counted towards any grade. All work assigned must be completed before a student can earn entry back into class. If a violation is severe enough in nature or is repeated, the student may be removed from the class permanently with a failing grade assigned. Such removal will be at the discretion of the Principal.

Office Referral Policy:

Teachers, coaches, advisors, bus drivers and other adults acting in the capacity of supervision of students are responsible for handling routine disciplinary violations. If student's violations are severe or are repeated after parents have been notified, students may be referred to the principal. When students are sent to the office on referral they are to talk to an administrator before returning to any class. Failure to report to the administrator will result in additional discipline. ***The discipline policy will be followed in principal's office. All office referrals must be submitted through the student information system within the day of the referral.***

FUND RAISING: The Board acknowledges that the solicitations of funds from students, staff and citizens must be limited since students are a captive audience and since solicitation can disrupt the program of the schools. Solicitation and collection of money by students for any purpose, including the collection of money by students in exchange for tickets, papers, magazine subscriptions, or for any other goods or services for the benefit of an approved school organization, may be permitted by the Superintendent providing that the instructional program is not adversely affected. Before classes and organizations may have fund raising activities, they must get approval by the following people in the order given:

1. Organization sponsor
2. Student Council
3. Principal

Forms for getting this approval are available in the office.

CHAPERONES

1. All functions must have a teacher and/or parent sponsor present at all times.
 - a. This includes preparation for any activity such as dances, pasty sales, and parades.
 - b. This also applies for school-approved functions not held on school property.
2. Chaperone/Sponsor is to make arrangements for Facility Use.

Limitations

1. All bands/DJs/performers must be approved by faculty sponsors and principal for school dances.
2. School dress code prevails for all dances, except for special dances.
3. All float entries must be approved by office.
4. Student Council must set limits on amount of money to be spent on floats.

USE OF SCHOOL BUILDING

1. After hours - must secure permission from principal for use.
2. Must have at the minimum of 1 chaperone per every 15 students up to 5 adult chaperones.
A staff member must be a part of any chaperone team.
3. Must clean up area used. Unclean area will result in a \$30.00/hr. cleaning fee to the group.

VISITORS

Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted only with advanced approval of the

Superintendent/Principal and teacher and are limited as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

JEFFERSON HIGH SCHOOL ACCEPTABLE USE POLICY FOR COMPUTER AND INTERNET USE

Jefferson High School District #1 offers students and staff access to the Internet. This Internet access is in accordance with the Jefferson High School Mission Statement. Those parts pertaining to acceptable Internet usage include: "It is the mission and purpose of all persons associated with Jefferson High School to promote the highest quality educational experience for the students of the district, . . . promote respect for authority, peers, other persons, and property, . . . promote high moral standards, good decision making, a strong work ethic, and promote communication. . . ."

The Internet provides a wealth of information for the research and inquiry. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the fact that users may come across material, which is inappropriate in the educational setting. Jefferson High School has limited control over the information accessed through the Internet. Therefore, Jefferson High School cannot be held solely responsible for the Internet's content.

Internet access presents an excellent opportunity for parents to have a discussion with their child about family values and what their expectations are for their child's activities while on the Internet. Parents have the opportunity and bear the responsibility of conveying their values to their children.

No user shall have access to the network without having a signed individual user release form on file with the District. Students under 18 years of age must also have the signed approval of a parent/guardian.

Network storage areas, computer hard drives, and data disks may be treated like school lockers. Network managers may review files and communications to maintain system integrity and insure that users are using the system properly. Users should not expect that files stored on District servers will ever be private.

Terms and Conditions of Internet Access and Use

1. PRIVILEGES

Since Internet access is a privilege, not a right, users have the responsibility to utilize the Internet in an appropriate manner.

Students are responsible for the good behavior on school computer networks just as they are in a classroom or during school activities. Communications on the network are often public in nature. General school rules for behavior and communications apply.

2. APPROPRIATE USE

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of Jefferson High School District #1. To ensure that

Internet use is appropriate to the educational setting, guidelines have been established for network users.

Individuals using the Internet have the responsibility to make themselves aware of these guidelines and to follow them at all times.

- Internet use at Jefferson High School is in support of legitimate educational and curricular pursuits
- Disks used outside of school must be checked for viruses by teacher/librarian before being allowed to use the disk on school computers.
- Users are prohibited from accessing, transmitting, or downloading pornographic, obscene, or threatening materials; materials, the primary purpose of which, is to incite violence or advocate harm to people; as well as inflammatory or "hate mail."
- Users are not allowed to violate copyright, transmit material protected by trade secrets, or engage in any commercial, for profit activities.
- Illegal activities of any kind are strictly forbidden.
- When material inappropriate to the school environment is accessed in the context of legitimate academic research, students and adult users have the responsibility to inform a librarian and/or the supervising teacher.

3. NETWORK ETIQUETTE

Each Internet researcher is expected to abide by the generally accepted rules of user etiquette, commonly termed "netiquette." These rules include but are not limited to the following:

- Users are not allowed to send, or encourage others to send, abusive, vulgar or harassing messages.
- Individuals using the school sponsored Internet access are representatives of Jefferson High School District #1. As members of the school community, users are expected to be polite and to adhere to all school policies and procedures.
- Individuals will not give out personal names, addresses, and phone numbers or credit card information pertaining to themselves or any other person.

If a site is particularly valuable and a patron would like it bookmarked for future reference, a teacher/librarian should be consulted.

4. COMMUNICATIONS ISSUES

- E-mail will be taught and used in the context of collaborative class projects only. Students with personal accounts are to access those accounts from other sites. Students involved with independent research who need e-mail access may contact the network manager for special arrangements. District employees with e-mail accounts may use the school facilities to access those accounts provided that such use does not interfere with research priorities.
- Under the present Internet services, students will not be allowed to subscribe to listservs and news groups. Students with personal accounts are not to access listservs

and news groups or post messages to those groups while on the school's computers. Students involved with independent research needs may contact the network manager for special arrangements. District employees who wish to subscribe to listservs or news groups should discuss it with the network manager, in order that such use does not conflict with the needs of other patrons.

5. MISUSE OF INTERNET RESOURCES

Any use of the Districts Acceptable Use Policy constitutes misuse and will be subject to penalization. Examples of misuse include but are not limited to:

- Disrupting the operation of the system for other patrons.
- Destroying, modifying, or abusing in any way the system components, including hardware, software, and property of the facility.
- The tampering with or altering of security codes or passwords.
- Hacking, altering, dismantling, or disfiguring any field data; includes without limitation, students' data, district, school, or staff files.
- Downloading information or messages without authority.
- Introducing viruses to the network.
- Introducing foreign software to the network.
- Support or oppose political candidates, groups, or ballot measures.
- Use of the system for charitable purposes, which have not been, approved in advance by the superintendent or designee.
- Use of the system for non-district commercial purposes or solicitations.
- The unauthorized installation, use, storage, or distribution of copyrighted software and/or materials on District computers.

Penalties for Misuse

1. Misuse may result in a loss of access.
2. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
3. Any misuse of the system, which results in employing technical support and/or replacing software or hardware, may require compensation for damages.
4. When applicable, law enforcement agencies may be involved.
5. Misuse or abuse may result in suspension and/or expulsion from school.
6. If a parent or student feels they have been discriminated against or mistreated in educational opportunities or in any other types of situations they are encouraged to appeal the decision by filing a grievance. This is to be done first by discussing the situation with the person who made the decision then if not resolved to proceed to higher levels in the following order:
 - A. Teacher/Staff member
 - B. Building Principal
 - C. Superintendent
 - D. Board of Trustees
 - E. Superintendent of Jefferson County Schools

At level D the issue should be brought to the attention of the Chairman for the Board of Trustees. The Board Chairman will put the issue on the agenda for the next regularly scheduled meeting.

Reliability

Jefferson High School makes no warranties of any kind, whether expressed or implied, for the services it is providing. Jefferson High School specifically denies any responsibility for the accuracy or the quality of information obtained through its on-line services.

This policy and its provisions are subject to revision as deemed necessary by the Jefferson High School staff, administration, and board of trustees.

AUTO INSURANCE (USING PERSONAL AUTOS ON SCHOOL BUSINESS)

It is very important that all employees who volunteer the use of their auto in the service of Jefferson High School understand the District's auto insurance coverage. The District policy provides liability insurance to protect the District should your personal policy carry inadequate limits to indemnify the district against a legal judgment. Should you have an accident in which you are at fault while driving your own vehicle, your insurance policy will be the first to respond to a liability claim against either you or the District. Should you have an accident in which your auto is damaged, either the driver of the other vehicle causing the damage is liable for your property loss, or if you caused your own damage, your personal policy must cover that loss. If you volunteer to driver your vehicle on school business or activity, the District's insurance policy does not provide physical damage coverage on autos owned by employees. The relationship between personal auto insurance policies and the District's insurance policy, determining which policy must respond to a liability or property claim, is not dictated by the District. Common insurance policy provisions dictate that relationship. If you have any questions, contact the District Clerk for clarification.

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