

# ***Student/Parent Handbook 2007-2008***



**9955 Yarrow Street  
Broomfield, CO 80021**

Main Office: 720-887-1992  
Fax Number: 720-887-2435

24-Hour Attendance Line: 720-887-1992, press 1  
Athletic Updates: 720-887-1992, press 2  
Hours of operation  
7:30am – 3:45pm

[www.jajags.com](http://www.jajags.com)

## **ADMINISTRATION**

Mrs. Tammy Stringari, Principal  
Mr. Brian Spinnato, Assistant Principal  
Mr. Michael Wilson, Dean of Students  
Mr. Ryan Stadler, Athletic Director

## **COUNSELING**

Mrs. MaryBeth Mellott  
Mr. Jason Arneson

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# INTRODUCTION

Welcome to the 2007-2008 school year at Jefferson Academy Secondary School, a public school chartered by the Jefferson County R-1 School District. JA began in 1994 when a group of parents filed a charter application with the Jefferson County R-1 School District. After a successful appeal to the State Board of Education and ultimate approval by the Jefferson County Board of Education, JA opened in August of 1994. The school began as an elementary school and then added a junior high in 1996 and a senior high in 1999. The first graduation from JAHS was on June 1, 2002.

JA is authorized under the Charter Schools Act (C.R.S. 22-30.5 et seq.), a law passed in 1993 by the state legislature. A public charter school operates via a contract, or charter, with the local Board of Education. The charter stipulates authority and responsibilities given to the charter school's governing board. Charter schools operate with autonomy while being held accountable for results. Periodically, typically during a renewal period, charter schools undergo an external evaluation. Additionally, charter schools are ultimately responsible to their consumers; the parents and students who choose to attend.

Public charter schools are mission-led schools with a specific emphasis. JA uses the Core Knowledge curriculum in grades kindergarten through eight. The senior high uses a complementary educational program, which is a coordinated humanities model. The entire school focuses on a rigorous academic program in a disciplined environment.

## **Vision Statement**

Jefferson Academy envisions a community of parents, teachers, students and educational and business leaders working together to create a learning environment that engenders academic achievement, growth of character and the love of learning, resulting in responsible, productive citizens.

## **Mission Statement**

The mission of Jefferson Academy is to help students attain their highest academic and character potential through an academically rigorous, content-rich educational program.

## **School Governance**

The school is governed by a Board of Directors (Board) elected at an annual meeting of the membership. Board members have staggered terms so that every year approximately two board seats are up for election. Parents of students attending JA are members of the non-profit corporation, also known as Jefferson Academy. Seven parents serve on the Board.

## **Board of Director Meetings**

Board meetings are held every month on the third Tuesday. Meetings are at 7:00 p.m. Parents are encouraged to attend at least one Board meeting each year. Notice of meetings and agendas are posted prior to all Board meetings.

## **Board Committees**

The Board has several standing subcommittees that meet throughout the year. Those committees include, but are not limited to,

The Staff Review committee

The Neighborhood committee

The Facility Planning committee

The Marketing Committee

If you are interested in serving on a committee, please contact a Board Member.

## **Governing Documents**

The Board is given direction through the vision and mission statements and the strategic plan. The strategic plan is the primary document the Board uses to give further definition to the vision and mission statements. It is reviewed and revised annually, and reflects the short- and long-term goals of the school. Additionally, the Board implements the vision through establishment of policies and procedures for the administration, staff and students. All corporate documents (e.g. by-laws, articles of incorporation, policies) are in the elementary office and are available for public review.

## **ADMINISTRATION**

The Principal of the Junior/Senior High School is Mrs. Tammy Stringari. Mrs. Stringari received her B.A. in Molecular Biology and M.A. in Curriculum and Instruction from the University of Colorado at Boulder. Ms. Stringari has completed the State of Colorado Principal Licensure Program.

The Assistant Principal of the Junior/Senior High School is Mr. Brian Spinnato. Mr. Spinnato received B.S. in History and Anthropology from Metro State University. He received his first Master's degree in Curriculum and Instruction and his second Master's degree in Administration, both from the University of Phoenix.

The Dean of Students at the Junior/Senior High School is Mr. Michael Wilson. Mr. Wilson received his B.A. in Secondary Education and Social Sciences from Colorado Christian University. Mr. Wilson began and was the Administrator for a private residential school for at-risk teenagers before coming to JA.

The Athletic Director is Mr. Ryan Stadler. Mr. Stadler received his B.A. from Baker University in Kansas in 1998 and earned his M.A. in Education, Administration and Supervision in 2005. This will be Mr. Stadler's second year as our Athletic Director. In addition to his duties as Athletic Director, Mr. Stadler also teaches technology in the Jefferson Academy Elementary School.

## **ACADEMIC INFORMATION**

### **Academic Program**

#### **Junior High School Instructional Goals**

The Instructional goals for the Junior High School builds upon the elementary objectives involving Academics, Physical Education, Artistic Expression and Character and begins to incorporate the Senior High Instructional goals as outlined below.

#### **Junior High Honor Roll**

The Junior High Honor Roll is as follows: Students with a GPA of are on the Platinum Honor Roll. The Gold Honor Roll is for students who earn a semester GPA of 3.5-3.99. The Silver Honor Roll is for students who earn a semester GPA of 3.0-3.49.

#### **Junior High Academic Awards**

The Junior High Academic Awards will take place at a special ceremony, which will include recognition of students for special achievement in a variety of academic areas and events.

### **Junior High Modified Block Scheduling**

The Administration fulfills the mission and vision for JAJH by implementing a modified block schedule that takes into consideration and accommodates the fulfillment of continuation requirements and meets specific student needs.

### **Junior High Grading Scale**

The grading scale is as follows:

A (90-100)	Exceptional Achievement
B (80-89)	Above Average Achievement
C (70-79)	Average Achievement
D (60-69)	Below Average Achievement
F (Below 60)	Unsatisfactory Achievement

### **Report Cards for Junior High**

Jefferson Academy Junior High is on a term/semester system. Therefore, there are two separate grading periods. After the first nine weeks of each term, there are required parent/teacher conferences. Both parents are expected at these conferences if at all possible. At the end of the first and second term grading periods, report cards will be mailed home.

### **Junior High Finals Testing**

Finals will take place at the end of each term/semester.

### **Junior High Retention and Promotion**

The Jefferson Academy administration and faculty will decide promotion and retention of students. Promotion will be viewed and determined on two levels: academic performance and emotional and social readiness.

Students who show decided and documented deficiencies in both academic and social areas will be considered for retention. Retention decisions will be based upon:

1. Teacher documented anecdotal information.
2. Parent anecdotal information.
3. Development and achievement test scores.
4. If the administration is considering retention of a student, parents will be informed as soon as possible. In any case, this recommendation or consideration should come no later than the third quarter. JA reserves the right to determine final placement of any student. Students who maintain academic work consistent with their talents and age level will be promoted so long as their social and emotional behavior patterns are in norm with others of that class or grade level.

### **National Junior Honor Society**

JAJH students are eligible to apply for admission into the National Junior Honor Society based upon acceptance of a student's application to the group. For specifics regarding the qualifications, see the guidance counselor. NJHS members provide service to the community and pride themselves in exemplary behavior in and out of school. NJHS promotes high scholastic achievement and members serve as role models for the entire JA community.

### **High School Instructional Goals**

Building upon the solid foundation of the Core Knowledge Sequence, the High School program continues the content-rich, academically aggressive approach to education, with an intention to "prepare students for the rigors of college." At the center of this curriculum is an approach to liberal arts education called the "Coordinated Humanities" in which the faculty correlate and attempt to integrate a student's studies in history and geography, the English language and literature.

### **High School Block Scheduling**

The administration fulfills the mission and vision for JAHS by implementing a modified 4x4 block schedule that takes into consideration and accommodates the fulfillment of graduation requirements and meet specific student needs.

### **High School Graduation Requirements**

For the classes of 2007-2009, the following credits are required for each student:

English	4 Units
Social Studies	4 Units
Mathematics*	3 Units
Science	3 Units
Foreign Language	2 Units
Technology	1.5 Units
Arts**	1.5 Units
Physical Education**	2 Units
Teen Choices	.5 Units
Study Skills/Geog	.5 Units
Electives	5 Units
<b>Total</b>	<b>27 Units</b>

For the classes of 2010 and beyond, the following credits are required for each student:

English	4 Units
Social Studies	4 Units
Mathematics*	4 Units (Algebra I and higher)
Science	3 Units
Foreign Language	2 Units
Technology	1.5 Units
Arts**	1.5 Units
Physical Education**	2 Units
Teen Choices	.5 Units
Study Skills/Geog	.5 Units
Electives	4 Units
<b>Total</b>	<b>27 Units</b>

\*It is the intention of both the JAHS Administration and Board to require Algebra II as a graduation requirement for the classes of 2007 and beyond. It is the interpretation and implementation of the administration to require Algebra II for every student without a formally expressed exemption (e.g. as contained in an IEP). It is expected that every student without an IEP exemption will complete Algebra II; individual cases will be considered for truly slower processing students. Principal approval must be obtained to graduate without Algebra II.

\*\*Physical Education and Art requirements may be met by participating in off-campus programs as approved by the Principal.

### **Block Scheduling Credit**

Credit for courses will be earned and recorded for the full term only. Half-term courses, (and the credit earned) will be recorded at the completion of the term. Credits (units) will be earned at the completion of each term only; there are no provisions for partial credit. An exception is when a course only lasts for nine weeks. In this case, the credit is earned halfway through the term, but it will not be reported on the transcript until the completion of the term.

### **High School Finals**

Finals will be given at the end of the quarter for quarter classes and at the end of the term for semester classes. One of the most rigorous aspects of college is the taking of final exams. In order to fulfill our mission, the administration and staff of JAHS take the implementation of a finals schedule seriously and as one of the critical components of our curricular plan. The following policies and procedures guide our staff in the implementation of a “finals schedule”:

#### *Policies to be followed:*

- All courses are expected to conduct a final exam covering the material included in the curriculum.
- Any “exemptions” from taking finals must be clearly stated in the course syllabus.
- Seniors are expected to take finals.
- The final exam may constitute up to 10% of the grade for the term.

#### *Procedures to be followed:*

- The week/days preceding the final exams shall be used for finals prep or academic activity. Parties, free days or recreational activities are inappropriate during this time. A class party may be conducted at the conclusion of the final exam hour after all students have completed their exam.
- Teachers of courses where final exams are not necessary or inappropriate (e.g. Academic Focus, art) shall notify students and families ahead of time and arrange for either the students to be excused from school by parental written notification or an academically appropriate activity during scheduled exam time.
- A “finals schedule” shall be adopted by the administration and communicated to faculty, staff and families. The present implementation of a finals schedule in the modified block format is two one-half days of finals; the last two days of the term. All finals shall be conducted during these assigned times; only seniors shall take exams at times different than those scheduled.
- A student must be in a scheduled class, under the supervision of the teacher, even if a final is not conducted, if the student is on campus.

### **High School Report Cards and Transcripts**

With the block system in place, a one-unit course will be covered in each of the four month terms: August to December and January to May. During these terms, report cards will be issued two times. Final term report cards, with grades that will be reflected on students’ transcripts, will be distributed in January and June.

### **Grade Point Averages**

The following guideline shall be utilized in the determination of grade point averages; calculations shall be rounded to the hundredths place (.xx). If a tie occurs in the determination of class rank, calculations will proceed to the thousandths place (.xxx).

### **Extra Credit**

Extra credit work shall not be intended to “make up” for work not completed during the regular course of study but for enrichment or remedial help for a student who simply wants to earn more credit or has underachieved during the course. Extra credit may not account for more than 5% of a grade during a term.

### **Plagiarism**

In coordination with the district Code of Conduct which cites, “knowingly copying or using the academic work of another and presenting it as his or hers without proper attribution” as grounds for suspension or expulsion. JA instructors shall institute and implement class policies concerning plagiarism and cheating. For each offense a minimal consequence of a “zero” for that work shall be installed. Classroom teachers shall create their own policies and procedures, which shall culminate (with the refusal of a student to cease the practice) in a referral to the Dean of Students for suspension proceedings.

### **Academic Concerns**

The administration of JAHS will align its educational and academic policies with those of Jefferson County School District. These policies shall include, but not be limited to, those that affect weighted grades, pluses and minuses on grade cards/transcripts, fractional grade points, and grading scale. This policy acknowledges that JA Board policy or action and all district and state waivers applied for and received shall supersede and take precedence over any and all administrative procedures.

### **Valedictorian Selection**

The administration of JAHS will construct selection criteria based upon the following parameters: the Valedictorian shall be the student with the highest GPA, with weighted grades, having successfully completed a minimum of two AP or college level courses, shown outstanding personal character, and participated in at least two full sessions of “extra-curricular” activity. JAHS will weight grades from AP or college level courses.

### **High School Honor Roll**

The High School Honor Roll is as follows: The Platinum Honor Roll for receiving a semester GPA of 4.0. The Gold Honor Roll for receiving a semester GPA of 3.5-3.99. The Silver Honor Roll for receiving a semester GPA of 3.0-3.49.

### **High School Grading Scale**

The grading scale is as follows:

A (90-100)	Exceptional Achievement
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C (70-79)	Average Achievement
D (60-69)	Below Average Achievement
F (Below 60)	Unsatisfactory Achievement

### **National Honor Society**

JAHS students, at the end of the sophomore year, are eligible to apply for admission into the National Honor Society based upon acceptance of a student’s application to the group. For specifics regarding the qualifications, see the guidance counselor. NHS members provide service to the community and pride themselves in exemplary behavior in and out of school. NHS promotes high scholastic achievement and members serve as role models for the entire JAHS community.

### **Academic Letter**

Academic letters will be awarded annually. Students may receive a letter for academic achievement providing the following criteria has been met:

- Carry a minimum of six academic classes in a year.

Receive at least a 3.8 GPA for the academic year.

### **Academic Awards**

In the spring, a convocation will be held at JA for the purpose of recognizing and honoring those high school students that have achieved outstanding levels of scholarship. This academic awards ceremony (The Academy Awards) will provide an opportunity for these students to receive awards for both outstanding achievement and improvement in each of the academic courses offered at JAHS. Honor roll students and National Honor Society students will be honored during the event. Additionally, two special recognitions, the Principal's and Jaguar Awards, will be awarded, as well as a Character Award given to outstanding male and female recipients.

## GENERAL INFORMATION

### Athletic Program

Jefferson Academy offers our students several athletic opportunities. The school is a member of CHSAA and participates in the Mile High League. Good sportsmanship is expected of students who participate either as athletes or spectators in any form of school-related activities. Specific regulations pertaining to behavior and discipline during school-related activities will be developed and enforced by school administration.

Jefferson Academy Junior High offers many athletic choices to our students. In the fall, we offer girls' volleyball. During the winter season students are able to compete in both boys' and girls' basketball. Girls' soccer is available in the spring. The majority of the junior high sports schedules are filled with fellow Mile High League teams. In addition, our teams compete with area schools of similar size and skills.

Jefferson Academy Senior High students may compete in boys' and girls' cross-country, boys' golf and girls' volleyball in the fall. During the winter, basketball for both boys and girls is offered. Spring sports include boys' baseball and girls' soccer. Students wishing to compete in a sport not offered at JA may do so at a school of their choice either in the school district in which they live or attend school. Please contact the Athletic Director for details.

JA attempts to encourage an attitude of individual responsibility towards the quality of life in the school community. The Board supports the principle that individuals should behave with self-respect, respect for others and respect for their own and other's property.

### Academic Eligibility

Jefferson Academy Secondary School follows the CHSAA Plan A for eligibility. Plan A as stated in the CHSAA Handbook of Constitution and By-laws is as follows:

**PLAN A** – During the period of participation, the student must be enrolled in courses which offer, in aggregate, a minimum of 2.3 Carnegie units of credit per semester and must not be failing more than the equivalent of one-half Carnegie unit of credit.

Teachers will submit their grades to the athletic department by **8:00 a.m.** on Monday (Tuesday if no school on Monday). The athletic department will then identify failing grades (F) by student. The athletic department will verify each identified F with the teacher, in person, to be certain that the posting is correct. If a student-athlete has one failing grade, he/she is ineligible for any athletic contests from **noon** that day until **noon** the following Monday.

All appeals/issues dealing with a grade should be addressed through the classroom teacher. The athletic department will not advocate a grade change for a student/athlete to avoid any appearance of a conflict of interest. If it is deemed that a grade was posted in error, the teacher must submit the appeal on behalf of the student **in writing** to the athletic director. The athletic director's decision is **final** in all eligibility issues.

Grades are calculated through Infinite Campus as exact scores and are not rounded in any way. Passing requires a percentage of 60.0% or higher.

### Athletic Eligibility

All student/athletes at Jefferson Academy are students first. In this manner, academics will be the focus of athletics as well. **Any student not attending a minimum of two blocks on any given school day is not eligible for athletic practice or competition that day.**

### **Athletic Non-participant Conduct**

In Jefferson Academy's attempt to ensure that all athletic events operate in a manner that emphasizes respect and responsibility, JA will remove any individual(s) creating a disturbance, which disrupts these goals at an event.

An individual removed from a contest by either Jefferson Academy's administrative team or the game official for that contest will receive written notification from JA following the event. This notification will serve as a warning that a second removal from an event will result in a suspension from all JA athletic events for the remainder of the academic year. The individual can return to athletic contests the following year.

Upon return, any individual who continues to be a disruption to the management of Jefferson Academy's activities or receives a third removal from an event, will be barred indefinitely from attending all future contests. This suspension will include all high school activities at CHSAA schools as well as district, regional and state playoff events.

### **Assemblies**

Assembly programs are for education and entertainment and for the encouragement of school pride and spirit. Appropriate audience conduct is essential. **Student attendance at assemblies is mandatory and is considered part of the school day.**

### **Attendance and Absences**

Jefferson Academy aligns with the Jefferson County District policies on attendance and absences. The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. Absences have a negative effect on instructional continuity, regardless of attempts to make up the work. The administration believes duplication of the classroom experience can never be accomplished with after-school assignments. The school cannot teach students who are not present. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. Appointments, while sometimes unavoidable, are discouraged during the school day.

As mandated by state law, every child who has attained the age of 6 years on or before August 1 and is under the age of 17 years is required to attend public school, with such exceptions as provided by law. Every parent of a child who has attained the age of 6 years on or before August 1 and is under the age of 17 years shall ensure that the child attends public school unless the child is enrolled in an independent or parochial school or a non-public home-based educational program.

Please call the 24-hour attendance telephone line to report absences. All absences must be called in within 24 hours of the student's absence and must be called in by the parent/guardian. Students who call themselves or another student absent are subject to disciplinary action up to and including suspension. Due to a lack of emancipation law in Colorado, parents are responsible for the attendance and the reporting of absences of all students who attend Jefferson Academy including those beyond 18 years of age. Students who are living on their own are still the responsibility of the parents/guardians unless they can prove a separate address (driver's license or Colorado I.D. with a different address) and the receipt of personal mail.

### **Student Responsibilities for School Attendance**

- To attend school for all days of the established school calendar.
- To appear in class on time, prepared for academic learning.
- To contact teachers on the day the student returns from any absence to arrange to complete all makeup work assigned and to establish when this makeup work is due.
- To complete work as assigned by the teacher when a preauthorized absence is requested and approved.
- To follow the established school procedure when enrolling in or withdrawing from a class.

### **Parent Responsibilities for School Attendance**

- To maintain communication with their children regarding attendance
- To recognize that any absence, regardless of cause, has a possible detrimental influence on student achievement.
- To contact the school in a timely fashion based on the school's reporting procedures regarding absences, and in the case of extended home confinement, request makeup assignments.
- To monitor the makeup work of the student who has missed class.
- To attend and participate in school attendance conferences when requested.
- To recognize that student attendance at school is a collaborative effort between the home and school.

### **Teacher Responsibilities for School Attendance**

- To take attendance daily and maintain accurate attendance records according to district policy and school regulations.
- To notify parents in a timely fashion of attendance concerns.
- To provide makeup work to any student who has excused or unexcused absences, provided the student or parent/guardian requests the makeup work within one day of the student's return to that class.

### **Administrative Responsibilities for School Attendance**

- To supervise the school attendance policy and procedures.
- To develop and implement procedures to determine whether or not the student's parents or guardian had knowledge of a student's absence.
- To provide parents with information about the school's attendance procedures, including extended and/or pre-arranged absences, as well as information about their child's attendance record when requested.
- To develop and implement procedures to communicate to appropriate school staff concerning student absences, excused and unexcused.
- To inform parents and students of school and district attendance regulations.
- To contact Student Outreach regarding truant students.

## **Attendance Procedures**

### **Excused Absences**

When a student requests to be dismissed during the school day, communication with the parent or guardian should take place before dismissal is approved. Parents may provide reasons for absences, however, only an administrator may validate an excused absence. The following shall be considered excused absences:

- A student who is temporarily ill or injured or whose absence is approved by the school administration on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature

- only, which cannot be taken care of outside of school hours.
- A student who is absent for an extended period due to physical, mental, or emotional disability.
- A student who is pursuing a work-study program under the supervision of the school.
- A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the school administration.
- A student who is excused by a parent or guardian for observance of religious holidays.
- Absences resulting from student participation in district approved activities.

Jefferson Academy will require communication from parents or guardian within 24 hours to verify the reason for a student absence. The school may require suitable proof regarding the above exceptions, including written statements from medical sources. Any other absences must be excused through prior arrangement and approval with the school office and with permission of the principal and parents. When the school does not receive prior notification, it is the policy of the district that school personnel will notify parents of the student's absence.

#### **Makeup Work for Excused Absences**

It is essential that students absent from school make up work missed. It is the responsibility of the student and parent or guardian to initiate requests for and pick up makeup work on the day he or she returns to class from an excused absence. Makeup work should reflect class assignments missed during the absence. Time allowed to make up work is twice the number of classes or days missed (two days allowed for makeup work for each day of absence); however, an extension of this time limit may be approved by the school administration. Students who complete makeup work within the required timeline will receive full academic credit earned for the makeup work.

#### **Unexcused Absences**

Any absence from school or class without approval of the school administration and parents will be considered an unexcused absence. Unexcused absences shall be entered on the student's record and the parents or guardian of the student receiving an unexcused absence shall be notified orally or in writing by the school. Unexcused absences will subject the student to appropriate consequences, including disciplinary measures such as suspension from school in accordance with law and/or the imposition of academic sanctions for classes missed. At the senior high school level, persistent unexcused absenteeism may, in the judgment of the teacher and school administration, result in a failing grade. Court action may be initiated by the designated school authorities when deemed necessary in order to enforce school attendance requirements. The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is four days in one month or 10 days in one year. For attendance purposes, any absence from school resulting from suspension will be considered an "unexcused" absence. Such absences due to suspension, however, shall not be counted in the total of unexcused absences when determining if a student is "habitually truant."

#### **Makeup Work for Unexcused Absences**

Classroom instruction and interaction with teachers are essential to a student's education. Because of the importance of classroom instruction and learning, students with unexcused absences will be expected to complete classroom assignments to demonstrate their learning on content standards and to meet the academic expectations of the teacher. As with excused absences, time allowed to make up work is twice the number of classes or days missed (two days allowed for makeup work for each day of absence); however, an extension of this time limit may be approved by the school administration. Students who complete the required makeup work within the required timelines will receive academic credit earned for the makeup work as described below.

- **For grades seven and eight, makeup work will be allowed for credit with one grade reduction for all work completed.**

When a student has missed classroom discussions or classroom work that cannot be duplicated through a simple assignment, the teacher may elect to request that the student create a method for demonstration of the learning or the teacher may elect to assign specific work to demonstrate the learning. If the student fails to complete the assignment, no credit will be given.

- **For grades nine through twelve**

With the first two unexcused absences from a class, makeup work will be allowed for credit with one grade reduction for all work completed. After the first two unexcused absences from a class, makeup work will be allowed for credit with two letter grade reductions for all work completed. When an assignment has been given with a specific due date and the student does not turn that assignment in because of an unexcused absence on the due date, the teacher will enforce the original stated expectations regarding grading of the assignment if it is turned in late. When a student has missed classroom discussions or classroom work that cannot be duplicated through a simple assignment, the teacher may elect to request that the student create a method for demonstration of the learning or the teacher may elect to assign specific work to demonstrate the learning. If the student fails to complete the work, no credit will be given.

### **Tardiness**

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Student tardiness to class shall only be considered unexcused if it does not fall within one of the reasons for an excused absence as specified in the excused absence section of this policy. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of non-tardy students to uninterrupted learning, consequences shall be imposed for excessive tardiness. Parents or guardians shall be notified of all penalties regarding tardiness. Persistent unexcused tardiness to class may subject the student to appropriate consequences, including disciplinary measures such as suspension from school in accordance with law and/or the imposition of academic sanctions for class time missed. Jefferson Academy's Tardy Policy is as follows:

- Every two unexcused tardies in a single class will count as one truancy.
- Students later than ten minutes to a class will be counted as truant unless they have an approved excuse.
- For every truancy or unexcused absence, a student will follow the make-up work policy for an unexcused absence.
- Every student with an unexcused tardy will be assigned lunch detention for that day.

### **Truancy**

If a student is absent without a parental excuse (or in some instances, a written medical excuse from a medical source) or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. A "habitual truant" shall be defined as a student of compulsory attendance age who has four unexcused absences from school in any one month or 10 unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences.

In order to reduce the incidents of truancy, parents of all students shall be notified in writing at the beginning of each school year of their obligation to insure that all children of compulsory attendance age attend school. Parents shall be required to acknowledge in writing awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the school day.

The school shall establish a system of monitoring individual unexcused absences. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent is aware of the absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify the parent by telephone.

A remedial attendance plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the child to remain in school. When practical, the child's parent, guardian or legal custodian shall participate with District personnel during the development of the plan. Appropriate school personnel shall make all reasonable efforts to meet

with the parent, guardian or legal custodian to review and evaluate the reasons for the child's truancy.

### **Leaving School early**

A parent/guardian must come to the office and sign out junior high students before the student is allowed to leave campus. Senior high students may leave campus if the parent/guardian has called in to excuse them or has sent in a note with the student/driver. All senior high students must sign out before leaving campus early.

### **Back-to-School Night**

In August, Back-to-School Night (BTSN) will be held for the purpose of providing orientation materials, and introducing families to the school administration, faculty and staff. All families are encouraged to attend BTSN to assist in students' transition from the summer break to school. It is considered a day of attendance.

### **Bell Schedule**

<b>HIGH SCHOOL</b>	<b>TIMES</b>	<b>JUNIOR HIGH</b>	<b>TIMES</b>
"0" Hour	7:10 – 7:55	"0" Hour	7:10 – 7:55
A Block	8:00 – 9:30	A Block	8:00 – 9:30
B Block	9:35 – 11:05	B Block	9:35 – 11:05
Lunch	11:10 – 11:50	C Block	11:10 – 11:55
C Block	11:55 – 1:25	Lunch	11:55 – 12:35
D Block	1:30 – 3:00	C Block	12:40 – 1:25
9 <sup>th</sup> Hour	3:15 – 4:00	D Block	1:30 – 3:00
		9 <sup>th</sup> Hour	3:15 – 4:00

### **Boosters**

The purpose of the Jefferson Academy Booster Club is to be a visible support to the junior and senior high school communities, providing volunteer and financial support to student government leaders, athletic teams, teaching staff, dances and the Boosters Scholarship program.

### **Calendar**

JA follows the Jefferson County R-1 School District calendar as much as possible. Due to the different state requirements for minimum hours for elementary students and secondary students, the Elementary School periodically has a day off when the Secondary Schools are still in session. A JA 2007-08 school calendar may be found at the end of this handbook.

### **Carpools and Transportation**

Jefferson Academy has no official responsibility for transporting students to and from school. For those who wish to participate, JA has joined forces with RideArrangers, a local carpooling directory located at [www.drcog.com](http://www.drcog.com). Registration with RideArrangers is simple and the family information is only shared with other JA families who have registered. Forms can be found in the student registration folder or through the school office.

### **Change of Address**

Please notify the school office immediately if you change your address, telephone or place of employment. Having current information is critical in case of emergency and it is the parent/guardian's responsibility to ensure that JA has the current information.

### **Co-Curricular Eligibility**

In order to be eligible to participate in co-curricular activities, a student must be enrolled in 2.5 Carnegie Units (a Carnegie Unit = 120 hours of classroom instruction = one full block for

one full term) and not failing more than .5 units (a one-half block class). Eligibility is determined weekly and is regained per CHSAA guidelines.

### **Communication**

Jefferson Academy seeks to provide updated and accurate information on all aspects of the school, both to students and parents. JA is committed to facilitating four forms of communication between the school and home: telephone messaging, school newsletters, e-mail and Infinite Campus. A voice-mail system is available to allow parents to contact teachers, administration or other staff members. Parents are also encouraged to utilize e-mail to contact JA personnel. An e-mail directory and individual teacher websites are available on-line at [www.jajags.com](http://www.jajags.com).

The secondary school newspaper is published monthly and mailed home. Infinite Campus allows telephone and e-mail communication of unexcused absences and important announcements.

### **Complaint Procedure**

Any person having a disagreement with a teacher or the administration should make every attempt to settle the problem with that person without involving others. Should it not be settled, the two should go to the next in line of authority to arbitrate the difficulty (Teacher > Assistant Principal > Principal > Board of Directors). It is the goal of Jefferson Academy to respond to complaints and problems as soon as possible.

### **Dances**

Parents' presence and participation at dances or socials is greatly welcomed and encouraged. In order to make these events fun, safe and enjoyable for all involved, students must remain in designated areas. Those choosing to leave early must leave school grounds and may not return. If students are asked to leave for misconduct, they must immediately make arrangements to leave school grounds. Refunds will not be given.

Only senior high students are permitted to attend senior high dances. For students wishing to invite a friend who is not a student at Jefferson Academy, guest forms are available in the school office and must be completed (signed by both schools' administration) and returned at least 24 hours before the event. All district and school rules apply for students and guests.

Junior high dances are for Jefferson Academy junior high students only. No outside guests are permitted.

### **Discipline**

School-wide Discipline Consequences and Procedural Steps are listed below:

1. Processing Form given to students by teacher.
  - a. Follow steps:
    - i. Student escorted to process room (one on each floor).
    - ii. Student seated by process room teacher (in back, corner, etc.) to fill out form.
    - iii. Process room teacher will collect form after 10 minutes. Quickly review form for sincerity. If not, have student review form or office referral.
    - iv. If form is acceptable, then process room teacher will dismiss student back to current class. Process teacher will give form to referring teacher during a break.
2. Lunch Detention, 11:10-11:55 a.m. high school, 11:55 – 12:35 a.m. for junior high
  - a. Recommendations: to be used as a deterrent, no homework
    - i. Sack lunch
    - ii. No talking/movement
    - iii. On all steps, detention rule violations will move student to next step in procedure or move to #5.

3. After School Detention 3:15 – 4:15 p.m., Room 102, monitored
  - a. Recommendations: to be used after lunch detention, no homework
    - i. Monday – Thursday
    - ii. Student’s parent called
    - iii. No talking/movement
    - iv. Option: Before school work detention 7:00 – 8:00 a.m. with Mr. Bott
4. Friday School 3:00 – 6:00 p.m. Room 102, monitored
  - a. Recommendations: to be used AFTER after-school detention, no homework
    - i. Student’s parent called
    - ii. No talking/movement
5. Office referral
  - a. Recommendations: In most cases, this should be the last option given by staff.
    - i. Teacher must use previous interventions, if possible.
    - ii. Office referrals result in more serious consequences.
      1. Before or after school detentions.
      2. Offer Parent shadow option.
      3. Parent conferences.
      4. Friday School.
      5. Suspension
      6. Expulsion

### **Dress Code**

This policy reflects the school’s effort to recognize that the school, like most organizations, will have policy as it relates to dress for the “work place.” Students will dress appropriately and groom themselves for school attendance in a way that reflects personal willingness and commitment to participate in their education at Jefferson Academy. Therefore, clothing should be neat, clean, tasteful and modest. Modest will be defined as that which does not bring undue attention to one's self. Students should consider the special safety and hygiene requirements of class, such as science, art and physical education. Shoes or sandals must be worn for health and safety reasons at all times. Because Jefferson Academy is attempting to create an educational culture that is consistent with state and district guidelines, the following will apply:

#### **The following dress is not appropriate and is unacceptable for Jefferson Academy:**

- Hats, caps, scarves, sunglasses or bandanas worn in the building
- Ripped clothing which becomes revealing or a distraction
- Exposed midriffs or exposed backs
- Gang attire, symbols, or colors
- Trench coats or dusters
- Chains or pointed studs that could be utilized as a weapon.
- Clothing, hats, body markings or jewelry that display offensive words, phrases and text, profanity, or advertise illegal or restricted substances. (i.e. alcohol, drugs, tobacco, etc.)
- Costumes (unless connected to a school activity)
- Clothing displaying text or graphics (overt or implied) of a sexual nature
- Immodest clothing – as indicated by the following guidelines:
  - ✓ Tube tops, halter-tops and strapless tops.
  - ✓ Bare skin exposed between the shirt and pants – either sitting or standing
  - ✓ Shorts and skirts need to be of appropriate length. Shorts and skirts should extend to the length beyond the tip of the thumb when arms are relaxed at your side.
  - ✓ Appropriate undergarments should be worn at all times and not be visible. This includes boys’ boxer shorts and girls’ bra straps.

- ✓ Dress or blouse tops may not expose cleavage or undergarments
- ✓ Any clothing that is inappropriate or potentially disruptive.

If a student's dress or appearance is judged to be disruptive, unsafe, immodest or unhealthy, the students will be asked to correct the situation immediately. This will take place in one of two ways: Students will be asked to contact their parents to resolve the situation by changing into appropriate clothing. The school will provide alternative clothing for the duration of the day (this will usually mean sweats and/or plain T-shirts). Inability to rectify the situation will result in the student being sent home. Refusal to do so may result in disciplinary action up to and including suspension.

The JA Secondary School official Dress Code procedure is as follows:

- First violation- Student will be sent to the office where an oversized T-shirt will be issued. The student must wear it for the remainder of the day.
- Second violation- Student will be sent to the office and then home for changing into appropriate clothing.
- Third violation- Student will be suspended.

### **Physical Education Dress**

Students are required to wear the PE uniform for all PE classes. Uniforms should be labeled with the student's name (advised to write on the t-shirt itself-not the tag). Grade reductions will be given for failure to wear the appropriate PE uniform.

### **Electronics Usage**

Parents/guardians understand that students' possessions, including but not limited to, vehicles, bicycles, money, clothing, wallets, purses, backpacks, band equipment, laptops, cell phones, music/media devices, are brought to school at the student's own risk. School and gym lockers are provided for storage and should be locked at all times.

Students who bring their own electronic devices to school, must keep them safely and securely stored in their lockers or backpacks. They may not be utilized during class time and the school takes no responsibility for their use or loss. Should a student be caught using an electronic device not required for class work, the item will be confiscated by the teacher and stored in the office safe. Following the first occurrence, the student may retrieve the item at the end of the school day. After the second occurrence, the parent/guardian must retrieve the item. If there is a third occurrence, a conference with the student, parent/guardian and school administration is required in order to retrieve the item.

### **Emergency Procedures**

#### **Weather**

Should winter weather become sufficiently bad to warrant JA closure, this information will be provided to local media outlets. This will include 850KOA on the radio and the local television stations. The principals of the two JA schools will make the decision on whether or not to close JA, but this decision will normally follow that of Jefferson County School District. That is, if all other Jefferson County schools are closed and there is no specific message regarding JA, you may assume JA is closed as well.

#### **Lockdowns, Evacuations and other Emergency Procedures**

Jefferson Academy has regular reviews of safety and emergency procedures. JASS has updated its front office to better facilitate safety and security operations for our students and staff. JASS conducts regular emergency drills for students and staff. Fire escape routes are posted in every classroom. All staff are trained in emergency procedures. Should an actual emergency occur, administrative staff will issue an automated telephone message to inform parents of the nature of the emergency and when and where parents may pick up their children. If a situation warrants, follow-up communication will be made via any combination of email,

telephone or letter. Please check with the Secondary School office that your child's contact information is current and complete. If students, for safety reasons, must leave campus during an emergency, students will go to Semper Elementary at 7575 W 96<sup>th</sup> Avenue.

### **Facility Usage**

Jefferson Academy has facilities available for use by organizations. Please contact the secondary school office for further information, availability, restrictions and applicable fees and costs.

Procedural forms and applications are available at the office. First preference will be given to JA events and personnel. ALL facility use applications and agreements must be submitted 30 days prior to the event.

### **Fundraising for non-school activities**

Students should not bring items for sale to school though they may be associated with a good cause. Students should take care of non-school related fundraising on their own time and not on campus.

### **Holiday Observances**

Jefferson Academy acknowledges the importance of holidays with religious origins in our national, social and cultural life. Diversity is a hallmark and strength of our nation. Teachers and administrators should excuse students who do not wish to participate in holiday events. Acknowledging religious holidays serves the academic goal of educating students about history and culture, as well as the tradition of particular religions within a pluralistic society. School concerts that present a variety of selections may include religious music. Any dramatic productions or school parties should emphasize the cultural and historical aspects of the holiday. The students and staff of JA may observe winter and Valentine's Day with parties. There are no parties held for Halloween and students are not to come to school in costume. Rooms and bulletin boards may be decorated and worksheets with a specific holiday emphasis may be used at the discretion of the teacher. If a parent/guardian has a concern, he/she should first discuss the situation privately with the teacher. If a concern still exists, the principal should be contacted.

### **Hot Lunch program**

The hot lunch program is provided as a service to students at JA who wish to obtain a hot, nutritious meal during their mid-day break. The service is provided through the Jefferson County School district lunch program, in conjunction with outside private food vendors. Students may pay as far in advance as they desire for hot lunches. A record is kept by the food services staff of credits available for lunches. There are no lunch loans allowed. Lunch price for the secondary school is \$2.00 for a regular lunch and \$2.25 for pizza. Lunch money may be paid directly to the food services staff, or online through the MealPay program. Information for MealPay is available in the registration materials or in the school office. Applications for the Free and Reduced Lunch program are available at registration or through food services or the school office. Applications must be completed each year. Previous year's approval and acceptance into the program will only last for 30 days of the new school year without a new application. Please reapply early to ensure your status in the program.

### **Hours of Operation**

Junior High and Senior High faculty and staff will generally be available from 7:45 a.m. to 3:45 p.m. each school day. The secondary school office hours are Monday through Friday from 7:30 a.m. to 3:45 p.m. The exception to this is that the office is closed the second Monday of each month at 3:15 for a staff meeting, which includes all faculty as well.

## **Infinite Campus**

Infinite Campus is the database for the Entire Jefferson County School District. Parents/guardians, who have internet access, have the availability to log on and check students' grades, attendance, assignments, schedules and health records at any time. Since it is a web-based program, information is uploaded immediately (with the exception of grades, which are uploaded weekly). The Infinite Campus Parent Portal requires a user account be established and individual parent/guardian user codes are available in the office. User codes cannot be given over the phone, they must be picked up in person. The Parent Portal can be accessed through the JA website, [www.jajags.com](http://www.jajags.com).

## **Internet Acceptable Use**

Students are prohibited from accessing the Internet without a signed permission form; both parents/guardians and students are required to sign the form. If you have any questions, please contact the technology teacher or the media services staff. JA intends that students will use the Internet only for appropriate, school-related applications and reserves the right to prohibit students from its use should non-school or unacceptable uses be detected.

## **Lockers**

Lockers are the property of Jefferson Academy and are subject to inspection at any time. Students are not to abuse or deface lockers in any way. Jefferson Academy assumes no responsibility for stolen items. Large amounts of money, expensive items of jewelry or other valuable possessions should not be brought to school. Any student who wishes to use a locker during the academic year, must read and sign the JA Locker Agreement form. Students are not required to use a school locker.

## **Lost and Found**

Any items that are unclaimed at the school will be placed in the Lost and Found area located in the Secondary Commons. These items will remain there until the end of each quarter. At that time, any remaining items will be donated to charity.

## **Parent Code of Conduct**

Some of the most important principles upon which Jefferson Academy is founded and the basis for school rules that students at school are expected to follow are founded on respect for others and personal responsibility. Parents play a formative role in the development of their child's sense of justice, equity, and the dignity and worth of all members of our school community. As one of the most influential role models in a child's life, one of the best ways for a parent to teach is to lead by example. Accordingly, Jefferson Academy expects the behavior of each parent and responsible adult with children enrolled at our school to adhere to the standards of conduct set forth below.

- (a) When visiting or volunteering at the school parents should observe all rules of the school, including checking in at the office.
- (b) If a parent feels that the actions of another child have infringed the rights of his or her child under no circumstances shall the parent or guardian approach another child while at school to discuss or chastise them. The parents may approach the classroom teacher to seek a peaceful resolution to the situation. An approach directly to the child's parent or guardian in conjunction with the same may also be made.
- (c) If a parent has questions or issues relating to the classroom or a class they should first be addressed directly to the staff member in question. Parents are requested to set up a private meeting where the concerns can be discussed and the actions giving rise to such concern explained.
- (d) All communications regarding issues with other parents or staff at the school or school events shall remain respectful and address the issues at hand. Yelling, taunting,

threatening or abusive behavior, foul language, or derogatory remarks are not acceptable means of communication. Parents are expected to resolve issues through calm dialogue between the parties directly involved while respecting the dignity of others.

- (e) Parents shall protect the reputation and good name of people involved. Problems, differences of opinion and personality clashes are not resolved by involving other people in a disagreement or by taking sides in the argument. Problems should not be casually discussed with other parents in the school, but should be dealt with one on one with the person or persons whom the parent has an issue.
- (f) It is easy for opinion to be mistaken for fact and rumors to be perpetuated by inaccurate information. Parents are expected to approach the relevant personnel within the school to verify the factual basis of a story should they have any question. This approach can quickly and simply clarify the events in question and the intent involved and will minimize inaccurate information being passed throughout the community.
- (g) Parents are expected and required to follow Policy 11.2 - Parent/Student Grievance Process, of the Jefferson Academy Policies, in order to resolve an issue with a staff member at Jefferson Academy. This policy requires that the issue first be addressed with the staff member directly and an attempt made to resolve the same. If the parent does not reach a satisfactory resolution, they shall put their concern in writing, and then proceed through the appropriate supervisory personnel, as necessary. A full copy of Policy 11.2 may be obtained in either school office or on the school website.
- (h) If a staff member or administrator has cause to believe that a parent has instigated or perpetuated inaccurate information that is damaging to the reputation of the individual involved in violation of this Parent Code of Conduct, such individual may request in writing to the Board a mediation with that parent. Should the Board determine, based upon the information presented, that a mediation is warranted the Board will designate one or more impartial individuals to mediate the issues between the staff member and parent, which shall be conducted within 30 days following the determination of mediation.

In accordance with Policy 11.3, Parent Code of Conduct Compliance, if a parent does not adhere to the Parent Code of Conduct, the administration may take any of the following actions, as deemed necessary and appropriate to the circumstances:

- (1) End a meeting with the parent
- (2) Give the parent a verbal warning
- (3) Issue the parent a written warning
- (4) Ask the parent to leave the school campus
- (5) Bar the parent from attending events at school
- (6) Bar the parent from any presence on school grounds
- (7) Take legal action including, but not limited to calling the police

### **Parent/Student/Teacher Responsibilities**

<b>Students</b>	<b>Parents</b>	<b>JA</b>
<p><b>R</b>espect yourself, teachers, and classmates.</p> <p><b>E</b>qual time between school work and extracurricular activities: they are both important.</p> <p><b>S</b>ensitive to all students' needs. Help create a classroom that benefits all students.</p>	<p><b>R</b>espect your student and support their academic endeavors. Respect the JA staff as the professionals they are.</p> <p><b>E</b>qual time. Allow your student equal time between school work and extracurricular activities: we need to educate the whole person.</p>	<p><b>R</b>espect the student and family: We are all here to help the kids.</p> <p><b>E</b>qual time between all students. Every student deserves the best learning environment.</p> <p><b>S</b>ensitive to all students' needs. Help create a classroom that benefits all students.</p>

**P**repared. Come prepared to school: Eat breakfast, have your supplies, and your homework.

**E**xcellence. Everything you do needs to demonstrate excellence. This includes your homework as well as your behavior.

**C**ommunicate. Talk to your parents about your successes and struggles, talk to your teachers if you do not understand, talk to your peers to avoid conflict.

**T**rust that your parents and teachers are here to help you.

**S**ensitive to your student's needs. You know your child better than anyone.

**P**repared. Ensure your student comes prepared to school: make them eat breakfast, have their supplies, and their homework.

**E**xcellence. Encourage and expect excellence in all your student's endeavors.

**C**ommunicate. Talk to your child about their successes and struggles. Talk to the teachers regularly in the professional manner they deserve. Check your child's grades early and often.

**T**rust that the teachers are here to help your student.

**P**repared. Come prepared to work. Have the best lessons and activities that are rich in the curriculum that will prepare your students for success.

**E**xcellence. Hire the best teachers and create the strongest curriculum that is based on research. Expect excellence from students in their behavior and academic work.

**C**ommunicate clearly to students our expectations. Talk to families early and often about their child's successes and struggles in a professional matter.

**T**rust that the parents and students are here to help create the best school possible.

## **Parking**

Parking on school property is a courtesy extended to students and others by Jefferson Academy. Jefferson Academy assumes no responsibility for damage to cars or for theft of vehicles or articles from vehicles. Students driving to school must have a signed Student Parking form. Parents/guardians are required to sign the form also. Permission to park on school property may be rescinded by the administration for any person who does not observe the regulations or who drives unsafely. A parking fee must be paid to obtain an individual parking permit for the school property. Cars without such permits will be ticketed and/or towed at the owner's expense. Jefferson Academy provides parking permits based on the following system: At the beginning of the school year, all 11th and 12th graders may acquire a permit. Following permit distribution to the drivers in these grades, 10th graders may apply for the remaining permits on a first-come, first-served basis. All permits must be accompanied by a valid drivers' license. Fees for parking will be \$62.50 per term, or \$125.00 for the school year.

Senior high students shall only park in the west parking lot and not in any other lot on campus during normal school hours. Any student whose vehicle is parked anywhere on the JA campus other than the west lot will forfeit their parking privileges for the balance of the school year. (i.e. elementary east lot, elementary teacher south lot).

No student's vehicle will be used to transport or store illegal items on school property, nor violate a criminal law or school rule. School officials may search student vehicles and contents at any time when it is parked on school property. School officials may seize any item out of a student vehicle that violates a criminal law or school rule.

Parking permits may be revoked at any time by JAHS, without reimbursement of the permit fee, as a result of violation of vehicle-related school rules or criminal law. This includes unsafe driving in the parking lot, or its approaches. Parking permits shall be prominently hung on the rearview mirror of vehicles at all times while in the parking lot.

Any unregistered vehicle parked in the JAHS lot will be ticketed. A student should notify the JAHS office immediately should they wish to register a vehicle for parking in the JAHS west lot.

Any student caught giving, selling or lending their permit to another student will lose their parking privilege. The student receiving the permit will also lose this privilege.

Students caught driving irresponsibly will be subject to disciplinary action. Such action may include ticketing and/or loss of their parking privileges. If a student loses his/her parking privileges, no refund of parking fees will be provided.

Parking without a permit is a fine of \$20.00. Vehicles without a clearly displayed permit will be ticketed and the student fined whether the vehicle has been registered or not.

Parking in an inappropriate location will result in a fine of \$20.00. This includes the fire lane, no parking zones, and handicapped spaces (or the asphalt pad containing handicapped spaces at the northwest corner of the parking lot). It also includes parking illegally so as to block the flow of traffic or be a hazard to others.

Lost or stolen permits can be replaced for a fee of \$5.00.

Students unresponsive to fine payments will have their report cards and transcripts held. Additionally, the vehicles of these students are subject to towing. After a student receives their second ticket, parents/guardians may be contacted.

## **Lunchtime Driving Privilege**

JAHS is a closed campus. Over the last few years we have extended the privilege of a lunchtime release to 11<sup>th</sup> and 12<sup>th</sup> grade students. This privilege requires parental permission and school approval. This privilege, like all privileges, must be accompanied by responsibility. This responsibility includes driving safely to and from the campus. Lunchtime drivers should be especially careful to exit and enter the school in a safe manner. Actions such as "peeling out," turning so sharply out of the lot that wheels squeal, and speeding will not be tolerated. Also, do not throw trash out of your vehicle anywhere; particularly in the JAHS area. JAHS understands that the lunchtime period is short, and the temptation to hurry to lunch is significant. Also, JAHS

does want students to be able to exercise this privilege. However, drivers must understand that safety will always be of paramount concern to the school. Part of students' job here at JAHS is to learn how to live successfully. Practicing good driving habits is one of these valuable lessons. Students who continue to drive safely at lunchtime will continue to enjoy this freedom. Individuals who drive unsafely will have their lunchtime and/or parking privileges revoked. The administration reserves the right to withdraw off-campus privilege for any reason.

## **Possessions**

Parents/guardians and students understand that students' possessions, including but not limited to, vehicles, bicycles, money, clothing, wallets, purses, backpacks, band equipment, laptops, cell phones, music/media devices are brought to school AT THE STUDENT'S OWN RISK. School and gym lockers are provided for storage and should be locked at all times. Replacement and/or compensation for vandalism or theft of personal property on school grounds or at school events is the responsibility of the student or parent/guardian. Jefferson Academy may choose to investigate theft or vandalism incidents, but such investigations in no way bind liability to replacement or compensation of personal property loss or damage. It is the sole responsibility of the student or parent/guardian to recover such losses. Please counsel your student about these risks before such items are brought to school. Vandalism or theft of school property will be investigated and prosecuted.

## **Prohibited Items**

Prohibited items brought on campus will be confiscated and only parents/guardians will be able to retrieve the items. Please see the Jefferson County Code of Conduct for a list of prohibited items. Other items may be added to the Prohibited Items list upon discretion of the school administration. Skateboarding is not allowed on campus grounds.

## **Records**

Parents may view a child's permanent record at any time. Please give the school a one-day notice so that the record may be retrieved from the file. The record must be reviewed in the presence of the classroom teacher, principal, or secretary.

## **Confidentiality Safeguards**

Student records are maintained in accordance with the Federal Family Educational Rights and Privacy Act of 1974, the Colorado Public Records Act and the Colorado Children's Code Records and Information Act. The purpose of this policy is to assure parents and students themselves, if they are eighteen years of age or older, that they may have access to their educational records; to provide for the permissible sharing of information with law enforcement agencies as provided by law; and to ensure that each individual's right to privacy shall be protected by limiting the transferability of education records without consent of the parent or eligible student except as otherwise provided by law. All permanent records of students enrolled at JA are maintained at JA. All requests for inspection and review of education records and requests for copies of such records, as well as disclosure of personally identifiable information except as provided by law, shall be maintained as a part of each individual's record. Parents or eligible students who believe that information contained in the education records of a student is inaccurate or misleading or violates the privacy or other rights of the student may request to the Jefferson County School District the records be amended.

## **Transcripts**

Copies of student transcripts are printed at the end of each academic year. Students may request an "unofficial" transcript at any time through the counseling office. Seniors may request "official" transcripts for a cost of \$3.00 to be included with college applications, scholarship applications or awards for which they are applying.

## **Security**

Jefferson Academy does focus on providing a safe and secure educational setting. To that end, we are requiring:

- All visitors stop and check in at the office to obtain a visitor's badge.
- All perimeter doors will be locked during school hours except the west high school entrance.
- Monthly safety drills will be held for staff and students.
- All students will be issued a Student Identification Card.
- All staff must display the appropriate identification badge.

## **School Fees**

Fees for materials/technology, elective classes, athletics participation and athletic season passes are due at or prior to BTSN. Full replacement cost will be assessed during the school year for damaged or lost books. Any school equipment (such as science laboratory equipment or desks) damaged by a student must be paid for by the student. Transcripts or diplomas may be withheld until fees or fines are paid. A fee sheet, detailing all assessed fees shall be distributed at registration and again at the beginning of the second semester.

## **Student Health**

### **Accidents**

All accidents that occur on the school grounds must be reported to the school office. Students will receive care consistent with the severity of the injury. Minor abrasions and bumps will be cleaned and bandaged. Parents will be notified immediately when major accidents occur. Emergency personnel will be summoned in serious situations.

### **Clinic**

The secondary school office has a clinic. Parents should bring special health problems to the attention of the teacher, the school clinic, and office personnel. The purpose of the clinic is to provide first aid and to screen students complaining of illness. It is imperative that someone be available and prepared to pick up the student in the event of illness or accident. A sick student must be picked up within 30 minutes of the school contacting the parent or designated adult. The school does not have facilities to keep students who are contagious or are so ill that they need to be in bed. If your child shows signs of illness at home, please take the time to assess their situation. Any child with a temperature of 100 degrees or above should be kept home.

### **Immunization (and exemption) Requirements**

Immunization requirement law will be strictly enforced for all students. Students who do not meet the immunization requirements will be denied attendance pursuant to Colorado Revised Statutes 25-4-902. Transfer students will be expected to submit a complete Certificate of Immunization or Exemption. Pursuant to C.R.S. 25-4-903, parents/guardians may exempt their children from receiving immunizations for personal, religious, or medical reasons. Parents choosing to exempt their student from immunizations must indicate as such by signing the back of their child's immunization card.

### **Emergency Cards**

The school office maintains an emergency card for each student. A new card must be completed each year. Please keep the information up-to-date. We will use these cards to contact you in the case of an emergency. Your signature on the card is critical as it gives the school authorization to secure medical attention/aid for your child in event of an emergency. All information on the card will be held in confidence.

### **Medication Policy**

The secondary school is a "No Tylenol School." A student can carry on their person one (1) dose of Tylenol if that student's parent/guardian signs the permission to give Tylenol on the Student Information Emergency Card. The clinic will only dispense Tylenol in an emergency. All other prescription medication and over the counter medication must have a Medication Permission Form (form 924) signed by the parent/guardian and submitted to the clinic aide.

After a form 924 has been completed, the student is allowed to carry one dose of the prescription or non-prescription medication on their person. No medicine will be dispensed from the clinic unless a completed form is on file. Cough drops may be kept by the student, but should not be shared with others. If the student abuses or misuses the privilege to self-carry the non-prescription medication, the privilege may be withdrawn by the principal and area nurse consultant and the student may be subject to discipline as stated in the Code of Conduct.

### **Vision & Hearing Screening**

Students in grades 7, 9 and students new to Jefferson County Public Schools will be screened for visual and hearing problems. The screening will be held at the beginning of the school year. If there are suspected problems, you will be notified of the results of the screening. It will be recommended that you seek professional advice, an ophthalmologist and/or audiologist if your child has failed a vision and/or hearing screening.

### **Student Honor Code**

At Jefferson Academy our mission is to encourage all students to reach their highest academic and character potential. To do so all students must pursue their academic endeavors with integrity and honor. The honor code of Jefferson Academy addresses academic dishonesty such as cheating, plagiarizing, lying, and stealing.

#### **Cheating encompasses, but is not limited to, the following:**

- Willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in school work over other students.
- Some examples are: deception; the use of talking, signs, or gestures during a quiz; copying from another student or allowing the copying of an individual assignment; passing test or quiz information during a class period.
- Using technology, i.e. Text messaging, IM, or camera phones for an unethical purpose.

#### **Plagiarizing encompasses, but is not limited to, the following:**

- Knowingly copying or using the academic work of another and presenting it as your own without proper attribution to the original author.
- Some examples are: having a parent or another person write an essay or do a project which is then submitted as one's own work, using another authors words or ideas and presenting them as your own, failing to use proper citation and bibliography.

#### **Lying encompasses, but is not limited to, the following:**

- Willful and knowledgeable telling of an untruth or falsehood as well as any form of deceit, attempted deception, or fraud in an oral or written statement.
- Some examples are: lying or failing to give complete information to a teacher; feigning illness to gain extra preparation time for tests, quizzes, or assignments due, forging notes, purposely accessing prohibited websites and unethical use of the internet.

**Stealing encompasses, but is not limited to, the following:**

- Taking, without the right or permission to do so and with the intent to keep or make use of wrongfully, the school work or materials of another student.
- Some examples are: stealing copies of tests or quizzes, illegitimately accessing the teacher's answer key, stealing another student's homework, notes, or handouts.

**Consequences of Academic Dishonesty**

Academic and or administrative sanctions may be applied in cases of academic dishonesty.

Academic consequences may include:

1. Receiving a failing grade on the test, paper or exam;
2. Having the final course grade lowered;
3. Receiving a grade of "F" in the course.

Administrative consequences may include:

1. Being placed on disciplinary probation;
2. Being placed on disciplinary suspension; or
3. Being expelled.

**Student Messages and Telephone Usage**

The school will get a message to your child in an emergency or if there is a change in ride as long as it is received no later than 2:40 p.m. There is a public phone for student use located outside high school room 102. Students may not call home to request forgotten homework and/or materials to be brought to school and all calls are limited to three minutes. Students who bring their own cell phones to school must keep them safely and securely stored in their lockers or backpacks. They may not be utilized during class time, and the school takes no responsibility for their use or loss.

**Student Publications**

Jefferson Academy encourages students to express their views in school-sponsored publications, but they must observe rules for responsible journalism. This means that libelous statements, obscenity, defamation of persons, false statements, material advocating racial or religious prejudice, hatred, violence, the breaking of laws or school regulations, or material designed to disrupt the educational process, will not be permitted. The school also encourages school-sponsored publications as an educational activity through which students can gain experience in reporting, writing, editing, and an understanding of responsible journalism. Final responsibility of school publications lies with the principal.

**Student Rights and Responsibilities**

Each student at Jefferson Academy has the opportunity to use the school as a means for self-improvement and character growth. In so doing, he or she is expected to conduct his or her affairs in such a way as to assure other students the same opportunities. Of equal importance is the right of school authorities to prescribe and control student conduct consistent with fundamental safeguards and the mission of the school.

The rights and responsibilities of students include the following:

- Students may freely express their points of view during school hours in the context of the academic subject matter at hand, or during non-instructional time, provided they do not seek to coerce others to join in their mode of expression and provided that they do not otherwise intrude upon the rights of others.
- Restrictions on a student's personal appearance will be in alignment with the dress code. Student dress or appearance may be restricted due to interference with classroom work or the creation of classroom or school disorder. Participation in voluntary activities may necessitate specific requirements for approved grooming and dress due to the nature of the activity.

- Students are allowed to present petitions to the administration. Collecting of signatures on petitions is limited to before and after school hours. No student will be subjected to disciplinary measures of any nature for circulating or signing an acceptable petition addressed to the administration. All acceptable petitions must be free of obscenities, libelous statements, personal attacks, avocations of disruption of the academic program, and potential safety threats to the school. The administration reserves the right to immediately prohibit the distribution and collection of signatures on petitions, which, in the sole judgment of the administration, violate this policy.
- With regard to charges made against students for violation of school rules or policies, students have a right to: (i) know what rules are; (ii) be notified of charges (iii) appeal a decision about the charges to a higher level; and (iv) have the charges or penalties removed from their records if their innocence or non-involvement is demonstrated by the evidence.
- Students may enjoy JA as a school environment that is free from threats, bullying, harassment and fear. Please see the administration or counselor if you feel this right has been violated.

### **Temporary Guardianship**

When leaving your student with another adult while you are out of the area on an extended absence, please notify the office giving the name, address and phone number of the temporary guardian. Also include permission for the temporary guardian to check your student out of school and for them to obtain medical assistance for the student. Please note the amount of time that the student will be with the temporary guardian. The school office will hold all information in confidence.

### **Transfers and Withdrawals**

Students transferring or withdrawing from JA must be cleared through the school office. If possible, please notify the school office in advance of pending transfers or withdrawals. Students must complete a withdrawal form, which requires signatures from all current teachers, return all books and pay all outstanding fees/fines before records will be released and forwarded.

### **Visitors**

Jefferson Academy is a closed campus. Visitors must check in at the school office before continuing on campus (see Security). Student visitors may shadow a JA student only if they are on the wait list. Visiting students must make a visitation request at least 24 hours in advance. The principal or dean of students must approve the request.

### **Volunteer Opportunities**

Each family is encouraged to volunteer for the school. There are a number of volunteer opportunities available with time requirements ranging from a one-time commitment to a weekly or daily assignment. There is no minimum volunteer hour requirement, however some involvement from each family is encouraged. When volunteers work at the school during the day, they are expected to sign in at the school office and wear a name badge. Volunteers are asked to record their hours before leaving the school. The record of volunteer hours is used for grant applications and various reports. JA Boosters, in cooperation with the administration, coordinates the volunteer opportunities and has volunteer forms available at registration.

### **Wait list Policy**

#### **Policy 8.1-Enrollment and Wait list**

- (a) **Enrollment criteria.** To be placed on the Jefferson Academy enrollment/wait list a child must be born and have a name. A parent may submit a letter of intent to enroll his/her child at Jefferson Academy at any time. The date of the letter of

intent shall control the child's priority for enrollment. Only full-time students will be accepted.

- (b) **Founding families.** The term "founding family" shall mean those families who signed a letter of intent prior to February 1, 1994. Siblings of present out-of-county students who are members of founding families may remain on the wait list if, and only if, their parents state that they intend to move into the district prior to August 1 of the year their children will be eligible for enrollment. The child must, in fact, move into the county prior to August 1 of the year in which he/she enrolls, and if the child does not move into the county prior to August 1, he or she will be moved to the bottom of the wait list.
- (c) **Residency.** Pursuant to the contract between Jefferson Academy and the District, students who reside outside of the School District shall not be admitted to JA until all applicants who reside in the School District and who qualify for admission have been enrolled. Students who become a nonresident after enrollment or between school years shall be allowed to remain enrolled in accordance with Jefferson County District Policy and Regulation (JFBA and JFBA-R). (For the purpose of this policy a student is considered "enrolled" when all required paperwork is returned to the school office).
- (d) **Notification Time.** Between the October count date given by the District annually and July 31, inclusive, of each year parents shall be given five days from the date that contact is made in which to make a decision regarding the acceptance of an opening at Jefferson Academy. However, between August 1 and the October count date given by the District annually, inclusive, parents shall have 48 hours in which to make a decision regarding the acceptance of an opening at Jefferson Academy.
- (e) **Re-sign timeframe.** Parents are informed at the time the letter of intent is completed that they must come in and re-sign their child on the wait list the year their child would begin kindergarten, seventh, or ninth grade. For elementary students, the re-sign timeframe is from the first student contact day in January through February 15. For secondary students, the re-sign timeframe is from the first student contact day in January through the Round One Choice Enrollment closing date established by the District. If the parent does not come in to re-sign their child during that time, the child shall be removed from the wait list. Jefferson Academy is not responsible to remind parents of the re-sign time or its requirements.
- (f) **Proof of Residency.** Proof of residency must be furnished at the time of enrollment.
- (g) **Rejection of space availability.** If a parent turns down an opportunity to enroll their child, the child's letter of intent date shall be changed to the date the parent notified Jefferson Academy of his/her decision not to enroll. The child shall remain on the wait list with that new letter of intent date if the parent so chooses.
- (h) **Wait list priority.** If a student needs to be tested and placed on another grade's wait list, or needs to be retained a year, that student will be placed on the wait list for the new class with their original letter of intent date.
- (i) **Parent Visit Days.** Parent visit days will be scheduled at least twice a year. Wait list parents will not be notified of parent visit days. They should contact the school office periodically in order to get that information.
- (j) **Efforts to notify wait list parents of an opening.** The following efforts shall be made to reach wait list parents:
  - (i) The manager of the wait list will call the phone numbers given on the letter of intent and leave messages if possible. If a voice message is left, 48 hours is given for the parents to contact the school. If there is no response, the school will leave one additional message and 48 additional hours to respond will be

given. If there is no response after the second message, the timeframe for postcard notification in (iii) is followed. When personal contact is made, the time frame in subsection (d) starts.

(ii) If contact is not possible with the family because all phone numbers provided are disconnected, out of order, or there are no means to leave a message, the child will be presumed no longer to live in district and therefore cannot be included on a class list, and the next person on the wait list will be contacted.

(iii) If there are no other phone numbers available other than a home phone, or voice messages have been left twice, the manager will write a postcard notifying the parent of a class opening, and give 5 days from the date of the mailing of the postcard for the parent to respond. Postcard notification is only done after the October count date until July 31 annually.

- (k) **Automatic placement to Junior High and Senior High.** It is the intent of the board to follow the Round One Choice Enrollment (CE) dates established by the District. Parents of sixth and eighth grade students who have automatic placement in Jefferson Academy Junior High or Senior High will be notified of such opportunity at least two weeks prior to the CE closing date. They will then have until the CE closing date to sign the CE form and take the enrollment slot., All sixth and eighth grade students who have not signed the CE form by the CE closing date will forfeit their automatic placement and be placed at the bottom of the wait list, if the parents so desire. After the CE closing date, the manager of the wait list will begin filling openings for the upcoming seventh and ninth grades.
- (l) **Wait list exceptions.** A family having a child or children in attendance at Jefferson Academy may request the board to make an exception to the wait list policy to allow their child back into Jefferson Academy after a one-year absence. Any such exception shall be made on a case-by-case basis by the board. During the year's absence, the parent must re-sign their child/children or otherwise notify the school in writing of their intent to reenroll for the following school year. If the school has not received written notification from the parent by March 31 for elementary students and the Choice Enrollment closing date for secondary students of the year the parent wishes to reenroll their child, the opening will no longer be available.

## 2007-2008 Secondary School Year Calendar

7-12 Fall Sports Mandatory Meetings 6:00-7:30pm	TBA
7-12 Registration and Pictures 8:30am – 7:00pm	August 9
7 <sup>th</sup> and 9 <sup>th</sup> Grades First Day Half Day, 8am-11:45am	August 20
7-12 Welcome New Parents/Families Night 6pm	August 20
7-12 First Full Day of School	August 21
7-12 Back To School Night	August 30
Labor Day – <b>No School</b>	September 3
All-School writing assessment	September 5
7-12 Pictures Retakes	September 13
7-12 P/T Conferences 3:30-5:30 A-H	September 25
7-12 P/T Conferences 3:30-5:30 I-P	September 26
7-12 P/T Conferences 3:30-5:30 Q-Z	September 27
7-12 P/T Conferences 6:00-8:00 for Working Parents	September 27
7-12 Early Release 1:00pm Professional Development	October 5
Super Testing Day 7 <sup>th</sup> regular day 8 <sup>th</sup> Explore test	October 17
End of 1 <sup>st</sup> Quarter (45 days)	October 19
<b>No School 7-12 (Fall Break)</b>	October 22
Vision & Hearing K – 12	November 1
7-12 Early Release 1:00pm Professional Development	November 2
K-12 Thanksgiving Break	November 21, 22, 23
Info Expo	November 30
7-12 Grade Finals ½ Day	December 20, 21
End of First Semester	December 21
Winter Break	December 24 – January 7
First Day of 2 <sup>nd</sup> Semester (Students Return)	January 8, Tuesday
Secondary choice enrollment re-sign time frame	January 8 – January 24
7-12 Early Release 1:00pm Professional Development	January 18
<b>MLK Holiday - No School K-12</b>	January 21
Homecoming Dance	January 26
7-12 Early Release 1:00pm Professional Development	February 15
President's Day - <b>No School K-12</b>	February 18
7-12 P/T Conferences 3:30-5:30 A-H	February 26
7-12 P/T Conferences 3:30-5:30 I-P	February 27
7-12 P/T Conferences 3:30-5:30 Q-Z	February 28
7-12 P/T Conferences 6:00-8:00 for Working Parents	February 28
CSAP Testing Window	March 10-21
End of 3 <sup>rd</sup> Quarter (46 days)	March 21
7-12 Spring Break	March 24 – March 31/Monday
7-12 Students Return	April 1, Tuesday
7-12 Early Release 1:00pm Professional Development	April 4
All-School writing assessment	April 16
Prom	May 3/TBA
7-12 Academy Awards - Afternoon	May 8
AP Testing	May 5, 6, 8, 9, 14, 15
Seniors' Last Day	May 23
Senior Finals	May 21 & 22
8 <sup>th</sup> Grade Finals	May 21 & 22
Secondary Field Day	May 23
<b>Memorial Day No School</b>	May 26
8 <sup>th</sup> Continuation Practice/Elitches Day	May 27
8 <sup>th</sup> Grade Students No School	May 28
8 <sup>th</sup> Grade Continuation - (evening)	May 28
Senior Mandatory Continental Breakfast	May 28
Graduation Mandatory Rehearsal 3:00pm	May 28
HS Graduation @ School Mines/Green Ctr -7:00pm	May 29, Thursday
7, 9, 10 & 11 Finals - ½ Day Last Day School	May 30