



Student/Parent Handbook 2023 - 2024

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ADMINISTRATION

Mr. Ryan Stadler

Principal

Mrs. Marti Porreco

Assistant Principal & Activities Director

Mr. Dan Quaratino

School Athletic Director & Assistant Principal

Ms. Kyrie Adams

Director of Student Support Services

Mr. Tim Matlick

Executive Director

STUDENT SUPPORT SERVICES

Ms. Angela LeValley, Post-Secondary Advisor

Ms. Cara Hall, School Social Worker

Mrs. Marcella Dasta, Counselor

ADMINISTRATIVE COORDINATORS

Mr. Craig Melville

Business Manager

Mr. Chris Cloonan

Student/Family Engagement Specialist

Ms. Shayna Chichirico

Operations Specialist, Facilities & Athletics

Mrs. Anne Leoni

Registrar & Assistant to Mr. Stadler

Ms. Angela Murray

Clinic Aide & Front Office Coordinator

Table of Contents

Vision Statement6

Mission Statement6

School Governance6

 Board of Director Meetings6

 Board Committees6

 Governing Documents.....6

ADMINISTRATION.....7

ACADEMIC PROGRAM7

 Junior High7

 Finals Testing7

 Grading Scale8

 Honors Distinction.....8

 Honor Roll.....8

 Instructional Goals8

 Block Scheduling8

 Report Cards8

 Retention and Promotion.....8

 High School9

 Academic Letter.....9

 Block Scheduling & Credit9

 Commencement Ceremony.....9

 Finals9

 Grade Point Averages10

 Graduation Requirements10

 Grading Scale12

 Honor Roll.....12

 Instructional Goals12

 National Honor Society.....12

 Report Cards and Transcripts12

 Retention Policy.....12

 Valedictorian Selection12

 Warren Tech Program Credit.....13

 General13

 Student Scheduling Requirements.....13

 Extra Credit.....13

 Plagiarism13

 Academic Concerns13

 Exceptional Student Services.....13

ATHLETIC PROGRAM.....13

Academic Eligibility	14
Athletic Eligibility	14
Athletic Non-Participant Conduct.....	15
ATTENDANCE AND ABSENCES	15
Student Responsibilities for School Attendance.....	15
Parent Responsibilities for School Attendance.....	15
Teacher Responsibilities for School Attendance	15
Administrative Responsibilities for School Attendance.....	15
ATTENDANCE PROCEDURES	16
Excused Absences	16
Pre-arranged Notification of Student Absences	16
Makeup Work.....	16
Unexcused Absences	16
Tardiness	16
Leaving School early.....	16
Assemblies	16
Back to School Night/New Student Open House	17
Bell Schedule / Office Hours.....	17
Boosters	17
Bring Your Own Device	17
Calendar	17
Canvas	17
Change of Address	17
Communication	17
Complaint Procedure	18
Dances	18
Discipline	18
General Conduct Guidelines	18
Conduct Standards for Student Behavior Off Campus.....	19
Disciplinary Consequences	19
Dress Code	20
Physical Education Dress	20
Violations of Dress Code	20
Drug and Alcohol Searches.....	21
Electronics Usage.....	21
Emergency Procedures.....	21
Weather	21
Lockdowns, Evacuations and other Emergency Procedures	21

Enrollment Policy	22
Facility Usage	22
Failing Seniors	22
Foundation for Jefferson Academy	22
Fundraising for Non-School Activities	22
Harassment, Bullying or Intimidation	22
Holiday Observances	23
Hot Lunch Program	23
Hours of Operation	23
Infinite Campus	23
Internet Acceptable Use Agreement	23
Student Use of the Internet	23
Lockers	24
Lost and Found	24
Lunchtime Driving Privilege	24
Nondiscrimination	25
No Rescue Policy	25
Parent Code of Conduct	25
Parking	26
Site Based Rules and Expectations.....	26
Fines	26
Possessions	27
Prohibited Items	27
Records	27
Confidentiality Safeguards.....	27
Security	27
School Fees	27
Social Media Guidelines for Students	28
Student Health	28
Accidents	28
Clinic	28
Concussion Policy.....	28
Immunization (and exemption) Requirements	29
Medication Policy	29
Vision & Hearing Screening.....	29
Student Honor Code	29
Student Publications	30
Student Rights and Responsibilities	31
School Sponsored Student Publications	31

Student Telephone Usage	32
Student Transfers and Withdrawals	32
Tobacco Free School	32
Addressing Student Policy Violations	32
Addressing Visitor Policy Violations.....	32
Transcripts	32
Visitors	32
Volunteer Opportunities	33

INTRODUCTION

Welcome to the **2023-2024** 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 on the school's front doors prior to all Board meetings.

Board Committees

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

The Staff Review Committee	The Neighborhood Committee	The Facility Planning Committee
The Communications Committee	The Finance Committee	The Capital Development Committee
The Accountability Committee	The Policy and Governance 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 Mr. Ryan Stadler. Mr. Stadler began his education career as an elementary teacher for Jefferson Academy in 1999. He has served the JA community as a classroom teacher, technology teacher, athletic director, and assistant principal across both campuses. In addition to his time at JA, Mr. Stadler served as the founding principal of Community Leadership Academy; Adams County District 14's first charter school and the principal of Campbell Elementary in Jefferson County prior to its closing in 2023.

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 has received her initial principal license through the Principal Institute. Mrs. Porreco has been at JA since 2005.

Dan Quaratino will be in his first year as Assistant Principal/Athletic Director to the Jefferson Academy. The last 16 years as Assistant Principal, he has worked both the high school and middle school settings. During this time as Assistant Principal he has worked in various communities. Of the past 16 years, the last 7 years he has served as Athletic Director. As Athletic Director Dan believes in benefiting those who they serve and building walking trophies. Dan is very excited and humbled to be working with the JA community.

Director of Student Support Services, Kyrie Adams, is originally from New York. She taught in the greater D.C. area for 7 years and then moved to Colorado to complete her graduate program. In August 2010, she joined the JA staff. She has a BS in Secondary Education from Liberty University and a MA in School and Community Counseling from Denver Seminary. She also holds credentials as a Special Services Provider (SSP), National Certified Counselor (NCC), and Licensed Professional Counselor (LPC) specializing in adolescent, adult, and family therapy. She is looking forward to another year working with students, parents and teachers to make the year successful and fun for your students.

ACADEMIC PROGRAM

Junior High

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 appropriate for the course (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

High School Credit in Junior High School

Jeffco Board Policy IKF allows students to earn credit toward their high school diploma for high school level world language and math courses that are successfully completed in junior high. Should a student successfully complete a qualifying course(s), the course(s) and grade(s) will appear on the high school transcript, however, the grade will not be calculated into the high school GPA.

Should a student decide after completing a course not to include it on the high school transcript and apply as a credit toward earning their high school diploma, there is an opt out form to be completed and submitted to the Director of Student Support Services.

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.

Report Cards

Jefferson Academy Junior High is on a quarter/semester system. Therefore, there are two separate grading periods. At the end of the school calendar year 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 entire academic year.

Block Scheduling & Credit

The administration fulfills the mission and vision for Jefferson Academy High School by implementing an accelerated, block schedule that takes into consideration and accommodates the fulfillment of graduation requirements and meets specific student needs.

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 both the fall and spring senior night meetings, complete all required paperwork, pay all outstanding fees, including the graduation fee 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 not appropriate for the course (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 their 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

For the graduation class of 2022 and beyond, students must complete a rigorous course of study and demonstrate proficiency in both Language Arts and Mathematics in order to receive their diploma and be eligible to participate in the graduation ceremony.

Graduation from Jefferson Academy will occur upon completion of 27.0 credits in the following coursework:

- 1. English 4 credits**
 - Core classes that address all English Language Arts standards are required.
 - Additional English classes may be required by the school if a student is not proficient in reading and/or writing.

- 2. Social Studies 4.5 credits**
 - Four and a half credits must include civics, world history, US History, western civilization, economics, and geography.
 -

- 3. Mathematics* 4 credits**
 - A minimum of 4 units is required for senior high school. Courses must include Algebra 1, geometry, and two additional courses at or above the geometry level.
 - Students must earn a grade of “C” or better to advance to the next level.
 -

- 4. Science** 3 credits**
 - Three credits of laboratory classes in science that meet both process and content standards.
 - Required classes include Biology, Chemistry or Physics, and one additional credit at or above Chemistry or Physics.

- 5. World Language 2 credits (of the same language)**
 - While we recognize that many students come to JA with a background in a specific learned language, in order to earn HS world language graduation credit, students must successfully complete two credits of JA course options within the same language. Should a student exhaust all levels of a language offered at JA, upon pre-approval from the Principal, additional coursework outside of JA can be explored.

- 6. Technology 1.5 credits**
 - One and a half credits in technology-based coursework which may include computer education, multimedia production, design-based and journalism/yearbook courses.

- 7. Arts 1.5 credits**
 - One and a half credits in creative arts-based coursework which may include visual and performing arts, technical arts, multimedia production, and journalism/yearbook courses.

- 8. Physical Education 2 credits**
 - Two credits in physical education and/or wellness coursework in a course aligned with physical education standards.
 - One half credit of Teen Choices is required as part of the physical education coursework.
 - Completion of each competitive athletic season will count as a half credit physical education course.

9. Electives*** 4.5 credits

- Electives' requirement will include the completion of a half credit of Freshman Seminar and a half credit of Senior Seminar.

No exceptions or modifications will be made to the graduation requirements. Only accommodations will be made as mandated in a student's IEP, 504, or Intervention plan.

For the classes of 2021 and beyond, demonstration of Career and College readiness in English and Mathematics through one or more options must be completed to receive a high school diploma from Jefferson Academy.

Measure	English	Mathematics
Classic Accuplacer assessment*	62 Reading Comprehension or 71 Sentence Skills	61 Elementary Algebra
Next Generation Accuplacer*	241 Reading OR 236 Writing	255 Arithmetic (AR) OR 230 Quantitative Reasoning, Algebra, and Statistics (QAS)
American College Testing (ACT)*	18	19
ACT WorkKeys*	Bronze or higher	Bronze or higher
Advanced Placement*	2	2
Armed Services Vocational Aptitude Battery (ASVAB)*	31	31
Scholastic Aptitude Test (SAT)	470	500
Concurrent Enrollment	C or better	C or better
Completion of a Capstone Project	Passing Grade	Passing Grade

*Measures may not be available through the school and are completed at the expense of the student or family.

Completion of Requirements

Upon completion of graduation requirements, students are entitled to a diploma to be issued at the time of the next graduation date and no further attendance is required.

If students fulfill graduation requirements prior to having spent four academic years in grades 9 to 12, they may choose to remain in school until the end of their fourth year in grades 9 to 12. If they choose to remain, they must meet all the school's requirements including class load, attendance, and adherence to the Parent-Student Handbook.

A student may earn credit towards the 27 credits required for a Jefferson Academy high school diploma from courses that are successfully completed prior to the official start of their 9th grade year, as follows:

- 1) The course meets the following criteria:
 - a) Mathematics: Algebra 1, Geometry, or higher
 - b) World Language: 1.0 credit taught at World Language 1 or higher
 - c) Must be taken in the regular school year (not summer school)
 - d) Must have completed the junior high curriculum as prerequisite coursework
- 2) Awarding Credit & GPA
 - a) The course title, credit, and letter grade will be recorded on the high school transcript.
 - b) Courses taken prior to the 9th grade year will not be calculated in the high school GPA
 - c) Consent must be provided by the parent/guardian indicating an understanding that the course will appear on the high school transcript but not calculated in the high school GPA.

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 weighted semester GPA of 4.0 or higher. The Gold Honor Roll for receiving a semester weighted GPA of 3.5 - 3.99. The Silver Honor Roll for receiving a weighted 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

High school 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-credit 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 earn 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. A diploma will be earned once 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 will construct selection criteria based upon the following parameters: the Valedictorian shall be the student with the highest weighted 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.

Warren Tech Program

Effective August 2023, Jefferson Academy will accept the following credits from Warren Tech:

- English 12 may count as an English credit needed for graduation, depending on course of study.
- Students must complete English 11 to meet their JA graduation requirement in either their junior or senior year.
- Students that have completed Biology and Chemistry at JA may count Warren Tech science credit earned through approved programs toward their third JA science graduation requirement.
- All other Warren Tech courses will count as elective credits.

General

Student Scheduling Requirements

All students will maintain a full-time schedule as defined by the Colorado Department of Education. Students in grades 7-11 will be scheduled into a minimum of 4.0 credits per semester. Juniors with 2 or more AP or college classes can have 2 quarters off, OR if they have a zero hour they can have 1 quarter off. Seniors who are on track to graduate will be scheduled into a minimum of 3.0 credits per semester. High school athletes must meet the minimum scheduling requirements defined by CHSAA in order to maintain eligibility to participate. Check with the Athletic Director. 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.

Exceptional Student Services

At Jefferson Academy, we serve students based on their placement through the choice enrollment process. We provide accommodations through our Multi-Tiered Systems of support (MTSS) 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 modification.

ATHLETIC PROGRAM

Jefferson Academy offers our students several athletic opportunities. The high school is a member of CHSAA and participates in the Class 3A (4A for basketball) Metro League and 4A Northern League for boys Lacrosse. Good sportsmanship is expected of students who participate either as athletes or spectators in any form of school-related activities. Specific regulations pertaining to behavior and discipline during school-related activities will be developed and enforced by school administration.

Jefferson Academy Junior High offers up to eight athletic choices to our students. Other than Cross Country, Boys

Soccer, and Baseball, JH sports are offered in a specific sport class format during the school day. In the fall, we offer girls' volleyball. During the second quarter and third quarter junior high boys and girls are able to compete in basketball. Girls' soccer and co-ed track and field are available fourth quarter. The majority of the junior high sports schedules are filled with area charter schools and Metro League teams. Junior high students may be required to try out for placement on the junior high competitive teams. Any Summit or other homeschooled students may participate in junior high sports if their practices are held outside of the school day.

Jefferson Academy Senior High students may compete in boys' and girls' cross-country, boys' golf and boys' soccer, girls' volleyball, girls' softball in the fall. During the winter, basketball for both boys and girls is offered. Spring sports include boys' baseball, boys' lacrosse, girls' soccer, 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 Jeffco. Please contact the Athletic Director for details. All high school sports are subject to student tryouts to be placed on competitive teams. Please refer to the JA Athletics Handbook for more details on our Athletic program.

Jefferson Academy encourages 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 – 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.

- Ineligibility runs from Monday to Saturday.
- If a student turns in work to bring up grade eligibility will not be changed for the week. Keep all graded 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 Thursday at 4:00pm. 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 Saturday. 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 athlete with an unexcused absence 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 may result in a suspension from all JA athletic events for the remainder of the academic 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.

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-arranged 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 Jeffco Office of Student Engagement regarding truant students

ATTENDANCE PROCEDURES

Excused Absences

When a student requests to be dismissed during the school day, communication with the parent or guardian should take place before dismissal is approved. JA requires communication from parents or guardians within 24 hours to verify the reason for a student absence. Beyond 4 unexcused absences, or excessive excused absences, signed medical professional documentation must be presented to the office or intervention support will be initiated.

Pre-arranged Notification of Student Absences

To support families who are aware of extended absences for their student, JA encourages students and families to communicate with both their student's teachers and the school office prior to the absence.

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 Infinite Campus and school Messenger. 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.

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 are, 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.

- 1st Tardy-teacher conference/speak with student when appropriate during that class period.
- 2nd Tardy-teacher notifies parent and speaks to the student.
- 3rd Tardy- (referral to the office, and student may receive detention/consequences.)
- 4th-Tardy-parent, student and admin meeting at school

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 school day.

Back to School Night/New Student Open House

Back to School Night and a New Student Open House 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 JA Secondary. 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:

Monday – Friday

First Period: 7:30 a.m. - 8:20 a.m.
A Block: 8:25 a.m. - 9:55 a.m.
B Block: 10:00 a.m. - 11:30 a.m.
C Block: 11:35 a.m. - 1:45 p.m.
(30-minute lunch break in C Block)
D Block: 1:50 p.m. - 3:20 p.m.
School office hours are Monday - Friday, 7:30 a.m. – 4:00 p.m.

Boosters

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. Visit <https://boosters41.wixsite.com/jajags>

Bring Your Own Device

All students in both junior high and high school are required to bring your own device. Devices must have a keyboard and internet capability. Such devices include chromebooks, 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 Jefferson Academy **2023-2024** school calendar may be found on our website at www.secondary.jajags.com. For the most updated daily calendar information, please refer to the rschool calendar on our website.

Canvas

All faculty and students use Canvas as a learning management system. Students must register their account and may use their Google account to sign-in. Parents may also sign up for an account to access their student's class information using the email provided in Infinite Campus. See our website for more information.

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 the Parent Portal in Infinite Campus. Parents need to use the Parent Portal to change all pertinent student information using the same username and password that is used to access Infinite Campus.

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 five forms of communication between the school and home: telephone messaging, school website, e-mail, Canvas, 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 a weekly newsletter are available on-line at www.secondary.jajags.com. Infinite Campus provides details of unexcused absences, tardies and Canvas provides important announcements for specific classes.

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 parties involved should go to the next in line of authority to arbitrate the difficulty (**Teacher > 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 will not be allowed to re-enter. 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 the 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 cafeteria 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 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, and additional consequences such as suspension/expulsion may occur.
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 may supersede 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 negative 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.
- **Out-of-School Suspension:** Students (depending on the situation) will be restricted from attending school anywhere from one (1), up to five (5) days. In severe cases, the school administration may request a suspension greater than five (5) days from the Jeffco Public School District. The student/parent(s) will be expected to contact the teachers to obtain classwork that is to be completed during the out of school suspension time. The student and parent(s) will be expected to attend a scheduled "Re-entry" conference before the student will be allowed to return to regular classroom attendance. The "Re-entry" conference will usually be scheduled on the morning the student is expected to return to regular classroom attendance.
- **Expulsion:** When a determination has been made that a student has exhibited behavior that is detrimental to the safety, welfare, and morals of other students or of school personnel in the school, and that educating the student in the school may disrupt the learning environment, provide a negative example for other students, or create a dangerous and/or unsafe environment for students, teachers, and other school personnel, proceedings may be initiated for expulsion.

Dress Code

Jefferson Academy is dedicated to maintaining a healthy and productive learning environment. Student dress should conform to standards of decency, safety, modesty and cleanliness. The dress code is designed to provide an optimum learning environment for a college preparatory school. Modest will be defined as that which does not bring undue attention to oneself. Jefferson Academy is attempting to create an educational culture that prepares students for the workforce and college as well as meeting the state and district guidelines.

Sagging or low-cut bottoms that reveal undergarments are not allowed. Appropriate undergarments should be worn at all times and must not be visible when in normal posture (sitting or standing). This includes boys' boxer shorts. Wearing shorts or tights under skirts and dresses are recommended. Partially exposed bra or bralette straps and partially exposed racerbacks are acceptable.

Any clothing, jewelry, wallet chains, emblems, symbols, bandanas, tattoos, signs, or other items that may be considered discriminatory, inflammatory, gang or drug related, contains inappropriate language or images, including suggestive, or pornographic sayings or symbols, weapons, or suggested death, are inappropriate, unacceptable, and not allowed. Some examples of inappropriate images are the Playboy Bunny, the Player 69 brand, the Kappa brand logo, and the mudflap girl.

Hats, caps, beanies, sunglasses, bandanas, or other head coverings may not be worn in the building. These items **may** be allowed on School Spirit Days. Traditional, religious head wear **may be allowed** after the Leadership Team meets with the student and parent/guardian for verification **prior** to the headwear being worn.

Ripped clothing which is considered revealing or distracting will not be allowed. Clothing/Jeans must not be excessively ripped or torn. Shirts must not have holes that expose parts of the body that are traditionally kept private unless there is an appropriate top underneath. This includes boys showing chests through enlarged armholes in shirts and overly tight or see-through leggings or yoga pants.

Costumes, Furrries clothing, or other animal parts i.e., tails ears etc., **WILL NOT** be allowed (unless connected to a school activity and **MUST** have **PRIOR APPROVAL** by school administration).

Such clothing as tube tops, halter-tops, strapless tops, spaghetti straps, tank tops, midriff tops, dresses, tops may not expose cleavage or undergarments are not permitted. Additionally, girls' tops must not overemphasize or overexpose the breasts or cleavage. Wearing an outdoor jacket to conceal an inappropriate top is not a solution for school.

Skirts, shorts, and skorts are expected to reach the middle of the thigh. That is the midpoint between the hip bone and the knee. Tunics, or Long Shirts are permissible, and should be covering the bum. An undergarment such as Nike Pro or Spanks with a 4" inseam is permissible to wear under short pants/skirts/dresses. Athletic shorts must not be rolled. Footwear must be worn at all times.

Physical Education Dress: Students enrolled in PE Classes on campus may change into athletic or basketball shorts/sweatpants for scheduled classes. Athletic wear may only be worn during PE Classes and must adhere to all other dress code expectations and guidelines. No see-through leggings, jeggings, or spandex-type clothing will be permitted in the gym, weight room, or gym classroom at any time unless worn under dress code appropriate clothing. Bottoms intended for swimming and/or sleeping are not permitted. This includes, but is not limited to pajamas, pajama pants, board shorts/swim trunks, and swimming/bathing suits.

Violations of Dress Code:

For the first two violations of dress code, the student will be given the option to wear some clothing articles provided by the school or call home for a change of clothing. Parents may also give permission for the student to walk home to change. The third violation could result in an in-school detention. Any future violations could result in a three-day out-of-school suspension and the student could be placed on a Remedial Discipline Plan for open, persistent defiance of proper authority. Final decision of whether or not clothing or adornments are in violation of the school dress code lies with administration.

The Jefferson Academy Administration reserves the right to modify this Dress Code at any time to meet the expectation compliance goals of the school.

Dress code policy was developed by a committee of students, parents and administration.

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 are found to possess illegal drugs. The school also may discipline, up to and including expulsion, any students who are found to possess illegal drugs 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, smartwatches, music/media devices, **are brought to school at the student's own risk**. Lockers are provided, if requested, for storage and should be locked at all times. Students who bring their cell phones and other personal electronic devices (PED) to school must keep them safely and securely stored.

Cell Phone & Device Possession & Use Policy Students are required to place their cell phones in a holder in the classroom at the beginning of each class period. They may not be utilized or accessed during class time (which includes JH lunch) unless specifically directed by a teacher to do so and the **school takes no responsibility for their use or loss**. If a student is observed with a cell phone or other personal electronic device during class time (in the classroom, in the hallways, or anywhere on campus) without prior authorization by the teacher, it will immediately be confiscated by the teacher and stored in the office.

- Following the first occurrence of storing the phone in the office, 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 to retrieve the item which may result in prohibiting the device from being in school.

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 Executive Director 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. Parents/guardians may notify the office to excuse their child from school if they believe road conditions are too extreme to travel.

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 are trained in emergency procedures. Should an actual emergency occur, administrative staff will issue an automated telephone message to inform parents of the nature of the emergency and when and where

parents may pick up their children. If 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 must participate in Choice 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.

Facility Usage

Jefferson Academy facilities may be 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 may 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 8:25am to 3:20pm 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

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 are 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 follow the Grievance policy which begins with addressing it with the teacher/sponsor.**

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 for the students. Jefferson Academy participates in the Federal Free/Reduced Lunch program and Healthy School Meals for All (HSMA). Applications for the program are available online through the district and should be submitted every year during the annual update at registration.

Hours of Operation

Junior High and Senior High faculty and staff will generally be available from 7:45 a.m. to 3:45 p.m. each school day. 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 4:00 p.m.

Infinite Campus

Infinite Campus is the database for the entire Jefferson County School District. Parents/guardians have the ability to log on and check students' grades, attendance and schedules 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 EnrollJeffco. All platforms can be accessed through the JA website, www.secondary.jajags.com.

Internet Acceptable Use

Jefferson County Public Schools Policy JS & JS-E1 Student Use of the Internet (Acceptable Use Agreement)

In order to provide for the appropriate use of the Internet in accordance with district policy JS, "Student Use of the Internet", and other applicable district policies, the following "Acceptable Use Agreement" has been developed. A copy of this agreement must be signed by the student and the student's parent/legal guardian annually during school registration and the districts annual update, and before a student is allowed to access district computing resources.

Acceptable Use Agreement for Students

All computers having Internet access must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this agreement will result in revocation of access privileges; restitution for costs associated with damages; and, may result in disciplinary action as indicated the paragraphs below, and/or legal action.

From the Jeffco Code of Conduct: Grounds for Suspension or Expulsion - #320. Misuses of district computers and technology, including but not limited to the unauthorized reproduction of school or legal documents, copyright violations, attempts to harm or destroy data of another user, improper use of the Internet or electronic mail, vandalism, solicitation, uploading, downloading or creation of computer viruses, and tampering with operating systems or data.

1. Acceptable use: The use of the Internet must be consistent with the educational objectives of the Jefferson County School District. Thus, use of school computers to access the Internet is only authorized for school-related academic purposes. Use which involves violation of governing law, and/or district policy or regulations, will result in appropriate actions by the school administration.

Such prohibited use includes, but is not limited to:

- a. Searching, viewing, editing or retrieving materials that are not related to educational purposes (therefore, searching or viewing sexually explicit, profane, violence promoting or illegal materials is not permitted).
- b. Accessing, viewing, or altering any official record or file of the school or district.
- c. Sending or displaying offensive messages or pictures.
- d. Using obscene language.
- e. Harassing, insulting or attacking others.
- f. Damaging computers, computer systems, or computer networks.
- g. Violating copyright laws.
- h. Using the passwords of other users.
- i. Trespassing in the folders, work or files of other users.
- j. Intentionally wasting computer system resources.
- k. Using the network for commercial purposes.
- l. Sharing of student or district staff home addresses, phone numbers, or other private information.
- m. Any activity that violates a school policy, district policy, or local, state or federal law.

2. Privilege: The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges, restitution for costs associated with damages, and may result in school disciplinary action (including suspension or expulsion) and/or legal action.

The system administrator(s) will deem what is inappropriate use and that decision is final. The system administrator(s) may close an account at any time, as required. The administration, faculty and staff may request the system administrator to deny, revoke or suspend specific user accounts.

3. Right to inspect/monitor: The district's network administrators may review student files and communications to maintain system integrity and to ensure that users are using the system appropriately and responsibly.

Students shall have no expectation of privacy in any information stored on the district's servers, or in their use of school computers.

I have read and understand this Acceptable Use Agreement and agree to abide by its terms. I further understand that violation of this Acceptable Use Agreement may result in my loss of Internet access and/or computer use privileges, and school discipline (including suspension or expulsion) being taken against me, legal action being taken against me, and/or restitution by me for costs associated with any damages caused by such violations.

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. Lockers are assigned on a first come, first served basis.

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 at the end of each quarter. Unlocked gym lockers will be emptied at the beginning of each extended break (Thanksgiving, Winter & Spring Break). Jefferson Academy is not responsible for items left by students that end up being donated to charity.

Lunchtime Driving Privilege

Jefferson Academy High School 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 may lose their off-campus privileges for the week. At the end of each quarter, students who have an F in any class may 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.

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 or text home and ask their parents to bring in their homework, projects or lunch that they may have forgotten at home.

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

information that is damaging to the reputation of the individual involved in violation of this Parent Code of Conduct, such individual may request in writing to the Board a mediation with that parent. Should the Board determine, based upon the information presented, that a mediation is warranted, the Board will designate one or more impartial individuals to mediate the issues between the staff member and parent, which shall be conducted within 30 days following the determination of mediation.

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

1. Give the parent a verbal warning
2. End a meeting with the parent
3. Ask the parent to leave the school campus
4. Issue the parent a written warning regarding behavior expectations
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. When parking availability is limited, 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 \$125.00 for the school year or \$31.25 per quarter. Cost is determined from the purchase date through the remainder of 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. Carpools 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 **8/16/23 to 5/26/2024** 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 a staff member.

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. 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. Fee schedules are available beginning **August 2, 2023**, on-line through the Parent Portal and the Jeffco Student Fee Payment link (under

the "More" tab). 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 birth dates, 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. 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.
6. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
7. 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.
8. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
9. 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>

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 will check in with students frequently during the recovery period and provide the academic adjustments necessary.
6. Teachers will contact the RN or Clinic Aide with questions regarding concussion symptoms or recovery.
7. Accommodations are individualized, flexible and accommodate the student's needs during the recovery progression. Teachers will review grading and course credit adjustments with the Principal & Counselor as needed.
8. School psychologists, social workers and counselors will support student's 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 childcare 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 childcare-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>

Medication Policy

JA 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 schoolwork 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, advocations 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.

Student Telephone Usage

Students who bring their own cell phones to school must keep them safely and securely stored in their lockers or backpacks or school designated area. 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/fines 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 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.

District Policy ADCI Adopted: June 26, 1997 / Revised: June 7, 2016

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

Transcripts

Seniors may request "official" transcripts be included with college applications, scholarship applications or awards for which they are applying. As a current student, official transcripts may be requested 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). 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 planned in advance, and 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 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.