Student/Parent Handbook
2019-2020

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Principal

Mrs. Marti Porreco
Assistant Principal & Activities Director

Mr. Craig Melville
Assistant Principal
School Athletic Director

Mr. Maurice Williams
Dean of School Culture

STUDENT SUPPORT SERVICES
Mrs. Kyrie Adams, School Counselor
Ms. MaryBeth Mellott, Post-Secondary Advisor

ADMINISTRATIVE COORDINATORS
Joan Larson
Business Manager

Sharon DesJarlais
Operations Specialist, Facilities & Athletics

Renee McCarty
Student Support Services Assistant & Reception

Anne Leoni
Registrar & Assistant to Ms. Grantham

Angela Murray
Clinic Aide & Front Office Coordinator
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INTRODUCTION
Welcome to the 2019-2020 school year at Jefferson Academy Secondary School (JA), 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 6:00 p.m. Parents are encouraged to attend at least one Board meeting each year. Notice of meetings, locations 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 Communications Committee
- The Accountability Committee
- The Neighborhood Committee
- The Finance Committee
- The Policy and Governance Committee
- The Facility Planning Committee
- The Capital Development 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 Jefferson Academy Secondary School is Ms. Heather Grantham. Ms. Grantham received her B.A. in Psychology and Business Administration from the University of Texas at Arlington. She earned her first Master's degree in Secondary Science Education from the University of Phoenix. She completed her Principal Licensure through the Administrative Leadership and Policy Studies program at the University of Colorado at Denver. Ms. Grantham has been at JA since January 2006.

The Assistant Principal is Mrs. Marti Porreco. Mrs. Porreco received her B.A. in Journalism and Telecommunication from the University of Wyoming. She earned her Master’s Degree in Secondary English Education from the University of Phoenix and is currently working toward her principal licensure through the University of Phoenix. Mrs. Porreco has been at JA since 2005.

The Assistant Principal & Athletic Director is Mr. Craig Melville. Mr. Melville has been with Jefferson Academy since 2008 and has been teaching since 2005. He started teaching at a charter school in Pueblo, CO at which point he also earned his Master’s Degree in Education from Grand Canyon University. Even from those early days, he has been developing curricula for high school math and science. Since moving to JA, he taught Geometry, year-long Algebra 1, Algebra 2, AP Physics, college level Statistics and Physics, and started up the Engineering Design class. In addition to teaching, he coached baseball and has been a part of the Athletic Department helping to run our home games and helping with the behind-the-scenes work. He also served as the Instructional Coach for the school and developed the induction program for new to JA teachers. He couldn’t be more excited for this new role, and looks forward to the upcoming school year.

The Dean of School Culture is Mr. Maurice Williams. Mr. Williams received his B.A. in Psychology from the University of Colorado, Colorado Springs. He earned his Master’s degree in Business Administration from the University of Phoenix. Mr. Williams is a veteran of the United States Air Force. Mr. Williams comes to JA with 26 years of counseling, supervision and discipline experience in the Division of Youth Services/Corrections. He is also a long-time parent and coach at JA who is committed to the vision and mission of the school. His role is to work with students and families to ensure that behavioral expectations of the school are being met and to work with faculty/staff by directing their efforts in creating a positive school culture.

ACADEMIC PROGRAM

Junior High

Academic Awards
Students earning academic awards will be recognized for their achievement in a variety of academic areas and events.

Finals Testing
Final exams 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 take the implementation of a finals schedule seriously and is 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.
- The final exam may constitute up to 10% of the grade for the term.

**No early finals will be given unless there is a documented family emergency. Permission may only be granted by the Principal.

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) shall notify students and families ahead of time and arrange for either the students to be excused from school by parental written notification or participate in an academically appropriate activity during the 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.
- If the student is on campus during finals testing periods, the student must be in a scheduled class, under the supervision of the teacher even if a final is not conducted.
**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

**Honors Distinction**
Honors distinctions are offered in English/Language Arts, Science, and Social Studies. Any student may participate in the Honors Distinction process. Criteria to earn the Honors Distinction is outlined and communicated by the department. Honors Distinction offers a student the opportunity to demonstrate higher order critical thinking skills and enriched learning. If Honors Distinction is awarded, then the term “Honors” will be added to the course title on the transcript.

**Honor Roll**
The Junior High Honor Roll is as follows: Students with a GPA of 4.0 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.

**Instructional Goals**
The Instructional goals for the Junior High School builds upon the elementary objectives involving Academics, Physical Education, Artistic Expression and Character and begin to incorporate the Senior High Instructional goals as outlined in the following section.

**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.

**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. 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. For specifics regarding the qualifications, see the NJHS Sponsor.

**Report Cards**
Jefferson Academy Junior High is on a term/semester system. Therefore, there are two separate grading periods. At the end of the school calendar year, transcripts/report cards are available online. Parents are encouraged to visit the Infinite Campus Parent Portal to review their student’s grades throughout the year.

**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 either academic or social areas shall be considered for retention. Retention decisions will be based upon:

1. Grades and behavior
2. Teacher documented anecdotal information.
3. Parent anecdotal information.
4. Development and achievement test scores.

If the administration is considering retention of a student, parents will be informed as soon as possible. *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.*

*Students who fail 2 or more core class(s) are required to successfully complete summer school or enroll in online classes, at their own expense, in order to be promoted.*
High School

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 (6.0 credits) in a year.
- Receive at least a 3.8 GPA for the academic year.

Block Scheduling
The administration fulfills the mission and vision for JAHS by implementing an accelerated, 4x4 block schedule that takes into consideration and accommodates the fulfillment of graduation requirements and meets specific student needs.

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. 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 semester term, but it will not be reported on the transcript until the completion of the term.

Commencement Ceremony
Graduating seniors have the privilege of participating in the Commencement Ceremony upon successful completion of all graduation requirements. In order to participate, students must attend Senior night, complete all required paperwork, pay the graduation and all outstanding fees and be in good standing within the school community.

Finals
Final exams 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 is 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. Seniors at risk of failing a graduation requirement during the Spring term will be expected to attend class until the last day of the regular term.
- The final exam may constitute up to 20% of the grade for the term.

**No early finals will be given unless there is a documented family emergency. Permission may only be granted by the Principal.

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) shall notify students and families ahead of time and arrange for either the students to be excused from school by parental written notification or participate in an academically appropriate activity during the 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. All finals shall be conducted during these assigned times; only seniors who are passing their scheduled classes shall take exams at times different than those scheduled.
- If the student is on campus during finals testing periods, the student must be in a scheduled class, under the supervision of the teacher even if a final is not conducted.

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).
Graduation Requirements

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credit(s)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
<td>1 unit each year for all four years</td>
</tr>
<tr>
<td>Social Studies</td>
<td>4.5</td>
<td>Freshman - World History &amp; Government</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sophomore - US History</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Junior - Western Civilization or AP European History</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Senior - Economics and Geography</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
<td>Algebra 1 or higher - students must earn a grade of &quot;C&quot; or better to advance to the next level</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
<td>Freshman - Biology</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sophomore - Earth Science or Chemistry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Junior - Physics or Chemistry or College Biology</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Senior - Physics, Chemistry or other full credit lab based science</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>2</td>
<td>2 years of the same foreign language</td>
</tr>
<tr>
<td>Technology</td>
<td>1.5</td>
<td>Drama, music, or fine arts</td>
</tr>
<tr>
<td>Arts</td>
<td>1.5</td>
<td>4 PE classes or can be fulfilled by 4 seasons of interscholastic athletic competition or other organized programs pre-approved and verified by the principal</td>
</tr>
<tr>
<td>Physical Education</td>
<td>2</td>
<td>4 PE classes or can be fulfilled by 4 seasons of interscholastic athletic competition or other organized programs pre-approved and verified by the principal</td>
</tr>
<tr>
<td>Teen Choices</td>
<td>.5</td>
<td>Class of 2020 and beyond</td>
</tr>
<tr>
<td>Freshman Seminar</td>
<td>.5</td>
<td></td>
</tr>
<tr>
<td>Senior Seminar</td>
<td>.5</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL 27 credits

All graduation requirements must be successfully completed without modifications. Modifications include any changes to the curriculum. Please see the section titled, Exceptional Student Services.

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

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

Honor Roll
The High School Honor Roll is as follows: The Platinum Honor Roll for receiving a semester GPA of 4.0 or higher. 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.

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 correlates and attempts to integrate a student’s studies in history and geography, the English language and literature.
National Honor Society
JAHS students, at the end of the sophomore year, are eligible to apply for admission into the National Honor Society. 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. For specifics regarding the qualifications, see the NHS Sponsor.

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. Unofficial Transcripts may be printed from Infinite Campus via the Parent Portal. Final grades will be posted on Infinite Campus.

Retention Policy
Any student that fails to have the following credits will be retained in the grade started until the following school year. Grade assignments will be reviewed annually in June with the exception of potential graduates who will be reviewed in December and May annually.
At the end of:
9th Grade – students must have 7 credits
10th Grade – students must have 14 credits
11th Grade – students must have 21 credits
12th Grade – students must complete all JA graduation requirements. According to Jefferson County district policy, students can only “walk” if they have fulfilled all graduation requirements. The student will not receive a diploma until all requirements are met.

Students will not be permitted to make up any courses that they fail at Jefferson Academy with the exceptions of Math, Chemistry and Spanish I or II which can only be re-taken one time on campus. Students who fail a course need to see the School Counselor to obtain information on summer school or online classes. Jefferson Academy is not obligated to offer summer school programs. Parents/Students are responsible for paying the total costs associated with summer school and/or other programs for credit recovery. Summer school course fees are not waivable fees.

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 Concurrent Enrollment or AP courses and taken the two accompanying AP exams, demonstrated outstanding personal character and participated in at least two full sessions of “extra-curricular” activity. JAHS will weight grades from AP, concurrent enrollment, and Honors courses.

General
Student Scheduling Requirements
All students will maintain a full-time schedule. Students in grades 7-11 will be scheduled into a minimum of 4.0 credits per semester. Seniors who are on track to graduate will be scheduled into a minimum of 3.0 credits per semester. Any exceptions to these minimum scheduling requirements must be approved by the principal as part of a plan developed with student support services.

Extra Credit
Extra credit is intended for enrichment to the curriculum delivered by the teacher. Teachers are not required to offer extra credit. It is at the discretion of each teacher to offer extra credit. Extra credit work shall not be intended to “make up” for work not completed during the regular course of study or remedial help for a student who simply wants to earn more credit for a higher grade or has underachieved during the course. Extra credit may not account for more than 5% of a grade during a term.

Plagiarism
Plagiarism is defined in the district code of conduct as “knowingly copying or using the academic work of another and presenting it as his or hers without proper attribution” and is grounds for suspension or expulsion. JA instructors shall institute and implement class policies concerning plagiarism and cheating. For each offense, a minimum consequence of a “zero” for that work shall be instated. Acts of plagiarism may result in disciplinary consequences up to and including suspension.

Academic Concerns
The administration of JA 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.
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 in each of the academic recognized content areas offered at Jefferson Academy. Two special recognitions, the Principal’s and Jaguar Awards, will be awarded.

Exceptional Student Services
At Jefferson Academy, we serve students based on their placement through the choice enrollment process. We provide accommodations through our Response-to-Intervention procedures, 504 Plans, Individualized Education Plans (IEP), and Advanced Learning Plans (ALP). Teachers work closely with students to serve their needs in the least restrictive environment within the constraints of school resources. Students must be able to complete all course requirements with appropriate accommodations and without modifications.

ATHLETIC PROGRAM

Jefferson Academy offers our students several athletic opportunities. The high school is a member of CHSAA and participates in the Class 3A Metro 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 may offer up to six athletic choices to our students. Other than Cross Country and Boys Soccer, all JH sports are offered in a specific sport class format during the school day. In the fall, we offer co-ed cross country, girls’ volleyball and boys’ soccer. During the second quarter and 3rd quarter junior high girls and boys are able to compete in basketball. Girls’ soccer and boys baseball are available fourth quarter. The majority of the junior high sports schedules are filled with area charter schools and Metro League teams. In addition, our teams compete with area schools of similar size and skills. Junior High students may be required to try out for placement on the Junior High competitive teams.

Jefferson Academy Senior High students may compete in boys’ and girls’ cross-country, boys’ golf and boys’ soccer and girls’ volleyball in the fall. During the winter, basketball for both boys and girls is offered. Spring sports include boys’ baseball, boys’ lacrosse, girls’ soccer and boys’ and girls’ track and field and girls’ golf. 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. *All High School sports are subject to student tryouts to be placed on competitive teams.

Jefferson Academy 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 will impose penalties and/or ineligibility for failed classes or loss of credit to student athletes in both Junior High and High School athletic programs. 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 2.5 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 weekly grades to Weekly Eligibility every Thursday. The athletic department will then identify failing grades (F) by student. If a student-athlete has one failing grade, he/she is ineligible for any athletic contests from Monday until 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
If a student has one failing grade they are ineligible for the following entire week.
- That means (Monday at 8AM to the next Monday at 8AM)
- If a student turns in work to bring up grade eligibility will not be changed for that week.
- Your child needs to correct any errors! Grading mistakes can happen, but is not responsibility of the coach to correct. Check your child’s grades daily. IT IS THE RESPONSIBILITY OF THE STUDENT AND PARENT TO INSURE THAT WEEKLY GRADES ARE ACCURATE. IT IS NOT THE DUTY OF THE COACH OR THE SCHOOL TO TRACK POSSIBLE GRADE INACCURACIES. Keep all your tests and homework. It is your insurance to validate your grade.

The following is the process used at Jefferson Academy to monitor athletic eligibility:
1. Teachers report grades by Thursday morning
2. A complete list of D and F grades are given to the coaches and teachers by the athletic department by Friday AM. Failing grade notifications are sent home via email and telephone.
3. The coach and/or the AD inform the student and other necessary personnel by Friday afternoon of any student athlete from his/her team in academic warning or ineligible status.
4. Coach may communicate with parent/guardian on the status of the athlete
5. The student is notified by the coach of possible ineligibility and is given until the following eligibility check on the next Friday to raise the grade(s) in question
6. It is the responsibility of the student-athlete to work with his/her teacher to get all grades in question back to satisfactory status. Neither the Athletic Director nor the Coach will intervene on the student's behalf.
7. Ineligible status is from the following Monday through the following Monday morning. Grade checks continue on a week to week basis until the student raises the grade(s) that have caused ineligibility.
8. Jefferson Academy has the right to impose stricter academic standards, as do individual sports, than those imposed by CHSAA.
9. One or more F's at the end of semester final grade will result in the student being ineligible for up to nine weeks until the next official CHSAA eligibility check

All student-athletes at Jefferson Academy are students first, with the expectation of attending a full day of school on “game days”. In this manner, academics will be the focus of athletics as well. Any student not attending a minimum of two full blocks without a documented and acceptable excuse on any given school day is not eligible for athletic 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.

Athletic Trainer
Jefferson Academy provides a certified athletic trainer (AT) for our home competitions in the sports of soccer, volleyball, basketball, and lacrosse. An AT is a qualified health care professional educated in the prevention, examination, diagnosis, treatment and rehabilitation of emergent, acute or chronic injuries and medical conditions. The AT works under the direction of a physician as prescribed by Colorado’s Athletic Trainer Practice Act.

The presence of an AT on site will benefit our student athletes by having quicker access to appropriate sports medicine care. The AT will work in conjunction with coaches, faculty, and physicians to follow safe protocols for return to play, whether the student athlete has sustained a musculoskeletal injury, concussion, or other medical condition.
ATTENDANCE AND ABSENCES

Attendance is the responsibility of the student, the parents, and the school. The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. Absences have a negative effect upon instructional continuity, regardless of attempts to make up the work. Jefferson Academy 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.

Student Responsibilities for School Attendance
1. To attend school for all days of the established school calendar
2. To appear in class on time, prepared for academic learning
3. 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
4. To complete work as assigned by the teacher when a pre-authorized absence is requested and approved
5. To follow the established school procedure when enrolling in or withdrawing from a class

Parent Responsibilities for School Attendance
1. To maintain communication with their children regarding attendance
2. To recognize that any absence, regardless of cause, has a possible detrimental influence on student achievement
3. To contact the school within 24 hours based on the school’s reporting procedures regarding absences and in the case of extended home confinement, request makeup assignments
4. To monitor the makeup work of the student who has missed class
5. To attend and participate in school attendance conferences when requested
6. To recognize that student attendance at school is a collaborative effort between the home and school.
7. To provide documentation supporting the reason provided for the absence.

Teacher Responsibilities for School Attendance
1. To take attendance daily and maintain accurate attendance records according to district policy and school regulations.
2. To notify parents in a timely fashion of attendance concerns
3. 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
1. To supervise the school attendance policy and procedures
2. To develop and implement procedures to determine whether or not the student’s parents or guardian had knowledge of a student’s absence
3. 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
4. To develop and implement procedures to communicate to appropriate school staff concerning student absences, excused and unexcused
5. To inform parents and students of school and district attendance regulations
6. To contact Student Outreach regarding truant students
7. At a minimum, attendance shall be recorded twice during each scheduled school day.
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.

The following shall be considered excused absences:

1. 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.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. Excused absences include funerals, illness, injury, legal obligations, medical procedures and religious observations, and extenuating circumstances determined by the Principal.
4. A student who is attending any school-sponsored activity or who is receiving Jeffco educational services shall not be considered absent for attendance reporting purposes.
5. A student who is visiting a parent or guardian, who is an active duty member of the uniformed services and has been called to duty, is on leave from, or immediately returning from deployment to a combat zone or combat support posting.

Parents may excuse their student up to 4 times in a semester. Beyond 4 absences, signed medical professional documentation must be presented to the office or the absences will be counted as unexcused and begin the “habitually truant” count according to Jeffco policies.

JA requires 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. Schools will then notify the parents or guardian if the absence will be considered unexcused pursuant to district policy.

Pre-arranged Student Absences
Any absence not specifically covered by another section, such as family vacations, college visits, or other extended absence, must complete a pre-arranged absence form in order to be excused. This form must be submitted at least three days prior to the scheduled absence. In order for the absence to be excused, the student must meet the following conditions:

1. Is in good academic standing (70% or above in ALL classes)
2. Has no unexcused absences
3. Has four or fewer excused absences in a semester or seven or fewer in a school year

The school will enforce the written district policy for make-up work. Any student who misses at least 10 consecutive days, regardless of whether the days are excused or unexcused, will have their “Continuous in School” and “October New to School” codes reset. Must have a written excuse from a doctor.

Makeup Work
Makeup work shall be provided for any class in which a student has an excused absence. It is the student’s responsibility to pick up any makeup assignments on the day he or she returns to class. There shall be 2 days allowed for makeup work for each day of excused absence. Makeup work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and as an incentive to attend school.

Unexcused Absences
Unexcused absences are defined as absences not covered by the grounds for excused absences, including students leaving class without permission of the teacher or administrator in charge, students missing a class without parental approval, “sneak days”, “ditch days”, and “prank days”, and circumstances determined by the principal. Each unexcused absence shall be entered on the student’s record and the parents or guardian of the student receiving an unexcused absence shall be notified through the use of Infinite Campus. Unexcused absences will subject the student to appropriate consequences, including school sanctions 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.
Tardiness

On-time attendance is very important. When students are late, instructional time is missed and disruptions occur in the classroom. In fact, if a student is five minutes late three times per week, it amounts to missing more than 4.5 hours of class time in a semester. It is equal to three class blocks. All tardies are excused at the discretion of the administration. Examples of Excused Tardies – temporary illness or injury, appointments, legal obligations, funeral, etc. When the number of excused tardies becomes excessive, documentation of the reason provided by parents will be required. Examples of Unexcused Tardies – oversleeping, traffic, need more time, power outage, etc.

- 1st Tardy-teacher conference/speak with student when appropriate during that class period.
- 2nd Tardy-teacher notifies parent by phone and speaks to the student.
- 3rd Tardy-teacher contacts parent-student receives teacher led detention/consequence.
- 4th Tardy-referral to office.
- 5th Tardy-parent, student and admin meeting at school
- All contacts must be listed in Admin Conference.

*The above steps would constitute consecutive days of tardies-

Example:
Student is tardy to second period on Tuesday (step 1), student is then tardy to second period again on Thursday of the same week (step 2), and then again on the following Monday (step 3).
If a student were late on Monday and then late on a Tuesday 2 weeks later step one would be appropriate in both situations. But steps would be put in place if a pattern were to develop.

Leaving School early

Only a parent/guardian may 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 students must sign out before leaving campus early.

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 schoolday.**

Back to School Night/Meet the Teacher

New Parent Orientation will be held for the purpose of providing orientation materials, and introducing families to the school administration, faculty and staff. All new to JA parents are encouraged to attend to assist in students’ transition from the summer break to school. Returning parents can decide if they would like to attend or if the information presented online is sufficient.

Bell Schedule / Office Hours

At the time of publishing, the following bell schedule is in place for Junior High and High School:

<table>
<thead>
<tr>
<th>Monday – Thursday</th>
<th>Fridays (with Homeroom/Advisement Class)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 Hour: 7:30-8:20</td>
<td>0 Hour: 7:30-8:20</td>
</tr>
<tr>
<td>A Block: 8:25-9:55</td>
<td>A Block: 8:25-9:45</td>
</tr>
<tr>
<td>B Block: 10:00-11:30</td>
<td>Homeroom/Advisement: 9:50-10:25</td>
</tr>
<tr>
<td>HS Lunch: 11:35-12:10</td>
<td>B Block: 10:30-11:50</td>
</tr>
<tr>
<td>JH C1 Block: 11:35-12:15</td>
<td>HS Lunch: 11:55-12:30</td>
</tr>
<tr>
<td>JH Lunch: 12:20-12:45</td>
<td>JH C1 Block: 11:55-12:30</td>
</tr>
<tr>
<td>JH C2 Block: 12:50-1:45</td>
<td>JH Lunch: 12:35-1:00</td>
</tr>
<tr>
<td>HS C Block: 12:15-1:45</td>
<td>JH C2 Block: 1:05-1:55</td>
</tr>
<tr>
<td>D Block: 1:50-3:20</td>
<td>HS C Block: 12:30-1:55</td>
</tr>
<tr>
<td>Access Hour: 3:25-3:55</td>
<td>D Block: 2:00-3:20</td>
</tr>
<tr>
<td></td>
<td>Access Hour: 3:25-3:55</td>
</tr>
</tbody>
</table>

School Office Hours are Monday through Friday, 7:30am-3:55pm.
Booster
The purpose of the Jefferson Academy Boosters 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. See jajags.com for information on JA Boosters.

Bring Your Own Device
New this year, all students in both Junior High and High school are required to bring your own device. Devices must have a keyboard. Such devices include chrome book, and laptops. All devices must be registered with the school prior to internet access being granted. Registered devices are subject to searches and all policies must be adhered to. Jefferson Academy is not responsible for loss, damage, or theft of the property.

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 School is still in session. A JA 2019-2020 school calendar may be found on our website at www.jajags.com. For the most updated calendar information, please refer to the Google Calendar.

Change of Address
Having current information is critical in case of emergency, student health emergency, and school closures. It is the parent/guardian’s responsibility to ensure that JA has the current information in Jeffco Connect. Parents need to use the Jeffco Connect link to change all pertinent student information using the same user name and password that is used to access the Infinite Campus Parent Portal.

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 website, e-mail and Infinite Campus. Parents are also encouraged to utilize e-mail to contact JA personnel. Parents who do not have access to the Internet should contact the main office to leave a message for a teacher. An e-mail directory, individual teacher websites and Principal Notes (a weekly update) are available on-line at www.jajags.com. Infinite Campus allows telephone and e-mail communication of unexcused absences, tardies 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 > Dean of School Culture > Assistant Principal > Principal > Executive Director > Board of Directors). It is the goal of Jefferson Academy to respond to complaints and problems as soon as possible. A mutual respect should be demonstrated at all times throughout the complaint or grievance process.

Dances
In order to make dances fun, safe and enjoyable for all involved, students must remain in designated areas. Those choosing to leave early must leave the venue and may not return. Admission may be contingent upon clearing a drug/alcohol search. 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 high school students wishing to invite a friend who is not a student at Jefferson Academy, guest forms are available in the school office and online. They 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**

*The discipline process of Jefferson Academy is “student driven” in that when a student chooses to step outside the guidelines established to create a positive and effective place of education, the student is choosing to receive a consequence.*

**General Conduct Guidelines:**

1. Students are asked to respect classes in session and not to loiter in halls or to carry on any activities which may disturb classes. Seniors with an “off block” must be in the senior lounge, outside or off campus. Students who repeatedly abuse this policy will be disciplined and may lose their “off block privilege.

2. Any behavior which is disruptive to the educational process is prohibited. Foul or obscene language is not acceptable. Harassment and sexually inappropriate language and behavior are similarly unacceptable. Insubordination will not be tolerated.

3. Writing on walls, furniture, lockers or other school property and any willful damage to school property is contrary to state law and may result in suspension and disciplinary action being taken against offending individuals. Students will be required to pay for any damage.

4. Littering in any area of the building or grounds creates unnecessary work for custodians as well as a poor appearance for the school. Students are expected to assist in maintaining a pleasant school environment. Disciplinary action may result for offenders.

5. Students are not allowed to sit in cars during the school day. All cars in school parking lots should be locked and unoccupied except when arriving and leaving. Any vehicle parked on school property must be properly registered with the school, or be subject to a fine, being towed, or both. Automobiles parked on school grounds or designated lots may be searched for cause.

6. Use/possession of tobacco in any form is prohibited on or off school grounds. The use, possession and distribution of illegal drugs or alcohol and over the counter medication at school by students is strictly forbidden by School Board Policy and may result in suspension from school for a minimum of 3 days or up to 5 days depending upon the severity.

7. Fighting will result in a suspension. Police will be contacted. It is illegal to fight in a public place. Conflict resolution may be a part of the disciplinary action.

8. **Skateboards are not to be brought to school nor used on school grounds at any time.**

9. Students are not to bring mace, pepper spray, stun guns, or similar devices to school.

10. Students are not to bring laser pointers as they may cause eye injuries and are cause for suspension.

11. Weapons are not allowed. This includes knives of any type, guns, or any other object which could cause death or serious bodily injury. Police will be contacted.

12. No loitering is allowed in the parking lot.

13. Use of athletic and/or recreational equipment is allowed only in designated areas. Frisbees, hacky sacks, footballs or other recreational equipment should not be used on the front lawn, in the commons, or adjacent to traffic.

**Conduct Standards for Student Behavior Off Campus:**

1. Students are to behave in a respectful manner with neighbors, local merchants, other adults and other students.

2. Students are to avoid behaviors such as littering, trespassing, destruction of property, theft, loitering, harassment, fighting and reckless driving.

3. 11th and 12th grade students who have both parent and school permission to leave campus at lunch, are to use the open campus privilege responsibly by returning to school and classes on time. Permission may be revoked by either the school or parent at any time for any reason.

4. Per Colorado law, use and possession of tobacco or nicotine products and/or paraphernalia is not allowed on or off school property.

5. Jefferson Academy will follow District Policies concerning the use of Medical Marijuana, OTC Drugs, Illegal drugs, and alcohol.

Obviously, the items listed above do not exhaust all types of behavior which could be considered inappropriate. The fundamental principles for guiding student conduct at school are safety and respect for others and property. Students that participate in disruptive conduct which affects the management and welfare of the school, or has a detrimental effect on the health, safety or property of others in the school, shall be subject to appropriate disciplinary action, up to and including law enforcement referral, restitution, suspension and expulsion.

School-wide Discipline Consequences and Procedural Steps are suggested as the process that Jefferson Academy Secondary School may follow. At any time, a teacher or administrator may skip steps based on the severity of the student’s action. The Secondary School reserves the right to employ other options for student discipline. **The Jeffco Code of Conduct and any contract signed by a student/parent supersedes these steps.**
Disciplinary Consequences
At Jefferson Academy, it is expected that students conduct themselves with respect and integrity. When a student’s behavior is not socially acceptable, disrespectful, and/or interferes with the rights of others to learn, disciplinary consequences will be provided. It is our philosophy to provide a consequence that will assist students in developing self-discipline and ensuring their behavior is not repeated. Some of the examples of school wide consequences include, but are not limited to:

- Before School/Lunch/After School Detention: Students will be expected to sit in the office before school, during their lunch period or after school. Depending on the offense, they might also be expected to engage in community service (cleaning up) during this time.
- Friday School Detention: Students will be required to stay after school from 3:20pm to 6:20pm. During this time, they will be expected to sit silently, complete a written assignment, and/or engage in community service. Students are under constant, direct supervision by a staff member. Friday School is held on the last day of the school week on a bi-weekly basis.
- In-School Suspension: Students will be expected to attend a regular school day. However, they will not be allowed to attend their classes and all other school functions for the day(s) of suspension. Students should report to the office with a sack lunch. Often, they will be expected to complete a written assignment related to their offense. Students will not always be given an opportunity to work on their school assignments and will be held responsible for obtaining their makeup work from their teachers.

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, beanies, scarves, sun glasses or bandanas worn as an accessory in the building
- Ripped clothing which becomes revealing or a distraction
- Clothing that is overly revealing or sexually suggestive. Exposed midriffs or exposed backs. Includes boys showing chests through enlarged armholes in shirts and overly tight leggings or yoga pants.
- Gang attire, symbols, or colors
- Trench coats or dusters Chains or pointed studs that are distracting or could be utilized as a weapon.
- Bare feet
- 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 longest finger (middle finger) when arms are relaxed at the student’s side and without adjustments regardless of whether the student is wearing leggings, hose or other attire.
  - Appropriate undergarments should be worn at all times and not be visible when in normal posture (sitting or standing). This includes boys’ boxer shorts.
  - Dress or blouse tops may not expose cleavage or undergarments
  - Backless shirts or dresses
  - 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 or the school will provide alternative clothing for the duration of the day (this will usually mean sweats and/or plain T-shirts). Disciplinary action for violation of the student dress code shall include notifying the student and/or parents of the violation and a requirement that the dress or appearance be corrected before the student reenters the classroom, school environment, and/or school-sanctioned activity or event. At the discretion of the building-level administrator, a parental conference may be held. More serious consequences, including suspension or expulsion, may result from repeated or serious violations. As different fashions come and go, the administration has the final say regarding whether clothing is appropriate or not.
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. Shorts and shirts must meet PE dress code.

Drug and Alcohol Searches
The school may require students or student guests on school premises or at school sponsored events to submit to a breathalyzer test for the purpose of detecting the use of alcohol. The school may require such testing at any time, with or without advance notice, on a random basis, on an across—-the—board basis, or on the basis of reasonable suspicion.

The school may remove from school premises or school sponsored events any students or student guests who test positive for the use of alcohol or who refuse or fail to submit to such testing when required to do so by the school. The school may also discipline, up to and including expulsion, any students who test positive for the use of alcohol or who refuse or fail to submit to such testing when required to do so by the school. Drug sniffing dogs may be used to detect the presence of illegal drugs on school premises or at school sponsored events. The school may employ such dogs at any time, with or without advance notice, on a random basis, on an across—-the—board basis, or on the basis of reasonable suspicion. The school has the right to remove from school premises or school sponsored events any students or student guests who test positive for the use of alcohol or who refuse or fail to cooperate with any reasonable search for illegal drugs.

Inspection of personal property including (but not limited to) lockers and their contents, clothing pockets, backpacks and cars may be conducted by the Principal, Assistant Principal or their designee for any reason, at any time, without notice and without student or parent consent. Inspections may take place on or off school property when a student is participating in a school-sponsored activity or event. Disciplinary consequences will result if any evidence or use of drugs or alcohol is found.

Electronics Usage
Parents/guardians understand that student’s 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. Gym lockers are provided, if requested, for storage and should be locked at all times. Students who bring their cell phones to school must keep them safely and securely stored. At times teachers may request students to place their devices in a holder in the classroom. 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.

- 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 and will be posted on our website. The Principals of the two JA campuses 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. JA has updated its front office to better facilitate safety and security operations for our students and staff. All visitors will be required to present their state-issued ID upon their first visit. JA conducts regular emergency drills for students and staff. Fire escape routes are posted in every classroom. All staff is 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 the situation warrants, follow-up communication will be made via any combination of email, telephone or letter. It is the parent’s responsibility to maintain current contact information through the Jeffco Connect site.
**Enrollment Policy**
Parents wishing to enroll their children who are not currently on the wait list must participate in Open Enrollment. For more information, go to the Jefferson County School website or contact the Jefferson Academy Secondary office. For specific information and to read the entire JA Board Policy, please see the policy, *Policy 8.1-Enrollment and Wait list*, which is posted on our website.

**Grandfather Waitlist**
Jefferson Academy revised the grandfather wait list policy and discontinued taking students via a wait list in December 2008.

**Re-Sign Period**
Students entering 7th and 9th grade must be re-signed during the month of January of their 6th and 8th grade year. If you do not re-sign your student during this time period, your student will be dropped from the wait list and will have to re-apply for enrollment should they wish to return as a student for the next school year. Jefferson Academy is not obligated to remind parents of the re-sign time or its requirements.

**Sibling Priority**
Sibling priority will be given to a prospective student if they have a currently enrolled sibling at Jefferson Academy that intends to return the following school year. Any student who receives an enrollment spot because of sibling priority will have their spot rescinded should the currently enrolled “sibling” withdraw or transfer prior to the start of the following school year.

**Facility Usage**
Jefferson Academy facilities are available for use by organizations that serve JA students on a limited basis. 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.

**Failing Seniors**
Seniors earning a D or F in one or more of their classes will be expected to attend school on certain days when others are not expected to attend (standardized testing days etc…). It is our intention that students use these days to improve their academic standing by utilizing resources available to them on-campus. Seniors will be expected to attend school from 8:15am to 3:15pm and will be supervised by a faculty member of the school to assist them with their questions, encourage them to seek out teacher assistance, and keep them focused on their work. A high level of discipline is maintained in the room so that it is quiet and productive. Students are expected to stay on campus during these days and check in their phones so it does not act as a distraction. If these days are missed without prior approval from administration, then Seniors are expected to make up the time in Friday School.

**Foundation for Jefferson Academy**
The Foundation for Jefferson Academy supports the K-12 environment by raising capital funds to retain the best teachers, improve the educational programming, improve facilities, pay down debt, and cultivate relationships with community and business leaders. If you are interested in contributing to the foundation or being a part of the action, please visit the website at [www.foundationforja.org](http://www.foundationforja.org)

**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.

**Harassment, Bullying or Intimidation**
It is the right of every student to come to school and feel safe. All students have the right to respectfully and reasonably stand up for themselves and the obligation to intervene when they see harassment or bullying.

At Jefferson Academy, harassment is defined as aggressive pressure or intimidation. Bullying is defined as seeking to harm, intimidate or coerce someone who is perceived as vulnerable. There are three criteria that must be met to be defined as bullying:
1.) Intent to harm/unwanted aggressive behavior.
2.) Imbalance of power.
3.) Repeated behavior.
Types of bullying can include but is not limited to cyberbullying, physical bullying, verbal abuse, bigotry, social bullying, damage to property and exclusion.

If you or another student have been or are the target of harassment or intimidation, you must immediately report it to a Counselor,
Administrator or Safe2Tell. Staff may intervene if asked to, or if necessary. Students can report anything they feel is bullying. Harassment of any kind is taken very seriously at Jefferson Academy. There will be consequences for bullying, which will vary depending on the severity of the situation. Consequences may include loss of various privileges, Friday School or suspension, expulsion and/or police intervention. (Adapted from the JH Communications Class proposal, March 2019)

**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 during school hours for Halloween and students are not to come to school in costume when not associated with an activity or event. 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 Food and Nutrition Services Department of Jefferson County Public Schools is responsible for the production and service of safe, healthy and nutritious foods to meet the diversified needs of the district's 85,000 plus school age children providing fuel for the learning experience. Lunches may be paid in advance through the online School Café program, via Jeffco Connect, or paid directly to the Food Service staff in the kitchen. Jefferson Academy participates in the Federal Free/Reduced Lunch program. Applications are available online and should be submitted every year. The lunch menu can be found on our website at www.jajags.com through the meal program link under the Family Resources tab.

**Hours of Operation**
Junior High and Senior High faculty and staff will generally be available from 7:30 a.m. to 3:55 p.m. each school day. Teachers will have office hours that vary from this schedule. Please check the course syllabus for teacher availability. The secondary school office hours are Monday through Friday from 7:30 a.m. to 3:55 p.m.

**Infinite Campus**
Infinite Campus is the database for the entire Jefferson County School District. Parents/guardians who have Internet access have the ability 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 through Jeffco Connect. Jeffco Connect and the Parent Portal can be accessed through the JA website, 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 librarian. JA intends that students will use the Internet for appropriate, school-related applications only and reserves the right to prohibit students from its use should non-school or unacceptable uses be detected and additional disciplinary action may be required.

**Internet Safety Plan**
Jefferson Academy Charter Schools have technology protection measures for all computers in the schools, including computers in media centers/libraries that block and/or filter visual depictions that are obscene, child pornography and items harmful to minors as defined in the Children’s Internet Protection Act. Jefferson Academy will certify that all schools, including media centers and libraries, are in compliance with the Children’s Internet Protection Act. Compliance measures contained within this plan address the following:

<table>
<thead>
<tr>
<th><strong>Access by Minors to Inappropriate Matter on the Internet and World Wide Web</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Users will not use the district system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). For students, special exception may be made for hate literature if the purpose of such access is to conduct research AND both the teacher and the parent approve access. School employees may access the above material only in the context of legitimate research.</td>
</tr>
<tr>
<td>2. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school. Students should immediately notify teachers. Teachers and staff should immediately notify building</td>
</tr>
</tbody>
</table>


Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable. Students should not delete such messages until instructed to do so by a staff member.

Safety and Security of Minors when using Electronic Mail, Chat Rooms, and other Forms of Direct Electronic Communications and Unauthorized Disclosures

1. Student users will not post or share contact information about themselves or other people. Personal contact information includes the student’s name together with other information that would allow an individual to locate the student, including, but not limited to, parent(s) name(s), home address/location, work address/location, or phone number.
2. Elementary and middle school students will not disclose their full name or any other personal contact information for any purpose.
3. High school students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or with specific staff approval.
4. Students will not disclose names, personal contact information, or any other private or personal information about other students under any circumstances. Students will not forward a message that was sent to them privately without permission of the person who sent them the message.
5. Students will not agree to meet someone they have met online.
6. Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable. Students should not delete such messages until instructed to do so by a staff member.

Unauthorized Access, Including “Hacking” and other Unlawful Activities by Minors Online

1. Security on any computer network is a high priority, especially when the network involves many users. If a user feels he/she can identify a security problem on the computer network, the user must notify a network administrator or building level administrator. The user should not inform individuals other than network or building administrators of a security problem.
2. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.
3. Passwords to the network should not be easily guessed by others, nor should they be words that could be found in a dictionary.
4. Attempts to log in to the network using either another user’s account or as a network administrator could result in termination of the account. Users should immediately notify a network administrator if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any user identified as a security risk will have limitations placed on usage of the network or may be terminated as a user and be subject to other disciplinary action.
5. Users will not attempt to gain unauthorized access to the district system or to any other computer system through the district system, or go beyond their authorized access. This includes attempting to log in through another person’s account or access another person’s files. These actions are illegal, even if only for the purpose of “browsing”.
6. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
7. Users will not use the district system to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.
8. Users will not attempt to access Web sites blocked by district policy, including the use of proxy services, software, or Web sites.
9. Students will not attempt to access non-instructional district systems, such as student information systems or business systems.
10. Users will not use sniffing or remote access technology to monitor the network or other user’s activity.
11. Users will not use any wired or wireless network (including third party Internet service providers) with equipment brought from home. Example: The use of a home computer on the network or accessing the Internet from any device not owned by the district.
12. Users will not use district equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.
13. Users will not possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety, using the Internet or Web sites at school to encourage illegal behavior, or threatening school safety.
14. Users will not use the district equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal.
Jefferson Academy Charter Schools have selected a technology protection measure (Internet filtering) for use with the school Internet system. The filtering technology will always be configured to protect against access to material that is obscene, illegal (i.e. child pornography) and material that is harmful to minors, as defined by the Children’s Internet Protection Act. Individual schools may, from time to time, reconfigure the filtering software to best meet the educational needs of the schools and address the safety needs of the students. The technology committee will conduct an annual analysis of the effectiveness of the selected filter and will make recommendations to the Principal regarding the selection and configuration of the filter. The filter may not be disabled at any time that students may be using the school Internet system, if such disabling will cease to protect against access to materials that are prohibited under the Children’s Internet Protection Act. The filter may be disabled during non-student use time for system administrative purposes. Filtering technology has been found to inappropriately block access to appropriate material. To ensure that the implementation of the technology protection measure is accomplished in a manner that retains school control over decision making regarding the appropriateness of material for students; does not unduly restrict the educational use of the school Internet system by teachers and students; and ensures the protection of students’ constitutional right to access to information and ideas, authority will be granted to selected educators to temporarily or permanently unblock access to sites blocked by the filter. To temporarily unblock a site, the authorized individual must review the content of the site, outside of the presence of any student, prior to allowing access to the site by a student.

Reports of all instances of temporary unblocking will automatically be forwarded to the technology coordinator. If an unauthorized individual believes that the blocked site should be permanently unblocked, a recommendation will be forwarded to the technology coordinator. The technology coordinator will make a decision to permanently unblock access to the site or may delegate the decision to the technology committee.

Internet Safety Curriculum

Jefferson Academy Charter Schools will provide a comprehensive, age-appropriate curriculum that teaches safety in working and interacting on the internet in grades kindergarten through twelve. At a minimum, the curriculum will address the following topics:

1. Interaction with persons in the cyber community;
2. Personal safety in interacting with persons on the internet;
3. Recognition and avoidance of on-line bullying;
4. Technology, computer virus issues, and ways to avoid computer virus infection;
5. Predator identification;
6. Intellectual property, including education concerning plagiarism and techniques to avoid committing plagiarism and laws concerning downloading of copyrighted materials including music;
7. Privacy and the internet;
8. On-line literacy, including instruction in how to identify credible, factual, trustworthy websites.

Each school is encouraged to structure the lessons so as to incorporate the internet safety topics into the teaching of the regular classroom curricula, rather than isolating the topics as a separate class. Each school is encouraged to use available internet safety curricula resources, including but not limited to materials available through nonprofit internet safety foundations that are endorsed by the federal government. Each school is also encouraged to work with the local law enforcement agencies for the jurisdiction in which the school is located in delivering the internet safety curricula, especially with regard to topics that address personal safety on the internet, internet predator identification, privacy issues, and homeland security issues.

Lockers

Lockers (academic and PE) 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 during registration. Lockers are assigned for all 7th grade students. Any student in grades 8-11 who wishes to use a locker must place a request at the front office.

Lost and Found

Any items that are unclaimed or left at the school will be placed in the Lost and Found area located in the Secondary Commons. When the lost and found is full (or overflowing) items will be donated to charity. Additionally, all lost and found items are donated to charity at the end of each quarter. Jefferson Academy is not responsible for items left by students that end up being donated to charity. Unlocked gym lockers will be emptied at the beginning of each extended break (Thanksgiving, Winter & Spring Break) and donated.
to charity.

**Lunchtime Driving Privilege**
JAHS is a closed campus. We have extended the privilege of a lunchtime release to 11th and 12th 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, car surfing, and speeding will not be tolerated. Also, students are not to throw trash out of their vehicle anywhere; particularly in the JAHS area. JAHS understands that the lunchtime period is short, and the temptation to hurry to lunch is significant. JAHS wants students to be able to exercise this privilege. However, drivers must understand that safety will always be of paramount concern to the school. Students who continue to drive safely at lunchtime will continue to enjoy this freedom. Individuals who drive unsafely will have their lunchtime driving and/or parking privileges revoked. Every week grade reports will be run and any upperclassman who has a 68% or lower in any class will lose their off-campus privileges for the week. At the end of each quarter, students who have an F in any class will lose this privilege for the entire following quarter. Upon a student requested review of their grades during the fifth week of the new quarter a student’s privileges may be reinstated if all grades are above a 75% and maintained at a passing level for the rest of the quarter.

**Meal Program - School Café (formerly MyPaymentsPlus)**
Jeffco Public Schools is pleased to offer an online payment processing system, School Café. This program allows parents to make school-related payments online via e-check or credit card at their convenience, all from the Jeffco Connect link on our website. There may be a small fee incurred per transaction.

**Nondiscrimination**
Jefferson Academy Secondary is committed to ensuring that all eligible students, including those with disabilities, have an equal opportunity to participate in non-academic and extracurricular programs and activities. If your student requires an accommodation to participate in the program(s) described above, please contact your Building 504 Coordinator at 720.887.1992. For all grades please contact Mrs. Kyrie Adams.

**No Rescue Policy**
It is our desire to train and educate self-reliant children and students. Thus, it is the policy of the school not to let students call home and ask their parents to bring in their homework, projects or lunch that they may have forgotten at home. We strongly encourage families to have a system in place that helps students manage their responsibilities in an efficient way. If a student should neglect their responsibilities it is important for them to learn from the natural and logical consequences, so that next time(s) they may have a more positive outcome.

**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 upon 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 contact 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, cursing, 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.
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.

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.

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.

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

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.**

Based on availability, Jefferson Academy provides parking permits first to the top seniors based on their cumulative GPA at the end of their junior year. All permits must be accompanied by a valid driver’s license. Fees for parking will be $62.50 per semester, or $125.00 for the school year.

Site Based Rules and Expectations
1. All vehicles driven to school must be registered with the school and the student parking permit must be displayed in a location clearly visible from the outside of the vehicle.
2. Car pools are encouraged. All vehicles used in a carpool must be registered with the school.
3. Speed limit on school grounds is 10 MPH. The vehicle must be operated in a safe and legal manner at all times.
4. School parking permits are valid from 8/14/19 to 5/22/20 and are limited to the spaces delegated to students including any reserved spaces or off-limits spaces.
5. Students are not allowed to loiter in the parking lots or vehicles before, during, or after school hours.
6. Parking in fire lanes, no parking zones and/or restricted areas is prohibited.
7. Violations of rules and expectations may lead to fines, parking boot, or towing as well as law enforcement involvement and school disciplinary consequences.
Fines
1. Parking in a fire lane -- $25.00 (Ticket from law enforcement and possible towing of car)
2. Parking in areas not open to students (staff or visitor parking, restricted lots, etc.) -- $25.00
3. Non-registered vehicle on school grounds -- $25.00
4. Not displaying parking tag -- $25.00
5. Altering, falsifying, transferring without permission a parking tag -- $25.00 and possible suspension and/or revocation of parking privileges.
6. Operating a vehicle in a dangerous or reckless manner on school grounds or in the immediate neighborhood -- $25.00 and possible suspension and/or revocation of parking privileges.
7. Auto violations (parking and moving) and unpaid fines may result in disciplinary action up to and including suspension and law enforcement referral.

Students have 10 school days to dispute or contest any fines. Failure to contest a fine within 10 days will lead to the imposition of the fine. All fines should be paid within 30 days and it is the student’s responsibility to communicate with parents regarding fines.

Jefferson County Schools and Jefferson Academy Senior High assume no responsibility for any damage to vehicles parked on school property or to the loss of any articles contained therein.

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 and may be subject to confiscation and/or searches. 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 binds 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 and suggest that students do not share their lock combination with others. Vandalism or theft of school property will be investigated and prosecuted if applicable.

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.

Records
Parents may view a child’s permanent record at any time. Please provide the school a written request and at least 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, 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.

Security
Jefferson Academy focuses 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 utilizing the Raptor Visitor Management software program. First time visitors will be required to present a driver’s license or ID. All visitors will be screened for sex offenses.
- All perimeter doors will be locked during school hours except the front entrance.
- Monthly safety drills will be held for staff and students.
• All students will be issued a Student Identification Card and lanyard. **Students are required to have their ID card with them at all times while on campus.** Replacement cost for an ID is $5.00
• All staff must display the appropriate identification badge.
• Propping or opening doors for others jeopardizes security. Thus, consequences will be assigned for any person observed engaging in this behavior.

**School Fees**

Fees for materials/technology, core and elective classes, athletics participation and athletic season passes are assessed each quarter. Full replacement cost will be assessed during the school year for damaged or lost books. Any school equipment (such as science laboratory equipment, furniture or electronics) damaged by a student must be paid for by the student. Any lost or unreturned athletic uniform will be assessed a replacement fine. A fee sheet, detailing all assessed fees shall be distributed at registration and again at the beginning of each quarter. An explanation of fees is available. Fee schedules are available beginning July 29, 2019 on-line via the Jeffco Connect via Jeffco Student Fee Payment link. Fees are waived for families approved for Free and Reduced meals with the exception of AP exam fees, the graduation fee, and fees/reimbursements associated with college courses.

**Social Media Guidelines for Students**

1. Be aware of what you post online. Social media venues including wikis, blogs, photo and video sharing sites are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
6. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
7. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
8. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.
9. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher rightaway.
10. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

Adapted From: [http://socialmediaguidelines.pbworks.com/w/page/17050885/Student%20Guidelines](http://socialmediaguidelines.pbworks.com/w/page/17050885/Student%20Guidelines)
**Student Health**

**Accidents**

All accidents that occur on the school grounds must be reported to the school office within 24 hours of the occurrence. 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 at the parent/guardian expense when all efforts to make contact have been exhausted.

**Clinic**

The secondary school office has a basic clinic. Parents should bring special health problems to the attention of the teacher, the school clinic, school nurse 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 if it is determined that the student needs to be dismissed. Ill students must check in with the clinic BEFORE calling parents for pick up. This will enable the clinic to assess the degree of illness and determine if the student does, indeed, need to be dismissed from school. A sick student must be picked up within 30 minutes of the school contacting the parent or designated adult. The school has limited 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. Students should only return to school after their fever has been gone for 24 hours.

**Concussion Policy**

1. School counselor and Concussion Coordinator are notified of a student with a head injury or concussion with an official doctor’s note indicating the diagnosis.
2. Concussion Coordinator notifies the RN, who contacts the family for dates & summary of medical diagnosis and present symptoms.
3. Concussion Coordinator will notify all teachers and necessary school staff, including the Athletic Department.
4. A student who is recovering from a concussion and feels ill during the school day should go to the school clinic. A parent/guardian is contacted and the student’s self-reported symptoms are reviewed with them to determine if the student returns to class or needs to go home.
5. Each student diagnosed with a concussion will have different symptoms and a different rate of recovery. Teachers check in with students frequently during the recovery period and provide the academic adjustments necessary.
6. Teachers contact the RN with questions regarding concussion symptoms or recovery.
7. Accommodations are individualized, flexible and accommodate the student’s needs during the recovery progression. Teachers review grading and course credit adjustments with the Principal & Counselor as needed.
8. School psychologists, social workers and counselors support student mental health needs during the recovery period and assist with adjustments in student schedules as needed. Emotional meltdowns and behavioral adjustments outbursts are a common result of mental fatigue, especially in younger children.
9. Concussion Coordinator is notified when the student is released by an official doctor’s note.
10. Concussion Coordinator notifies the RN, all teachers and necessary school staff, and the Athletic Department.

**Immunization (and exemption) Requirements**

Immunizations help prevent serious illnesses. State health regulations (C.R.S 25-4-902, C.R.S. 25-4-903) require children attending out-of-home child care and school settings to be up to date on all immunizations or have a valid exemption filed every year (either a medical, religious or personal exemption). Required immunizations for school—aged students include: diphtheria, tetanus, whooping cough (pertussis), polio, measles, mumps, rubella, hepatitis B, and chickenpox (varicella). Required immunizations for child care-aged children include those listed above for school-aged children plus Haemophilus influenza type B (Hib), and pneumococcal disease. Hepatitis A, influenza, and meningococcal disease vaccines are recommended but not required for school attendance. Jefferson Academy should have documentation of the immunization status of all children on file. Information on 16 immunization requirements and forms can be found at the following website: [https://www.colorado.gov/pacific/cdphe/school-immunizations](https://www.colorado.gov/pacific/cdphe/school-immunizations)
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*. All other prescription medication and over-the-counter medication must have a Medication Permission Form (form 924) signed by the parent/guardian and doctor and submitted to the clinic aide. No medicine will be dispensed from the clinic unless a completed form is on file. If the student abuses or misuses the privilege to self-carry one dose of Tylenol, the privilege may be withdrawn by the Principal and nurse consultant and the student may be subject to discipline as stated in the Code of Conduct. Students may not share any medication, including over-the-counter medications such as Tylenol/Advil. See the Jefferson County Code of Conduct for a complete explanation.

Vision & Hearing Screening
Students in grades 7 and 9, students with Individual Education Plans, 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, parents will be notified of the results of the screening. It will be recommended that parents 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 schoolwork belonging to other students or sources.
- Some examples are: deception; talking, the use of 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 author’s words or ideas and presenting them as your own; failing to use proper citation and bibliography.
- Sharing / receiving computer files from another student and presenting as your own.

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 any school staff member; 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. Receive a failing grade on the test, paper or exam;
2. Have an overall course grade lowered;
3. Receive a grade of F in the course.
4. Lose privilege to be in an honors course or lose Honors credit.

Administrative consequences may include:
1. Be placed on disciplinary probation;
2. Be placed on disciplinary suspension; or
3. Be expelled.

Student Publications
The district seeks to create a stimulating learning climate through the active involvement of students in their education and the fostering of a spirit of inquiry with freedom to express their own views and to listen and to evaluate the opinions of others. A primary goal is to provide students with the opportunities to exercise their rights, and at the same time to assume the attendant responsibilities of citizenship.

Student Rights and Responsibilities

- Each student at Jefferson Academy has the opportunity to use the school as a means for self-improvement and individual and character growth. In so doing, he or she is expected to conduct his 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 the 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.

School Sponsored Student Publications
The purpose of school sponsored student publications is to provide students with experience in reporting, writing, editing, and understanding language and responsible journalism. School newspapers have the additional purpose of disseminating school related information among the members of the school community.

With respect to school related (curricular) student publications made generally available throughout one or more schools of the district, the Board encourages students to freely and creatively express their views subject to the limitations of this policy and state and federal law. To protect the rights of all members of the school community and to support the educational purposes of the schools, students are prohibited from publishing:
1. Expression which is obscene.
2. Expression which is libelous, slanderous, or defamatory under state and federal law.
3. Expression which is false as to any person who is not a public figure or involved in a matter of public concern.
4. Expression which creates a clear and present danger of the commission of unlawful acts, the violation of lawful school regulations, the material and substantial disruption of the orderly operation of the school and school activities, or which violates the rights of others to privacy.
5. Expression which is in violation of lawful school regulations designed to control gangs.

Student editors of school sponsored publications shall be responsible for determining the news, opinion, and advertising content of their publications subject to the limitations of this policy and state and federal law. A "publications advisor" shall be assigned to supervise the production of school sponsored publications and to teach and encourage free and responsible expression and professional standards of language and journalism.

In supervising the production of school sponsored student publications, the publications advisor is responsible for reviewing all materials prior to publication. It is the responsibility of the publications advisor to determine that all expressions for publication are in accordance with this policy and state and federal law. In the event that any materials shall be brought into question, the materials shall be promptly presented to the Principal of the school involved for resolution. Publication will be permitted unless the material is within one of the five standards described above.

If participation in a school sponsored publication is part of a school class or activity for which grades or school credits are given, the publications advisor has authority to establish or limit the students' writing assignments and to otherwise direct and control the learning experience that the publications are intended to provide.

Whenever a matter concerning the five prohibited matters of publication comes before the principal for resolution, an immediate hearing will be conducted. At the hearing, the student(s) involved, the publications advisor, and such other persons as the principal deems appropriate may be present. All parties involved shall have the opportunity to present their views; however, they shall not have the right to representation by legal counsel or to call or cross-examine witnesses. Thereafter, the principal shall notify all parties, in writing, of the decision. If the decision is that all or any part of the materials are inappropriate, the notice shall specify the standard which has been violated. The written notice of the decision made by the principal shall be provided within 24 hours from the time of the hearing.

If the decision of the principal is not acceptable to the parties involved, the decision may be appealed to the JA Board of Directors. In case of such an appeal, the JA Board shall respond in writing by the close of the school day following the request for the appeal. The decision of the JA Board shall be final, subject to judicial review.

All school sponsored publications shall contain a disclaimer that expressions made by students in those publications is not an expression of Board policy, that the views expressed are not necessarily shared by the administration and that the district and its employees are immune from any civil or criminal action based on any expression made or published by students. Parents, students or faculty who disagree with a position reported should write a letter to the editor. Consult the website for contact information.

**Student Telephone Usage**

In accordance with our No Rescue Policy, 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 without permission and the school takes no responsibility for their use or loss. Unauthorized use of a student’s personal cell phone may be cause for confiscation and/or disciplinary action.

**Student 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, the return of all books and payment of all outstanding fees/finances before records will be released and forwarded.

**Tobacco Free School**

THE USE AND/OR POSSESSION OF ANY TOBACCO PRODUCT AND ALL VAPOR SMOKING DEVICES BY STUDENTS IS ALSO PROHIBITED ON SCHOOL PROPERTY OR AT ANY STUDENT ACTIVITY SPONSORED BY THE DISTRICT.
Additionally, information available and provided from safe and drug free schools and other community based prevention initiatives will be made available at school and through newsletters etc. about how to:

- Help children resist tobacco.
- Reduce exposure to secondhand smoke.
- Quit using tobacco.

School property includes, but is not limited to, any building used for instruction, administration, support services, maintenance, or storage, the grounds surrounding those buildings if the school is authorized to exercise dominion and control over the grounds, and all vehicles used by the school for transporting students, workers, visitors, or other persons. Schools are asked to display signs that prohibit the use of tobacco in school parking lots and throughout the campus. Tobacco means all kinds and forms of tobacco suitable for chewing or smoking and any other product that is packaged for smoking. Use means the lighting, chewing, or smoking of any tobacco product. When reasonable, the district shall not exempt any area, persons or events, including fundraisers from this prohibition. The district may seek and accept gifts, donations, or grants of any kind, from any private or charitable sources or any government agency excluding tobacco companies, to meet the expenses required by this policy. Such funds shall be accounted for separately, and, to the extent that such funds are available, the district shall maintain and operate an educational program at each school to assist students, faculty, and staff to avoid or discontinue the use of tobacco.

Addressing Student Policy Violations
Students who possess and/or use tobacco/nicotine products on school grounds are subject to disciplinary action, up to and including suspension. Schools should make every effort, which may include educational alternatives to suspension, to provide comprehensive interventions, for student tobacco/nicotine policy violators. At a minimum, schools should provide to students:

- Educational information regarding the tobacco-free schools law.
- The district tobacco-free schools policy.
- Hazards of tobacco and resources for cessation.

Addressing Visitor Policy Violations
Repeat violators may be asked to leave the school property or school sponsored event (if not occurring on site at the school) to finish their tobacco/nicotine product or extinguish/dispose of the tobacco/nicotine product if they wish to remain on the property or at the event.

Transcripts
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. Students must follow the process outlined in the College Application Procedure Documents to receive a transcript. As a current student, official transcripts may be requested and paid for at the office. “Unofficial” transcripts are available online under the student's Infinite Campus Portal (under reports). Once graduated or withdrawn, official transcripts may be requested from the District via the link provided on our website.

Visitors
Jefferson Academy is a closed campus. All visitors must check in at the school office before continuing on campus (see Security). Student visitors may sign up for a “prospective student visit day” via the link on our website. Visiting students must make a visitation request at least 24 hours in advance and must be approved by Administration. Alumni may visit after school or be escorted throughout the building during school hours by a faculty member as long as classes continue without disruption. Alumni visits should be limited to 30 minutes or less. All visitors must present their valid driver’s license upon check in at Jefferson Academy and are subject to a screening.

Volunteer Opportunities
Each family is required to volunteer for the school per our Board policy. There are a number of volunteer opportunities available with time requirements ranging from a one-time commitment to a weekly or daily assignment. Please check the website for current volunteer opportunities or contact teachers and/or Boosters directly. 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.

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