

JACKSON HOLE HIGH SCHOOL

Name _____

Phone _____ Grade _____

Office

Main732-3700
Attendance Desk732-3718

Administrative Staff

Principal 732-3706
Assistant Principal732-3703
Activities Director 732-3705

Counseling Office

Registrar/Counseling Secretary..... 732-3709

Nurse..... 732-3716

Library/Media Services 732-3745

Daily Bell Schedule

Period 1	7:35 – 8:25
Period 2	8:30 - 9:20
Break	9:20 – 9:30
Period 3	9:30 - 10:20
Period 4	10:25- 11:15
LUNCH (11 th /12 th)	11:15- 12:05
LUNCH – 9 th grade	11:15- 11:35
Freshmen advisory	11:40- 12:00
Sophomore homeroom	11:20 - 11:35
LUNCH-10 th grade	11:35- 12:00
Period 5	12:05- 12:55
Period 6	1:00 – 1:50
Period 7	1:55 – 2:45

ACADEMICS

Graduation Requirements

To graduate from JHHS each student must earn 23.5 credits and demonstrate proficiency in five of the nine content areas.

In accordance with the state of Wyoming, students earn one of three transcript endorsements based on proficiency levels. Each student's transcript is evaluated for a proficiency level at the end of his/her junior year.

Graduation Requirements

- 4 – Language Arts
- 3 – Math
- 3 – Social Studies
- 3 – Science
- 1 – PE (Req. 9th)
- ½ - Reading (Req. 10th)
- ½ - Health (10th)
- 1 – Vocation Education
- 1 – Humanities **
- 6.5 – Electives

23.5 ** Humanities include: Music, Art, Foreign Language, and Drama.

Early Graduation

Please meet with the senior counselor, by May 15th of junior year and complete an Early Graduation Prescreening Form. This form will be reviewed by the administration and a decision determined by June 1st.

Foreign Exchange Opportunity

We strongly advise any student considering a foreign exchange opportunity to use his/her junior year as the year of travel. We do not recommend any student contemplate using their senior year for a foreign exchange experience.

Registration

Courses are selected in the spring. JHHS strives to create a balanced schedule in order to maintain class sizes which best promote learning. A student **may only change** his/her schedule if **one** or more of the following conditions exists:

- student previously took the class
- school made an error in the student's schedule
- student does not meet the prerequisite of the class
- the class does not meet his/her graduation requirements

A student who does not meet the stated criteria may submit a ***Request to Change Schedule*** form to the guidance department, within the first five days of the semester which will be reviewed with administration.

Student Withdrawal or Transfer

The parent and/or legal guardian of any student withdrawing or transferring must initiate the checkout procedure. **Parent and/or legal guardian must notify the office and go through his/her student's counselor.**

Report Cards

Report cards are distributed twice yearly, once in January and once at the end of the school year.

Semester grades will be earned in January and at the end of the school year.

Pass/Fail Options

Beginning at the end of 2nd semester of a student's junior year, a student may elect a one credit option to take a pass/fail instead of a letter grade. A student must first meet with a counselor to discuss the implications of this grading option. A student then completes a pass/fail form, with the counselor. This form must be submitted within one day of receiving a final grade in a course.

Failed Coursework

If a student fails a course and chooses to repeat it, both grades will appear on the transcript and computed in the GPA.

PowerSchool

TCSD#1 uses PowerSchool, a web-based student information system. When teachers enter grades and attendance information for their class, that same data is available to parents and students. Please send an email to: powerschool@teton1.k12.wy.us, if you do not have a personal log-in code.

You are encouraged to e-mail teachers directly for questions about grades, assignments, etc. PowerSchool is online: <http://sms.teton1.k12.wy.us/pub>

Advisories

Freshman and sophomores will participate in a daily, small advisory group facilitated by a faculty member. Academic excellence and success is the cornerstone of this program.

Counseling Services

The counselors provide educational, vocational, and personal counseling. Students are encouraged to visit the counselors often to take full advantage of the services provided.

Testing Services

Testing, including, AP, SAT, PSAT, ACT, and others are administered through the Counseling Office. Please call 732-3709 for more information.

Hathaway Scholarships

Beginning with the class of 2010, students must complete a Hathaway Success Curriculum to qualify to receive Hathaway scholarships. Additionally, juniors are required to take the ACT in order to qualify for Wyoming scholarships. This test is paid for by the State of Wyoming and given for free, once during the school year. See the Counseling office or visit www.uwyo.edu/hathaway or further information on the Hathaway Scholarship and its Success Curriculum.

School-to-Careers Internships

The JHHS School-to-Careers Program is designed to give juniors and seniors the opportunity for career exploration. Please contact the School-to-Careers Director at 732-3711 for additional information. A student must have completed a Career and Vocational class as a prerequisite to an internship.

Alternative Course Delivery

Independent study via distance learning (ISVDL) will be accepted for **elective** credit only upon application and approval **PRIOR** to beginning course work. The approval will be based on the following requirements:

- The course must be offered by an accredited institution whose standards align with the **Wyoming Department of Education**
- No extra curricular activity will be accepted for credit.
- Grades earned in such courses are computed into the GPA and become part of the students' permanent record.
- All ISVDL financial obligations are the responsibility of the student/family
- Classes taken through ISVDL will be designated as "Independent Study" on JHHS transcripts.
- If the ISVDL is an AP course the student must take the AP test in May.
- Seniors need to know that AP exam results are not available until July, and that transcripts will not be changed until test results are received by JHHS
- Generally, ISVDL courses are to be completed in the same time frame as any course at JHHS (extenuating circumstances may be considered)

JHHS/Summit High School (SHS) Course Coordination

Students interested in attending SHS may transfer only at semester. A student must first obtaining approval from the principals at both schools. Parental permission is also required.

Students expecting to graduate from JHHS and also attend SHS are required to take the final credit in each of the four core areas at JHHS unless they acquire approval from the principals.

Students attending SHS may enroll in JHHS classes, and vice versa as deemed appropriate by both schools' principals.

ACTIVITIES

JHHS offers 28 different athletic and fine arts programs, sanctioned by the WHSAA in which students are encouraged to participate.

Eligibility and Code of Conduct

Eligibility and Code of Conduct rules for all activities are available through the Activities office. Absences from practice or contests must be prearranged with a coach/advisor.

Activity Fee

Students participating in WHSAA sanctioned activities pay a one time, yearly participation fee of \$50.00. Families pay a maximum yearly fee of \$100.00.

Activities Offered at JHHS

Fall

Cheerleading (Coed)	Golf
Girls X- Country Track	Tennis
Boys X- Country Track	Volleyball
Football	Girls Swimming

Spring

Boys Soccer	Girls Soccer
Track & Field	

Winter

Alpine Skiing
Boys Basketball
Girls Basketball
Nordic Skiing
Wrestling

Fine Arts

Choral Art
Band Drama
Speech/Debate
Orchestra
Music

Student Council

The student body, through elections, selects Student Council officers. Student Council coordinates many all-school activities and events.

Dances

Tickets to dances will be presold prior to the dance. No tickets will be sold at the door. Doors will close for every dance one and one half hours after the start of the dance. Once a student leaves the building during the dance they will not be permitted back in.

Dance Guest Pass

Dance guest pass forms may be picked up in the main office prior to the dance. This pass must be filled out and signed before a ticket may be purchased for the guest. The age limit on the dance guest pass is nineteen years old or younger. The administration reserves the right to deny a request for a guest pass.

SERVICES

Building Hours

The doors open at 7:00 a.m. Students should not be in the building without supervision before 7:00 a.m., or after 4:00 p.m.

Prior to 7:30 a.m., students will be allowed in the rotunda and commons area. Students planning to meet with a staff member should obtain a pass the day before.

Lunch

- ◆ No backpacks are allowed in the serving area.
- ◆ As weather permits students may eat on the patio and grass area outside to the south of the cafeteria.
- ◆ **Seniors and Juniors** earn the privilege to leave the campus at lunch.

- ◆ **Freshmen and Sophomores** are to remain on campus during lunch.

Nurse

All injuries should be reported to your teacher first, then to the office. Students will be sent home only if a parent/guardian has been notified first.

The school will not furnish any medication except topical first-aid preparations. If a student requires medication during school hours, a medication form must be filled out and signed by the parent and/or legal guardian.

If a medication is prescription or herbal, a written doctor's orders must be included.

All medications must be in their original pharmacy or manufacturer's container with the student's name on it. Students with asthma who have inhalers may carry their inhaler with a signed form on file.

No latex products such as balloons and gloves are allowed in the school building due to serious allergies by students, staff and visitors.

Immunizations

All students, K-12, are required by Wyoming State Law to have a completed Immunization Record on file. This record must be presented within 30 days after enrollment.

Insurance

Accident and dental insurance forms are available to all students in the front office.

Announcements

Announcements are made over the intercom and are posted weekly in the Student Bronc News across from the main office.

Library Media Center

The Media Center is open before and after school to assist students.

- Software: MS Office Suite, Publisher, Noodletools, Inspiration, Macromedia, Studio 9 Filmmaking.
- Services: Project materials, lamination, transparencies, photocopy, binding, color & poster printing, cut-out letters, recreational reading center, and 45 Internet-ready computers.

Academic Integrity Policy

Teton County School District #1 strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. Students are expected to take responsibility for their learning and experience the pride that accompanies academic achievement. Actions constituting violations of academic integrity include, but are not limited to:

- Plagiarism: Use of another's words, ideas, data, or product without appropriate acknowledgement.
- Cheating: Use or attempted use of unauthorized materials, information, or study aids.
- Fabrication/Fraud: Intentional misrepresentation or invention of any information.

- Collusion/Unauthorized Collaboration: Assisting another to commit an act of academic dishonesty.
- Technology/Computer Network Misconduct:
 1. Damage or threat
 2. Use of network account
 3. Inappropriate access of information
 4. Inappropriate use of email
 5. Unauthorized downloading of files

Computer Network and Internet Use Policy

Teton County School District's computer network is provided for the purpose of facilitating learning and accessing information. Access is provided for all JHHS students who agree to follow the rules and regulations of the district's network and internet use policy.

Individual users are responsible for their behavior and communications over the district network. Consequences for misuse of computers and the network will be assigned as outlined in the policy.

Parents may elect to limit their student's access to the network by completing a form available in the JHHS office.

Lockers

Lockers are the property of TCSD #1 and the following rules pertain to them:

- ◆ Lockers are checked out on the first day of school.
- ◆ Random inspections can be made at any time without notice.
- ◆ Fines will be assessed for damage done or cleaning required.

Canine Searches

Unannounced canine searches may be conducted at any time by the school district administration.

Telephones & Messages

- ◆ The telephones in the school offices are for emergency use only
- ◆ Messages will be accepted from a parent/guardian.

Visitor Policy

- ◆ **ALL** visitors to the building must check in at the main office.
- ◆ Visitors will be required to sign in and wear the visitor's pass so it is visible.
- ◆ Students from other schools are not permitted to shadow JHHS students.

Bus Transportation

- ◆ Transportation by bus is provided by TCSD #1.
- ◆ Students must register to ride a bus.
- ◆ All school rules apply when riding the busses.

Family Educational Rights and Privacy Act (FERPA)

This federal law requires that TCSD #1, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information. See your guidance counselor for more information.

Military Recruitments

Military recruiters and post-secondary educational institutions may legally access student names, addresses and telephone numbers without prior parental consent. Parents not wanting military recruiters and/or post-secondary educational institutions to access such information must request that the school district withhold the information. Forms are available in the counseling office.

STUDENT EXPECTATIONS

Leaving School during the day

- Student needs a note or phone call from a parent/guardian.
- All students must check out at the attendance desk and obtain a pass to leave.
- Upon returning to school, present pass back to attendance desk for check-in.
- Failure to do any of the above could result in a truancy.
- **Excused Absences:** In the event your child is not at school, please use the following procedure:
- Parents are to come in, send a note or call the office at **732-3718**

Freshman and Sophomore Lunch

Our freshman and sophomore advisories are designed to promote academic achievement and are part of our overall academic curriculum. We believe strongly in the benefits of students being actively engaged in this program.

Any parent excusing their freshman or sophomore student from advisory and/or lunch will be required to come to the office to pick up and sign their student. Phone calls and notes will not be permitted to release a student.

Student Parking Lot

- With the exception of lunch, students may not be in the parking lot during school hours, including snack break, without an office pass.

Pre-Arranged Absences

JHHS defines the reasons for Pre-Arranged absences as the following:

- Religious holidays
- Medical appointments
- Dental appointments
- Work emergency
- Family vacations

Students are responsible for all work missed while gone from school. Students should contact all their teachers prior to leaving school and turn in missed work on return.

Truancy

A student is considered truant if:

- He/she is absent without school and/or parental permission.
- He/she is not in attendance in each class.

Consequences for truancy:

- Make-up work will be treated as late work and will receive only partial credit.
- Test and quiz make-ups will be at the discretion of the teacher.

- Further violations will result in more severe disciplinary actions.

Tardies

Every student is expected in class when the tardy bell rings. Each student receives eight tardies before consequences are assigned. After these tardies, disciplinary action will take place.

If a student returns from a medical appointment with a note from the medical office, the tardy will be excused.

Public Displays of Affection

Please limit your display of affection for each other to holding hands while in the building or on the grounds.

Student Drivers

- Student parking is a privilege. Students may have their parking privileges suspended or revoked by an administrator for failing to follow school rules.
- Handicap parking requires a state issued parking permit
- Student use the **WEST** lot.
- Vandalism is reported to police.
- No parking on ramps in front of doors.
- No parking/driving on grass.

Dress Code

Students are expected to be dressed in a manner appropriate for a public school environment.

- ◆ No obscene/suggestive statements/designs.
- ◆ Dress must not be immodest. Students may not wear clothing that shows their underwear (bra straps, boxers, or exposed midriffs).
- ◆ Shoes are to be worn at all times in the building.
- ◆ No sunglasses are to be worn in the building.
- ◆ Attire that depicts tobacco products, alcohol products, controlled substances, or profanity will not be allowed.

Cell Phones

Cell phones will be set to silent/off while in classrooms. No student will answer a cell phone during class.

Personal Listening Devices

If a student chooses to bring any electronic device (Ipod, MP3, and/ or CD/DVD, etc) to school, the school takes no responsibility for the loss and/or damage to these electronic devices.

Hall Passes

Any student not in a classroom must have a pass.

Overdue/Lost/Damaged Books

Students are responsible for the replacement cost of all JHHS materials on loan, lost, or damaged.

Students will complete a check-out sheet at the end of the year to account for all books and fines

Harassment

TCSD#1 neither condones nor tolerates harassment of any kind, bullying and/or discrimination.

- Any employee or student who engages in harassment or discrimination of employees/students will be subject to disciplinary action

Suspension from School

In certain situations of student conduct, an administrator or his representative may suspend the student. If suspended, the student shall:

- Remain off school grounds for the length of the suspension.
- May not participate in school activities.
- May not attend school events.

Expulsion from School

For serious offenses, a student may be expelled per district policy.

Drugs / Alcohol

TCSD#1 Board of Education believes that the use of drugs/alcohol is detrimental to the physical, emotional, intellectual and social development of individuals and is **unacceptable** in the school community.

First Offense for use or possession of drugs/alcohol:

- Parent/Administrative Contact.
- Police notified.
- Ten (10) day suspension.

Seven (7) days may be waived if the following are completed:

- Completion of chemical assessment at student/parent expense.
- If the assessment recommends treatment, then proof from a state approved agency must be provided to re-enter school. Failure to complete treatment and provide proof of completion will result in **revocation of suspension waiver**.
- Written consent from parents for the assessment provider to release information to the building administrator.
- Parent/Administrative meeting prior to re-admittance to school.
- Further violations will result in more severe disciplinary actions.

Tobacco

TCSD#1 policy states the following regarding the use, possession, or distribution of tobacco.

First Offense

- Administrative/Parent contact.
- Consequences as assigned
- Further violations will result in more severe disciplinary actions.

Weapons

TCSD#1 policy states that carrying, bringing, using, or possessing a dangerous weapon is a serious offense for which expulsion may be mandatory. "Dangerous weapons" may include guns, knives, or any other weapon, device, instrument, or substance, used or intended to be used to inflict death or serious bodily injury.

Research at Jackson Hole High School

JHHS encourages authentic student research in many subject areas. Successful student research includes consulting credible resources and publishing a Works Consulted.

Appropriate resources for JHHS research include:

- Books • Reference materials • Databases • Magazine articles (on or off line) • Reliable websites

The basic difference between a Database, Website and Search Engine

Database

A published collection of information maintained by a respected company. This is a paid service that requires a password to enter. Databases are found on the “invisible web”.

Databases Provided by JHHS

- Access Bridges
- Culturegrams
- Facts on File
- LitFinder
- Journey Back in Time
- JStor
- New York Times
- Historical Newspapers (ProQuest)
- Opposing Viewpoints
- Gale Science Resource Center

Wyoming Library Databases

- CQ Researcher
- EBSCO
- eLibrary
- Literature Resource Center
- MEDLINEplus
- NovelList
- SIRS Researcher
- WilsonWeb

Website

Any free location on the World Wide Web that you can navigate to.

Website address endings include:
.com, .org, .net, .gov

The ability to use websites for research is a sophisticated and complex skill. Students are encouraged to use databases where the quality of the information is guaranteed.

Search Engines

Search Engines are programs that suggest a list of websites in response to keywords.

Examples of search engines are:
Google, Alta Vista, Vivisimo

Attention: Google is not a resource

Web Browsers include:

- Internet Explorer
- FireFox

Citing Your Sources

All JHHS projects that use information resources must provide source citation.

There are a variety of forms for bibliographical material. Individual teachers will require MLA or APA source citation style. Bibliographies, whether MLA or APA, contains the same content:

- Who wrote the material —the name of the author or authors (last name first).
- What is the title —articles or chapters are indicated by quotation marks; books are italicized or underlined
- Where does it come from —who published it, where and when, and which pages did you use, or in the case of internet databases—what path will take the reader to the source.

Students should record their bibliographic information as they find valuable resources. Exact styling of all information can be found in any number of guides.

JHHS provides free accounts to **NoodleTools**,
an online citation generator.

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Suggested citation guides available at JHHS Media Center:

MLA Handbook for Writers of Research Papers

Bud's Easy Research Paper Computer Manual

<http://owl.english.purdue.edu/owl/> (Free website publishing APA and MLA citation styles)

John Doe

Mr. Teacher's Name

Class Name

Date (1 September 2007 or September 1, 2007)

Some MLA Rules About Style

Always use Times New Roman or Courier as your font and 10 or 12 point pitch. Double-space your paper. Set your margins to 1 inch on all sides and indent the first line of each paragraph one-half inch (five spaces) from the left margin. Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin. The header should include your last name on each page. Don't underline the title of your paper, put it in bold type, add quotation marks, or increase its pitch.

Use either italics or underlining throughout your paper for the titles of longer works. When you use material in your paper you obtained from a source you identify it with an internal citation: the author's last name and the page number on which that material can be found (Smith 3). It does not have to be a direct quote to be cited. "All material must be cited whether directly quoted or not" (Jones 2). If you don't know the author of a source then you use a shortened form of the title (*Essays on Research* 245).

MLA rules on style are meant to protect you from charges of plagiarism and make your work easy to read and to evaluate. Good sources for further information are the *MLA Handbook for Writers of Research Papers*, 6th Edition, and *The Owl at Purdue Writing and Style Guide* (On Line), both of which were consulted for this page.