

Dear Parents:

Welcome to a new year at Janus College Preparatory & Arts Academies High School! This handbook has been developed to provide useful information about our school. In this handbook, you can find information that promotes a safe environment, that supports you and your child, and that clearly communicates school routines and policies. It also provides guidance on ways to visit the schools; methods to contact school personnel using e-mail, phone and notes; how to schedule conferences and make the most of them; and where and how to get help when you need it. We suggest you read it carefully and keep it so you can refer to it during the year. The handbook is also posted on our school website at **www.jcpaa200.com**

Parents (including legal guardians and legal custodians) have a critical role in the education of their children and in our schools. Years of research and numerous studies reveal that the children of parents who are involved in their education do better in school and in life than the children of parents who are not involved, regardless of the socioeconomic status of the family. We encourage you to participate in school activities as they occur during the year and to support education in your home. We have provided some recommended strategies that we hope you can use.

We value our schools' diverse population and celebrate the varied contributions each student and parent brings. Parents are encouraged to learn about the educational program, the educational goals and objectives of the school and their own child's educational progress.

At Janus College Preparatory & Arts Academies High School, we strive to make parents feel comfortable in making inquiries and will do our best to be responsive to your concerns. Regular contact between parents and school personnel, effective communication and teamwork are essential components of student success. Communication is most effective when parents and teachers recognize that each has important information to share, will listen to the other carefully and act in a courteous and respectful manner. It is our expectation that all members of our school community will model civility and good manners.

Please use this handbook as a guide. If you cannot find the information you need, please contact school staff members as indicated in the following pages. We look forward to joining you in working toward the optimal achievement of all children.

Thank you for choosing Janus College Preparatory & Arts Academies High School!

Respectfully,

Valerie Benton
Executive Director

Daily Routine of the High School Day

Our high school day begins at 8:00 a.m. and ends at 4:00 p.m. Students should arrive by 7:45 a.m. and are tardy if they are not in class by 8:00 a.m.

Students may begin arriving at the school no earlier than 7:40a.m. Neither supervision nor safety can be guaranteed before that time.

Since classroom instruction begins at 8:15 a.m., it is important that all students arrive at school well enough in advance to get to the first class. Students who arrive after 8:00 a.m. are considered tardy and will miss the beginning of their classes.

Three unexcused tardies of 15 minutes or more will be treated as one unexcused absence. Arriving late to school or leaving early puts students at a disadvantage because they miss valuable classroom instruction.

Teachers may not have time to repeat instructions for students who are late, and they will be held responsible for missed assignments.

Attendance/Absences/Tardies

Attendance Policy

JCPAA, as an educational community, has adopted a number of policies, procedures, rules and regulations to ensure that teaching and learning take place in a caring, intellectually stimulating, safe, secure and orderly environment. It is expected that the environment at JCPAA will be characterized by an atmosphere of mutual respect among and between all members of the JCPAA community.

Reporting Student Absences and Tardiness

A parent is required to call whenever a student is absent from school or will be tardy to school. Please call the school secretary at (414)763-9061 **by 8:30am** or leave a message on the attendance voicemail available 24 hours. Please state the reason for the absence.

Reasons for excused absences include: a personal illness, death in the family, court appearance, designated religious holiday, medical appointments or family emergency. Students who are absent from school will not be allowed to participate in practice, games, or special school events on the day of the absence.

After three days of a medical absence, a written note from a doctor may be required. When returning from an absence, students are to report to the office with the appropriate written excuse and they will be allowed to return to class.

Truancy

A student is considered truant when:

- The school has not been notified as to the reason for the absence.
- A written excuse has not been turned in.
- The excuse is not acceptable.

JCPAA uses the (to be determined) calling system to notify you if your child is tardy to school or absent from two or more class periods each day. If your child is late to first hour, you will receive an automated message in the morning informing you of their tardiness and provide you with the school number to call back if you would like to excuse them for being tardy. Similarly, if your child is absent from two or more class periods, you will receive a phone call in the evening informing you of their absence. Please call the office to let us know if the absence is excused or not and send in the written excuse.

Students tardy to school after **8:15 a.m.** must sign in at the school office to obtain a pass to enter class. When a student arrives tardy to school, a lunch detention will be issued by an administrator. The student will serve a 25 minute supervised lunch detention in the assigned classroom on the day of the tardiness. After chronic school tardiness, an administrative intervention will take place. Three tardies = 1 unexcused class absence.

Tardy Between Classes

Students are expected to be on time for class. The student must be in the classroom by the time listed on the class schedule. If a student is tardy to class, the teacher will issue a warning to the student and mark accordingly. After the third tardy late to class, the teacher will assign an after school teacher detention. If the detention is missed, the student may lose class participation/homework points toward their grade and receive a lunch detention. Three tardies = 1 unexcused class absence.

Class Absence

After **5** days of unexcused absences in a semester course, a warning letter will be sent to parent/guardian by the Principal. The Principal will schedule a mandatory meeting with the parent/guardian and student regarding this issue.

If a student has 15 or more unexcused absences from a class for a semester, the Principal will contact the student's parent/guardian to inform them that credit in the course is lost for the semester and the student must audit the class.

Make Up Policy

For each excused absence, students will be allowed one day to turn in assignments or make up tests. It is the students' responsibility to get any work or homework that was missed during the absence. Make up time will not apply to projects/tests that students have been assigned far in advance and should have been completed prior to the absent date or at the teacher's discretion. In the event the absence is unexcused, credit for made up work may be reduced (0-50%) at the discretion of the teacher.

Early Dismissal and Return to School

Any student leaving school for any reason **must have a permission slip to leave** the building. Students who require early dismissal from school for personal business, medical appointments or other parent-approved reasons must have permission in advance to leave the building. Students are required to bring in a written note from a parent/guardian and present it to the Administrative Assistant.

The request should clearly state the **date, time, and reason for leaving**. A parental contact number should be included and the parent/guardian will be called to confirm the request. JCPAA is not responsible for providing transportation for early dismissals. Students will not be dismissed early without written or verbal permission.

Tip: Parents need to be sure that they have sent updated telephone numbers and address changes to the school. If there is an emergency, this information is very important. School staff have the capability to telephone everyone in a class, and school with important information; however, if your phone number is not current, you will not be notified.

Communicating with the Schools by E-mail, Telephones and Notes

JCPAA welcomes communication from parents. Depending upon your need, you may choose to communicate via email, phone, note or conference. Staff members will make every effort to respond to you within two (2) school days. Please follow the guidelines set out below. Here is a simple guide for the use of each communication channel:

- (Brief) E-mail or note: If the same issues come up twice; then,
- (10 min.) Phone call: If further discussion is required; then,
- (20 min.) Face-to-face conference with your child's teacher or with an administrator.

E-mail

E-mail works well when asking questions or making simple requests for information. All faculty, administration and staff members can be reached via e-mail. Use this formula: the first letter of the first name, followed immediately by the last name, followed by _____.

Suggestions when e-mailing your student's teacher, principal or any school staff:

- Please remember that e-mail is not confidential.
- Be concise.
- Make a simple request for information.
- If the concern is lengthy or involved, please request a conference instead of using e-mail.

The need to repeat e-mails over an extended period of time is a signal that the parent or teacher should request a conference.

Phones

Teacher Phones. Each teacher may be contacted by telephone. Parents and others should not expect classroom telephones to be answered during the instructional day when staff is teaching. At the beginning of the year, staff members will provide their phone numbers, or parents can call the main office and be connected to the teacher's extension.

Emergencies

If an emergency arises, call the main office for assistance.

Visit to School

Parents of enrolled students are welcome to observe and learn about the educational programs in their child's classroom. While parents are welcome, the paramount concern of the school is to provide a safe, orderly and inviting learning environment in which disruptions to instructional time are minimized.

All visitors are required to sign in and out at the front office. Parents should state the reason for their visit, their destination, and wear the visitor identification while in the school. Even if a parent is well-known to school staff, he/she must follow this procedure.

Classroom visitations or observations should be scheduled with the teacher at least 48 hours in advance. Parents must follow professional standards concerning confidentiality of individual student information obtained while observing. Visitors should refrain from participating in the class activity unless invited to do so by the teacher.

Arrival and dismissal times are not appropriate times for parent/teacher conferences. The school system considers the time immediately before and after school to be teacher planning and preparation time. Please contact your child's teacher to schedule a conference at a more appropriate time.

Parents who drop by the school to leave items for their child need to bring the items to the office for distribution to the student.

Parents who arrive early to pick up their child must sign-in at the front desk and wait for the receptionist to call their child's teacher. A parent who has an urgent situation should contact the school receptionist and be directed to the appropriate staff person.

Please be respectful of the increased demands and heavy workload of teachers. They must cover a large amount of curriculum in a short period of time. Instructional times/classes should not be interrupted.

Parents who do not have children in the school but may be interested in enrolling their children should first contact the school's main office. Schools schedule specific times to conduct tours of their schools for prospective parents.

Any staff member who sees an individual in a school who has not received permission must either direct the individual to the administrative office or notify the principal. Any individual who disrupts the educational environment may be requested to leave. The City of Milwaukee may be contacted for removal.

School Schedule

Monday thru Friday

8:00 – 8:15 Homeroom & Announcements

8:15 - 9:20am	Period 1
9:25 - 10:55	Period 2
11:00 - 12:05	Period 3A
11:00 - 11:30	Lunch A
11:35 - 12:40	Period 3B
12:10 - 12:40	Lunch B
12:45 - 1:50	Period 4
1:55 - 3:00	Period 5
3:05 – 4:00	Period 6
4:00 – 4:30	The Arts Program Light meal provided.
4:30 – 8:00pm	Fine & Performing Arts

School Schedule

Monday thru Friday

8:00 – 8:15 Homeroom & Announcements

Early Release Every 2nd & 4th Tuesday of the Month

8:15 - 9:15

Period 1

9:20 - 10:45

Period 2

10:50 - 11:50

Period 3A

10:50 - 11:15

Lunch A

11:20 - 12:20

Period 3B

11:55 - 12:20

Lunch B

12:25 - 1:25

Period 4

1:30 - 2:30

Period 5

2:30 - 4:30

No Arts Programming

Staff Meetings,

Professional

Development,

Collaborative Planning

High School Grading and Report Cards

Grading Scale

A: 93-100

B: 85-92

C: 77-84

D: 70-76

F: below 70

JCPAA will send report cards each nine weeks and progress reports at the mid-point of the nine-week interval. JCPAA will send a telephone message to parents to expect the report card and progress report to come home with the student. Each time a report card or progress report comes home, it will contain contact information for arranging a conference.

College & Arts-Based Curriculum

****College Preparatory Curriculum***

College preparatory approach because our four-year curriculum meets or exceeds the entrance requirements of all major colleges and universities. The curriculum at College Prep includes the student's full complement of courses and activities. Everything the student does at school builds a sound foundation for college and for becoming an educated, thinking, and responsible person in the modern world.

****Arts-Based Curriculum***

Art-infused because based on research on arts infusion as an instructional program, studies have shown that art used as part of the instruction increases student engagement and helps develop a deeper understanding of core concepts, ultimately leading to increased student achievement. Research also shows that the study of both art and music is linked to higher test scores and is a better way to teach the research-based curricula because it reinforces and extends learning. We are incorporating this approach as part of our curriculum because it works.

*All high school students at JCPAA are required to participate in the educational instruction and classes offered by the school. The Art Curriculum is NOT an option but engrained in the curricular program for credit.

The primary goal of our Arts program is to promote the arts and entertainment to the Milwaukee area through exposure and positive reinforcement. The programs will be conducted and supervised by company directors and professional staff. Students will learn the fundamentals and techniques in the four program areas: music, dance, theater, and visual arts.

Graduation Requirements

While efforts at keeping students in school have been numerous and far-reaching, parents and guardians still remain the most important influence on a student's decision to graduate from high school. JCPAA follows Wisconsin State Graduation Requirements Standards.

PI 18.03 High school graduation standards. (1) COURSE REQUIREMENTS.

Beginning September 1, 1988, a board may not grant a high school diploma to any pupil unless the pupil has:

1. **Four credits of English** which incorporate instruction in written communication, oral communication, grammar and usage of the English language, and literature.
2. **Three credits of social studies** which incorporate instruction in state and local government.
3. **Two credits of mathematics** which incorporate instruction in the properties, processes, and symbols of arithmetic and elements of algebra, geometry, and statistics.
4. **Two credits of science** which incorporate instruction in the biological sciences and physical sciences.
5. **1.5 credits of physical education** which incorporate instruction in the effects of exercise on the human body, health-related physical fitness, and activities for lifetime use.
6. Earned at least **0.5 credit of health education** which incorporates instruction in personal, family, community, and environmental health.
7. Minimum of **8.5 additional credits in vocational education, foreign languages, fine arts, and other courses.**

Graduation Requirements

College-Bound Credits Required w/Career Focus	
English	4.0
Social Studies	3.0 (World History -1.0, Citizenship or American Government/Economics - 1.0, U History - 1.0)
Math	3.0 (Algebra I - 1.0, Algebra II – 1.0, Geometry - 1.0)
Science	4.0 (Earth Science- 1.0, Biology- 1.0, Chemistry- 1.0, Physics - 1.0)
Foreign Language Spanish	2
Health	1.5 Which incorporate instruction in the effects of exercise on the human body,health-related physical fitness, and activities for lifetime use.
Fine Arts	2 Music, Theater, Dance, & Art
Electives	5.5 AVID/Computers/Keyboarding/Art/Dance,Music,Theater, Martial Arts
Total Credits	24

College-Bound Credit Requirements	
English	4.0
Social Studies	4.0
Math*	3.0
Science*	3
Fine Arts	1.5
Health	1.5
Foreign Language*	2.0
Electives (incl AVID 1.0 & Field of Major)	8
Total Credits	27

Additional Graduation Requirements

- Volunteering Service
- Panel Exit Requirement

Tip: To learn about your student's academic progress, ask the teacher if he or she maintains a spreadsheet of grades on quizzes, tests and homework. Request to receive the spreadsheet periodically.

Parent-Teacher Conferences

A conference provides for two-way communication. By exchanging information, parents and teachers can set the stage for a great school year. Parents with concerns can ask for a conference with a specific teacher at any time during the year. Parents should expect to spend 15 minutes at a high school conference. E-mail contact between teachers and parents can be an effective communication tool.

How to Schedule a High School Parent-Teacher Conference

Generally, when parents arrange for a conference, it will include all of the student's core teachers and in many cases, the Parents can contact an individual teacher directly for a conference, preferably by e-mail or phone. If parents have difficulty scheduling a parent conference or wish to meet with multiple teachers, they should contact the Guidance Office.

Two days each year are reserved for evening conferences, one in the fall and one in the spring. As these dates approach, please call your student's high school to schedule an evening conference. Students are encouraged to participate in high school conferences.

Please note: If a parent arrives and wants to talk to a teacher but does not have a scheduled conference, the receptionist will check to see if the teacher is available. If not, the teacher will contact the parent to establish a conference time. The receptionist will not give a parent a visitor pass to go to meet with a teacher while the teacher is working with students – whether this is during the school day or after school.

Suggestions for a Successful Conference

#1 - Talk with Your Child

Before you attend the conference, spend a few minutes talking with your child. Tell him or her that you need help preparing for the conference.

You might begin with these steps:

- Ask what he or she would like you to talk about with the teacher.
- Ask what he or she thinks the teacher will say.
- Ask about the things he or she likes and doesn't like, problems and successes.
- Let him or her know that after the conference you will discuss what the teacher said.

#2 - Think about Questions You Would Like to Ask

Prepare some questions in advance. Here are some suggestions:

- What will be covered in this grade or subject this year?
- What are your expectations for homework? Has my child missed any assignments?
- Has my child been absent, other than the times I contacted the school about?
- What can I do at home to help my child be more successful in school?

Tip: A parent can bring examples of student work to illustrate a question or concern.

#3 - What Should the Teacher Know?

As a parent, you know your child better than anyone else does. Here is some information that you might want to share with your child's teacher:

- favorite subjects;
- outside interests and hobbies;
- medical or health needs; or
- other concerns that could affect your child's performance.

At the Conference

Keep an open mind. Remember that both you and the teacher want to help your child succeed. Your goal is to work for cooperation between you and the teacher. Even if the teacher says something you disagree with, try to listen to what he or she has to say. Other suggestions include:

- Ask to see your child's work. There's no better way to see how your child is progressing.
- Ask the teacher to explain anything you don't understand.
- Every profession has its own jargon, which can be hard to understand. If you don't understand what's being said, ask.
- Sum up what you think has been said. This re-cap will make sure you both agree on any decisions you have made about your child. If necessary, ask to meet again.

After the Conference

Follow up. Stay in touch with the teacher. If you think of a question you did not ask, write a note or call. Talk with your child. Stress the positive things the teacher said and talk about suggestions for improvement. Plan with your child how to carry out these suggestions.

Tips for Parents on Parent-Teacher Conferences

- Parents should notify the school or teacher several days in advance if they need a translator for the conference.

Parents or teachers may request a third party to join the conference, such as a family member, translator, administrator, advocate or special services staff person. It is helpful to inform conference participants in advance.

- Conferences for exceptional children are not the same as IEP (Individual Education Plan) meetings.

- If any participant feels that a conference is threatening, an administrator will be asked to join the conference. If an administrator is not available, the parent or teacher will terminate the conference and ask that an administrator contact the parent for a follow-up conference at a later date.

- An individual conference at the high school level is a time to request a grade change for your child. If you have a question about a grade, contact the teacher by phone or e-mail

Tip: If you participate in school events, please make sure that you and your child follow the school rules. (Please check the handbook if you are not sure what the rules are.) It is awkward for all concerned when staff members must intervene and speak to a student when his/her parents are present.

Volunteering

In recognition of the importance for students to become responsible citizens, JCPAA endorses volunteering as a vehicle for students to provide service utilizing skills they have acquired in the classroom while giving back to their community.

With volunteering experience, students learn and develop through active participation in thoughtfully organized service experiences that:

- meet community and school needs;
- are coordinated in collaboration with the school and the community;
- may be integrated into the student's academic curriculum;
- provide structured time for a student to think, talk, and write about what he/she learns during the actual volunteering activity;
- provide students with newly acquired academic skills and knowledge in real life situations in their own communities;
- enhance what is taught in the school by extending student learning beyond the classroom; and
- help foster the development of a sense of caring for others.

Students are required to complete **25** hours of volunteering to receive a diploma. It is recommended that the volunteer hours are completed during the ninth and tenth grades.

Volunteering at School

Parents are important for the success of the school and contribute their time, expertise and energy in many ways. Training is required for certain roles. Background checks may also be conducted. If you would like to learn more about volunteering opportunities, call

To provide a productive school climate conducive to teaching and learning, please follow these guidelines:

- Please do not plan to conference with the teacher about your child when you are scheduled to volunteer in the class.
- Many parents help by volunteering in the classrooms. We appreciate your help, but we ask that you not bring other children with you. Siblings can be a distraction to the parent, the students and the teacher.
- Parents often chaperone classes on field trips. While school staff are grateful for your assistance, field trips are limited to members of the class and volunteers. You may not bring siblings on these trips.
- Proctors for state tests are badly needed and greatly appreciated. Do keep in mind that parents cannot serve as proctors for state tests at the same classroom or grade level in which their children are enrolled.

Please note: As a parent volunteer, the rule of confidentiality must be respected. It is unethical and inappropriate to discuss the performance or behavior of students in the classroom.

Dress Code Policy

Just as in a professional setting, where company policies related to dress and grooming are maintained, JCPAA has established its own policies. JCPAA students will uphold a professional image of our school and its members to the local business community and surrounding community. A student's dress and grooming should be clean, neat and in good taste at all times. A student's appearance shall not create a distraction from or interfere with the normal orderly process of the instructional program or of the management of any school program.

The following specific guidelines must be adhered to in the matter of dress at JCPAA High School:

Young Women

- No logos, graphics, or writing on tops
- No hooded sweatshirts, sweaters, or shirts
- Plain sweatshirts, no logos or writing
- No mini-skirts with leggings
- Skirts or dresses, mid thigh Plain jeans, no embroidered designs or holes
- No ripped/snagged jeans with leggings underneath
- No short-shorts
- No sweatpants or pajama bottoms
- No house shoes (slippers) or flip-flops
- Hairstyles and color must be appropriate for a professional setting
- Tops must be modest and appropriate for school. Examples are: a button front blouse, sweaters, turtlenecks, knit-tops, collared polo shirts. No strapless, tank, off the shoulder, or sleeveless tops are allowed. Tops must not show bare stomachs.

Young Men

- Tops include: collared polo shirt, sweaters, button- front dress shirt (short/ long sleeved)
- No logos, graphics, or writing on tops
- **No hooded sweatshirts, sweaters, or shirts**
- Plain sweatshirts, no designs
- Pants worn at the waist: plain jeans, khaki's or dress pants - no designs or holes
- Knee length shorts worn at the waist
- No sweatpants or pajama bottoms
- No house shoes (slippers)
- Hairstyles and color must be appropriate for a professional setting

All Students

- No shaved patterns or designs into hairstyle or eyebrows
- No hats or headgear which includes scarves, bandanas, or hoods may be worn in the building at any time.
- No "grills"
- Any apparel and or accessories that denotes gang-related association is prohibited (i.e. sunglasses, headbands, scarves, rags, bandanas, chains, spiked or studded items, or other physical alterations as identified by local law enforcement).
- Clothing excessively altered, slit, worn or frayed is not allowed.

The Principal will make any final decisions in situations when a student's attire is questionable. If, at any time, the student's outfit is found to be inappropriate or does not meet the above guidelines the student will be required to correct his/her outfit immediately. His/her parents may be contacted and asked to bring clothes or if necessary take the student home to change. If the student does not return for the day, the absence will be marked unexcused.

STUDENT INFORMATION

Accidents

Students experiencing an accident or injury should immediately notify the Principal. An accident report will be completed and the parent/guardian will be contacted. If necessary, the injured student will be transported to the nearest medical facility and the parent/guardian will be notified.

Automobiles

Students may not leave the building to put money in the parking meter for their automobiles. There is a parking structure on _____ for the cost of \$ per day.

Clearing the Building

Any student remaining in the building after extended day school hours. must be under the direct supervision of a staff member.

Emergencies

Emergency Contact/Medical Cards are filed in the school office. Each student is required to return the completed form to school no later than the end of the first week of enrollment. Parents/guardians are responsible for informing the school's Administrative Assistant of any changes regarding guardianship, residency and telephone number. Parents/guardians should also inform the principal regarding custody rights of separated families. The school shall not be held responsible if the parents/guardians fail to provide updated information to the school.

Fire/Tornado Drills

Floor plans with emergency exits are posted in all classrooms. Each student will be instructed and should be aware of the fire exit and tornado shelter plan. Fire drills will occur several times during the school year. A tornado drill will be practiced once per year or as necessary.

Communicating False Alarms

Any person who purposely initiates or circulates a report of a present, past, or impending bombing, fire, offense, catastrophe, or other emergency knowing that the report is false or baseless and could likely result in response by emergency personnel, or cause the evacuation or partial evacuation of a school building, is subject to prosecution under Wisconsin Law.

Field Trips

- Students will not be allowed to attend any field trip unless they turn in a school issued permission slip signed by their parent or guardian. If a student is 18 years of age or older they may sign their own slip.
- Phone/verbal permission and hand written notes will not be accepted.
- Teachers have the right to deny students the ability to participate in a field trip.
- Transportation provisions will be designated by staff. No students are allowed to transport themselves or others during school sanctioned activities.
- All passengers must wear a seatbelt when riding in school vehicles. A student will not be able to be transported by the school if he/she does not wear a seatbelt.
- Visitors are not permitted to attend school field trips.
- Respect is to be shown for everyone we come in contact with. Good manners are expected from everyone.
- All scheduled activities in the program are obligatory. Students must be punctual and notify staff of any problems.
- All regular school rules apply. This includes cell phones, iPods, etc. without prior staff permission.

Student Fees and Fines

Students are responsible for school materials that are issued to them. At the end of a school term or year (whichever is appropriate) students must make restitution for lost, destroyed, defaced or damaged materials that have been issued to them.

A non-refundable Activity Fee of \$30.00 is required of each student at the time of enrollment. Each student will also be required to pay for USB Flash Drive. If a student participates in after-school sports, a one time per year Athletic Fee of \$20.00 is also required.

Hall Lockers

Locks are not built into the hall lockers. Locks will be distributed to all students. Other unauthorized locks may not be attached to hall lockers. School locks are operated by 16 students with a combination of numbers but may be opened by school administrators with a special key. This allows for inspection and emergency access. Students may not change lockers or have another student move into their locker. A \$5 fine will be charged for each lost lock.

School Administrators have the authority to inspect student lockers and personal property at any time without student permission. The locker assigned to a student is not the student's private property or under his/her exclusive possession and it may be opened and inspected by school authorities for reasonable cause at any time.

Hall Passes

Students in the hallways unaccompanied by a staff member must carry a hall pass. The student planner will be used as the hall pass. The teacher will initial the student planner when the student provides the planner to the teacher. No hall passes will be issued during the first and last ten minutes of class.

Immunizations

All students enrolled in JCPAA High School must be properly immunized. Students who do not maintain immunization records can be excluded from school and their parents/guardians can be fined by the District Attorney's Office. Updated records must be sent to the school office. Students who are age 18 or older can sign personal waiver forms.

Medication

Students required to take prescription medication at school must comply with the following procedures:

- Prescription medication must have written orders from the physician detailing the name of the drug, the dosage and the times, and the reason for its use. The Administrative Assistant will initial and file the orders in the office.
- The parent/guardian must provide written permission requesting the school to administer the prescribed/non-prescribed medication. An emergency telephone number of the parent/guardian must be included in the request.
- The medication must be taken in the presence of a school official.
- If the medication is not in the proper container, the Administrative Assistant will label the container as indicated by the written orders of the physician.
- The medication shall be stored properly and secured in the office.
- The principal, or designee, shall notify the parent/guardian of any suspected reaction and/or side effects to the medication.

- Accurate records will be kept on all medications administered to students by the Administrative Assistant.
- New request forms must be submitted for each school year and as necessary for any changes in medication.

The intent of the above procedure is to ensure that no medication will be taken without proper authorization. The role of the principal, or designee, will be one of cooperation with the parent and student. Students need to be responsible for knowing when medication is to be dispensed.

Over-the-Counter Medication

If a student is under the age of 18 a parent/guardian must sign the over-the-counter medication form and provide the school office with the medication. The school office will not provide over-the-counter medication to those students who use it on a consistent basis.

Protection of Personal Property

The school cannot guarantee the safety or security of hall lockers. Large amounts of money and valuables should be kept at home. The school is not responsible for the security or loss of student possessions.

Lost and Found

Found articles should be turned in to the Administrative Assistant. Any kindness toward others will always be returned to you.

Restrooms

Students are expected to use the restroom facilities prior to the passing bell in the morning, at lunch time and during breaks between classes and should not ask to be excused from a class except for illness or emergencies.

School Closings

In the event of inclement weather, JCPAA High School will be closed when MPS is closed. There may be times when JCPAA High School is closed due to unforeseen circumstances and MPS is open. Please watch local news channels 4, 6 and 12 for JCPAA High School. **No announcement means that school is open.**

Other Resources for School Closures

Use the Internet to find out if school has been canceled. Check the alert on the school's homepage at www.jcpaa200.com. Additionally, local radio and television stations will broadcast information about Janus College Preparatory & Arts Academies High School.

Security Scans

JCPAA believes in providing a safe and secure environment for your child. Therefore, we conduct random security scans throughout the year. Weapons are not permitted in the Grand Avenue Facilities. All persons entering this building may be required to submit to a metal detector scan and to a personal search. To ensure that weapons are not brought into this building, bags and parcels may also be searched.

Supply List

This is a general supply list that will cover the basic supplies needed for the year. Please keep in mind that each teacher might require specific supplies that will be needed for his/her class. This information will be given in each class during the first week of school. Remember that we change semesters twice during the year so additional supplies might be needed throughout the year.

SUPPLY LIST

- Loose-leaf paper
- 5-Folders
- 5- Notebooks
- Markers
- Glue sticks
- Pens/ #2 Pencils
- Note cards
- Scientific Calculator TI-30XII
- Flash Drive (purchased from JCPAA)
- Highlighters
- Book bag
- Student Planner (provided by JCPAA)

Visitors

All visitors before, during or after the school day are required to report to the office and receive permission to remain in the school building. Building passes will be issued to approved visitors. Students from other schools are not allowed to visit during regular school hours unless they are conducting official school business.

Work Permits

Students enrolled at JCPAA High School who are seeking a work permit need to report to the office and receive a letter from the Administrative Assistant. The student should bring all of the information stated below to a participating MPS High School or any Boys and Girls Club, where they will issue the student a work permit.

- Birth Certificate (Original)
- Written permission of parents/guardian
- Written statement from employer indicating intent to employ
- Application fee of \$5.00 (Cash)
- Social Security card

Co-Curricular Activities

Student activities represent a wide variety of school-sponsored teams, clubs and organizations. These activities can help students develop leadership skills, communication skills, teamwork and decision making skills. A student's choice to participate in any of the school-sponsored activities may depend upon grades and attendance. Get involved!

Students are encouraged to participate. Participation is a privilege and your behavior dictates your participation. The supervisor/teacher organizing the activity is deemed the authoritative decision maker and must be treated with respect. These activities are designed so that we can provide a well-balanced school program. The possibilities of these activities are limitless and many will be valuable additions to your resume in the near future.

FOOD SERVICE

Lunch Food Program

- Students may order a lunch through our hot lunch program.
- Students may bring their own lunches from home.

JCPAA offers students a lunch program through _____ Food Service. All meals follow the National School Lunch Program nutritional guidelines and include a one half-pint carton of milk.

A lunch account will be set up for each student. A student may pay daily for lunch or deposit as much money as they would like into their account at any time. If a student owes \$5.00 or more on their lunch account, they will not be allowed to order or receive lunch until the account balance is paid in full. Money must be given to the Administrative Assistant before 8:15 a.m. Money will not be accepted in the lunch line.

If a student is arriving to school late, a parent must call the office to request that a lunch is ordered no later than 9:00 a.m. Lunch counts will be called in at 9:00 a.m.

Any student arriving after this time who did not sign up for a lunch will not be permitted to receive a lunch.

Prices are as follows:
Full price lunch- \$
Reduced price lunch- \$.
Adult/Visitor- \$

Wellness and Nutrition

- Candy may not be used as incentives for students for any programs or projects.
- “Energy” drinks that contain high amounts of caffeine and other stimulants are restricted on-campus by students in grades 9-12. Such drinks will be confiscated, without punishment, and information about the harmful effects of the drinks will be supplied.
- Federal regulations prohibit bake sales held between the hours of 12:01 a.m. until after the last school lunch is served.
- Schools will seek alternatives to using food as an individual or classroom reward.
- Food products should not be used as instructional tools due to sanitary concerns. Cooking activities to support curriculum are acceptable and should include healthy choices.
- Withholding or delaying food as punishment is not permitted.

Teacher/Parent/Student Conference

Conferences are held two (2) times per school year with written notices sent home. Not only are concerns expressed, but more importantly, the conferences are designed to be positive and encouraging. Students as well as parents/guardians are required to attend with the students taking an active part in the conference. A student's success is based on support not only from the school, but also from the participation of the parent. We encourage parents/guardians to be a very important part of their son/daughter's development and achievements. Additional conferences may be called by the teacher or other professional staff members.

Family Access

Parents may review their student's academic progress by logging onto the following website: <http://skywardfamilyaccess.iscorp.com/grandviewseedsofhealth> From this website, parent/guardians can access grades, attendance, and daily homework assignments.

Report Cards

Report Cards will be issued at the end of each semester.

Progress Reports

A parent/guardian may request a progress report at any time by contacting the Guidance Counselor. Student progress will be monitored monthly by their teachers. Progress will be discussed during parent-student-teacher conferences and students will receive mid-semester progress reports. Parents/guardians may also access grades, attendance, and daily homework assignments through our Family Access program. Login and passwords will be sent home at the start of the school year.

Honor Roll

Students who have a 3.0 grade point average or higher shall be considered on the Honor Roll. No student with a grade of "D" or less in any subject will be considered for the Honor Roll even though he/she may have attained the grade point necessary to be considered for Honor Roll. Any student with an Incomplete (I) will not be considered until the "I" is made up. A student who has been suspended from school will not be eligible for the honor roll.

Academic and Service Awards/Recognition

Recognizing student achievement is important at JCPAA High School. Awards are presented to students who have shown outstanding performance through participation in the total school program. By doing so, it is hoped that students will find areas in which they can excel and gain recognition for outstanding achievement. Awards are presented at the end of each semester. Teachers may also present awards to students for special class work at various times throughout the school year. Parents/guardians are always welcome to attend any or all of our award ceremonies.

Class Work and Participation

Class work and participation are factors in all classes. Class participation or the lack thereof, can and will affect a student's grade in a course. Students and parent/guardians must realize that much occurs in class that cannot be made up or duplicated.

Final Exams/Projects

All students will be required to take final exams and/or complete final projects as scheduled at the end of each semester. A student with an excused absence will be required to make up the exam. Students not attending final exams could fail the course for the term and, thereby, not receive credit for the course. ***Exam Exemptions***

10th grade students will be eligible to exempt exams second term with the following stipulations:

- Student must score proficient or advanced on his/her WKCE tests, and
- Student must be earning at least a "C" average in the subject/subjects for the current term

11th grade students will be eligible to exempt two exams during each term and must meet both of the following eligibility requirements:

- Student must be earning at least a "B" average in the course for the current term; and
- Student may not have 3 (three) or more absences in the course for the current term.

Student Records

An educational record is maintained for each student from entrance into the school through the twelfth grade. The record typically consists of personal information such as name, address, date of birth, names of parents or guardians, attendance records, activities and awards, and information necessary for the development of educational programs such as health records and test scores.

The Family Educational Rights and Privacy Act limits access to student records that are classified as either "directory" or "educational." All requests for directory information will be honored only upon consent of the parents, guardians, or students over eighteen years of age. Parents/guardians wishing to keep the directory information confidential must notify the school within two weeks of the opening of school that the information is to be kept confidential. The Family Educational Rights and Privacy Act specifies rights related to educational records. This Act gives the parent/guardian of a student the right to inspect and review his/her child's educational records; make copies of these records; receive a list of all individuals having access to the records; ask for an explanation of any item in the records; ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and a hearing on the issues if the school refuses to make the amendment.

Parents/guardians can arrange a review of the record by making a request in writing to the principal. The rights of a parent shall transfer to a student who has reached the age of eighteen years.

Release of Student Records

Student records will be released only with the written authorization of a parent/guardian or the authorization of a student when the student is eighteen years of age or older. A separate release form must be signed to release special education and special services records.

Academic Dishonesty and Plagiarism

Academic dishonesty in any form is not tolerated at JCPAA High School. Use of cheat sheets, sharing/copying answers, improperly securing questions or materials, and unauthorized collaboration of a paper, report or project are some examples of cheating that will result in disciplinary action. In addition, any form of plagiarism is a very serious matter which represents academic dishonesty and discredits the integrity of the student. To plagiarize is “to pass off the ideas or words of another as one’s own ... to present as new and original idea or product derived from an existing source. When students do consult outside sources and include the ideas of others in their school work they must credit their sources. Teachers may confiscate any work in question. If it is determined that a student has been cheating and /or plagiarizing, the following actions will be taken:

- A referral will be made by the classroom teacher to the Principal. A meeting will take place with the student. The student will receive a zero as a grade for the work if it is determined that dishonesty occurred.
- The student may be required to do a replacement assignment.
- The student’s parent will be informed via phone. A written referral will be placed in the student’s file.
- Disciplinary action will be taken by the Principal when appropriate.

DISCIPLINE POLICY

CD Players, iPod’s, Cameras, Video Games

All music and photography devices **must** be stored in student lockers throughout the school day. The following policies will be followed:

- If a student has these items in their possession in the classroom, they will be asked to place the items in their locker.
- Upon entering the building, a student will not be allowed to listen to any music devices.
- Repeated violations or refusal to follow rules will result in disciplinary actions.

Cell Phones

Students will be allowed to carry cell phones into school with them. However, they must be turned off and stored, in their locker, during school hours 7:45 a.m.-4:00 p.m. If a phone is in sight, it will be taken by school staff and turned into the office.

1st Offense: Phone will be taken, stored, and returned to student at the end of day.

2nd Offense: Phone will be taken and stored. Parent/guardian must pick it up after school.

3rd Offense: Phone will be checked into the office at the start of each day.

If a student uses a communication device to endanger the physical safety or the mental well being of others, this will lead to expulsion.

School Property

It is important that we demonstrate the pride we have in our school. Students are expected to show appreciation of and respect for property, including all equipment, supplies and furnishings in the school campus as well as that of their own and other students. General housekeeping chores are expected of all students including disposal of wastepaper into proper receptacles, keeping work area free from dirt and litter and, in general, keeping classrooms, labs, restrooms, cafeteria, halls and grounds clean, attractive and safe. Students who destroy property or school furnishings and equipment will be held responsible for its immediate repair and replacement.

Food/Drink/Cafeteria

No food or drink is allowed out of the cafeteria. **CONSUMING FOOD OR DRINK IN THE HALLS OR CLASSROOMS IS NOT PERMITTED.** Teacher authorized activities involving food and drink is allowed.

The following procedures are to be followed in order to ensure that the cafeteria is maintained in an appropriately clean condition for all students using the cafeteria at lunchtime. Each student **MUST** place all food wrappers, cartons, bottles, cans, plates and utensils in the trash container when finished eating. Littering is unacceptable behavior. Students who drop debris on the floor are to immediately pick the debris up. Remember that your classmates will be using the cafeteria after you leave.

Students are not to throw anything in the cafeteria. This includes throwing debris towards a trash can. Violations of these rules may lead to referral to the Principal.

Computer Tampering

Computer tampering is a criminal act under the law. Computer tampering involves knowingly or intentionally altering or damaging a part of the computer system, network, program or data. Any violation will be considered a student discipline matter.

Technology Policy/Acceptable Use

JCPAA High School has adopted as part of its plan for the integration of computer technology into the schools programs an **acceptable use policy**. A student's parent/guardian must sign a form giving his/her child permission to access and use the JCPAA network of electronic information resources for educational and research purposes before the student will be given access to the network. This is done at all student interviews. Violation of this policy will result in the loss of computer privileges.

School Rules

- * No fighting
- * No gang activity
- * No tagging or graffiti
- No food, drink or gum chewing in the classrooms, hallways, stairwells or break areas
- No wearing hats, headgear or hoods worn in the building
- * No drugs or alcohol (use or possession)
- * No weapons or using common objects as weapons
- No personal music devices in the classroom; (i.e. iPods, CD/MP3 players)
- No use of cell phones during school time
- No handheld cameras or video cameras
- No handheld personal electronic devices
- No sleeping in class
- No laser pointers
- No outside visitors without prior approval
- * No repeated refusal to obey school rules
- * No smoking in or around the building
- No inappropriate language
- * No threats or assaults on anyone
- * No unsafe behavior such as physical horseplay
- * No gross disrespect or insubordination
- * No sexual, racial, physical or verbal harassment

***Will result in a suspension. Any severe or chronic violation of the above school rules will result in an expulsionary hearing. An accumulation of five suspensions in one school year may result in an expulsionary hearing.**

Expulsion Procedure

- The student should be directed to the office to meet with the Assistant Principal.
- The Assistant Principal will select appropriate interventions. These may include:
 - A conference
 - Parental contact
 - Teacher or team conferences
 - Behavior contracts
 - Suspension
 - Referral for AODA or other assessments
 - Expulsion hearing

If an expulsionary hearing becomes necessary, the following process will be used:

- A JCPAA discipline council will be convened.
- The student and parent(s)/guardian(s) will be informed in writing of the time and place of the hearing.
- A decision regarding the student will be made by the panel.
- The panel consists of two teachers and one parent. The family may bring legal representation to the hearing.
- Appeals to any decision must be written and submitted to an appeal board within five calendar days of the conclusion of the expulsion hearing.
- The principal will coordinate the intervention plan.

Every effort will be made to help each enrolled student become successful at JCPAA.

Discipline Policies General Guidelines for JCPAA Discipline Policies

Most disciplinary offenses fall into the categories on this chart. Illegal activities will not be tolerated and will necessitate administrative action as well as police investigation/referral. The minimum action line does not mean “*first offense*.”

An administrator may take action deemed appropriate.

<u>Misconduct</u>	<u>Definition</u>	<u>Minimum Actions</u>	<u>Maximum Actions</u>
Acceptable Use Policy Violations	Utilizing Tenor’s computers/network system to endanger safety of self/others, engage in illegal activities, hinder security, use inappropriate language, plagiarize, access inappropriate materials, hinder student rights or violate privacy.	Temporary loss of computer privileges Detention	Permanent loss of computer privileges Restitution Suspension Expulsion Police referral

Appropriate Attire	Tenor Dress Code Policy	Change of clothing Parent notification	Suspension for repeat violations
Cheating	Turning in work that is not yours Copying (homework / other) Crib notes, cheat sheets Buying or selling work Handing out or selling copies of tests/ answer sheets Forgery of notes or passes	Failing grade on work Parent contact Suspension	Failing grade Expulsion
Computer Misuse	Violation of internet use policy misuse of computer	Detention Revocation of computer privileges Suspension Citations	Expulsion Restitution
Disruption/ Chronic Disruption (Classroom, cafeteria, hallways, etc.)	Behavior that disrupts the educational process of others by involvement in misconduct that reoccurs on a regular basis over a period of time, including instigating a riot	Removal from the class or cafeteria Parent contact Teacher contact Detention	Withdrawal from class Suspension Expulsion Loss of cafeteria privileges

Steps to Resolve Concerns

Board policy sets out a hierarchy of contact. Concerns should be addressed first to the staff member involved and then followed in this order, if needed:

- Teacher
- School principal or principal's designee
- Executive Director
- JCPAA Board

School personnel will ensure prompt and equitable resolution of complaints. Complaints should be resolved within 30 days of their origin and no later than 60 days. When there are extenuating circumstances which prevent a resolution within this time frame, the parties may mutually agree to an extension of time. In circumstances where danger to persons or property is involved, school personnel should immediately respond to the complaint.

Learning Problems or Other Challenges

First Steps for Parents

Parents who have concerns about their child's academic achievement, behavior, health or social competence should discuss their concerns with the classroom teacher first. Teachers and parents working together often establish informal adjustments, such as changing the location of the student's desk or altering the format of homework assignments.

Student Support Team

If the child needs further assistance, parents should contact the school's **Student Support Team (SST)** chair. . Its membership is diverse and may include these staff members: the classroom teacher, counselor, social worker, family specialist, and administrator. The team serves as the initial "portal of entry" to consider an array of accommodations, interventions and services within the district.

The SST process helps teachers to develop interventions that assist the student. Specific areas of concern are identified; information is gathered through observation, interview, review of school records and informal assessment. The SST develops new strategies to address the concerns. Classroom teachers implement these strategies for several weeks. The SST then reconvenes to assess the student's progress. A teacher may implement a behavior contract for a child who has had difficulty maintaining appropriate classroom behavior and completing classroom assignments.

If the interventions are not successful, however, the SST may refer the student to the 504 Committee or other services.

504 Accommodations

The 504 Committee, composed of parents, teachers, the counselor, other individuals working with the student and possibly the student, determines whether or not the student is eligible for an accommodation plan under Section 504 of the Rehabilitation Act. Section 504 is a broad civil rights law protecting the rights of children and adults with disabilities in programs and activities that receive federal financial assistance.

A student may have a disability that does not affect his or her ability to learn, yet requires accommodations from the school to participate in the learning environment. The disability can be mild to severe, temporary or lifelong, obvious or hidden. The 504 Committee determines if a student is eligible under Section 504. If so, a written 504 Accommodation Plan is developed.

It describes the accommodations that are required for the student because of his or her disability. The 504 Plan is reviewed at least annually to determine continued eligibility and to revise the accommodations as needed. 504 Plans do not include any direct instruction, but rather necessary accommodations (such as the use of an elevator after breaking a leg) that the student needs to access the learning environment.

Special Education Program Placement

Sometimes the student may require special education and related services because of a significant disability that adversely affects his or her ability to learn. Students qualify for services through procedures outlined in federal and state law.

Step 1: Initial Referral for Special Education Services

Students suspected of having a disability are referred to a multidisciplinary team called the Committee on Special Education.

Step 2: Individual Evaluation Process

The Committee arranges for an evaluation of the student's abilities and needs.

Step 3: Determining Eligibility for Special Education Services

Based on evaluation results, the Committee decides if the student is eligible to receive special education services and programs.

Step 4: Individualized Education Program (IEP)

If the child is eligible to receive special education services, the Committee develops and implements an appropriate IEP, based on evaluation results, to meet the needs of the student. Based on the IEP, the Committee must determine the student's placement, ensuring that services are provided in the least restrictive environment (LRE). Placement must be as close as possible to the student's home, and unless the student's IEP requires some other arrangement, the student must be educated in the school he or she would have attended if not disabled.

Step 5: Annual Review/Reevaluation

The IEP is reviewed and, if needed, modified or revised by the Committee at least once a year (annual review). The student has a reevaluation at least once every three years, to review the student's need for special education programs and services and to revise the IEP, as appropriate. A reevaluation may also occur when conditions warrant or when requested by a parent or teacher.

The process occurs sequentially with each step building on the previous one. In this way, comprehensive information about the student is obtained and considered. Timelines are in place so that delays are avoided. Parents are an integral part of this process, and your involvement is encouraged.

Code of Conduct

Policy Against Discrimination, Harassment and Bullying

JCPAA believes all employees and students should be free of unlawful discrimination, harassment and bullying as part of a safe, orderly and inviting working and learning environment. JCPAA commits itself to nondiscrimination in all its educational and employment activities. JCPAA expressly prohibits unlawful discrimination, harassment or bullying on the basis of race, color, national origin, gender, pregnancy, religion, age, sexual orientation or disability. Any violation of this policy is considered a serious offense and appropriate action will be taken in response to a violation.

This policy applies to students in the following circumstances:

- while on any school premises before, during or after school hours
- while on the school bus or other vehicle as part of any school activity
- while waiting at any bus stop
- during any school function, extra-curricular activity, or other activity or event
- when subject to the authority of school personnel
- any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools

Discrimination

Discrimination is the treatment or consideration of, or making a distinction in favor of or against, a person or thing based on the group, class, or category to which that person or thing belongs rather than on individual merit. Discrimination prevents individuals from achieving their full potential. JCPAA does not discriminate against individuals including qualified persons with disabilities on the basis of a disability.

Harassment

Harassment can be a type of unlawful discrimination. Harassment is unwanted, unwelcome and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Harassing behavior may include, but is not limited to: epithets; derogatory comments or slurs; lewd propositions; assault; impeding or blocking movement; offensive touching or any physical interference with normal work or movement; and visual insults, such as derogatory posters or cartoons.

Harassment can create a hostile environment through pervasive or persistent misbehavior or a single incident, if sufficiently severe. It is possible for harassment to occur at various levels: between fellow students; between co-workers; between supervisors and subordinates; between employees and students; or imposed by non-employees, including visitors, on employees and/or students.

Sexual Harassment

All persons associated with the school system, including, but not necessarily limited to, JCPAA, the administration, the staff and the students, are expected to conduct themselves in the performance of their duties so as to provide an atmosphere free from sexual harassment.

It is possible for sexual harassment to occur at various levels: between fellow students; between co-workers; between supervisors and subordinates; between employees and students; or imposed by non-employees, including visitors, on employees and/or students. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress or completion of a school-related activity.
2. Submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual, or in the case of a student, submission to or rejection of such conduct is used in evaluating the individual's performance within a course of study or other school-related activity.
3. Such conduct is sufficiently severe, persistent or pervasive so that it has the purpose or effect of unreasonably interfering with an employee's work or performance or a student's educational performance; limiting a student's ability to participate in or benefit from an educational program or environment; or creating an abusive, intimidating, hostile or offensive work or educational environment.
4. Students or staff who instigate sexual harassment are subject to disciplinary action, including reprimand, suspension, demotion or removal.

Bullying

Bullying is a form of harassment. JCPAA recognizes that bullying is disruptive, damaging and sometimes violent. Bullying is defined as physical or psychological intimidation which may occur repeatedly over time to create an ongoing pattern of abuse

and harassment.

Bullying can sabotage any school, making it a painful and harmful place for targeted students and a place where witnesses to bullying fear becoming the next victim.

Bullying, the most common form of violence found in schools, significantly impairs achievement in targeted students and in those students who fear becoming victims of bullying.

The Board prohibits reprisal or retaliation against any person who reports an act of discrimination, harassment or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by considering the nature and circumstance of the act, in accordance any applicable federal, state or local laws, policies and regulations.

The Executive Director is responsible for providing effective notice to students, parents and employees of the procedures for reporting and investigating complaints of discrimination, harassment and bullying. The school investigates all complaints of discrimination, harassment and bullying and takes reasonable steps to eliminate these matters.

JCPAA is committed to promoting the worth and dignity of all individuals regardless of race, color, religion, national origin, sexual orientation, gender, pregnancy, age or disability. JCPAA directs the Executive Director to establish training and other programs to help eliminate unlawful discrimination, harassment and bullying and to foster an environment of understanding and respect for all individuals.

Academic Integrity

This policy was created to emphasize honest academic effort. As the policy states, “Our school system cannot provide a world-class education if the achievement of its students are fabricated, or students seek to establish an unfair advantage over their fellow students.”

The policy identifies seven violations of academic integrity. These include: copying, plagiarism, unauthorized collaboration, alteration of records, the use of aids, offering money or other incentives and lying.

The policy specifically explores other violations, including stealing tests and the use of technology in cheating.

Wireless Communication Devices and Laser Pointers

Except as otherwise permitted under this policy, students shall not use, display, transmit or have in the “on” position on school property any wireless communication device, including but not necessarily limited to, cellular telephones, paging devices, two-way radios, cameras or similar devices until after the conclusion of the school day.

Administrators may authorize individual students to use such devices for personal purposes when there appears to be a compelling need for such communication. Teachers and administrators may authorize individual students to use such devices for instructional purposes provided that they supervise the students during their use of such devices.

Students are prohibited from possessing a personal laser pointer on school campuses unless authorized by their teacher for instructional purposes.

Students shall be personally and solely responsible for the security of their cell phones. However, any device possessed or used in violation of this policy may be immediately confiscated by school personnel. Absent compelling and unusual circumstances, wireless communication devices that are confiscated by the schools will only be returned to the student's parent or guardian.

JCPAA shall not assume responsibility for theft, loss or damage of a cell phone or any other personal wireless communication device.

Consequences

Students who violate the above restrictions shall be deemed to have created a disruption to the instructional environment and will be subject to appropriate disciplinary action, generally up to and including short-term suspension. Additional aggravating factors, including the following non-exclusive list, may subject a student to more stringent disciplinary consequences, up to and including expulsion when the circumstances warrant:

- Using wireless communication devices to reproduce images of tests, to access unauthorized school information or to
- assist students in any aspect of their instructional program in a manner that violates any school board policy, district or school code of conduct.
- Using cellular telephones or other devices with photographic capabilities in student locker-rooms, restrooms or any other student changing areas, regardless whether such use occurs during the school day.
- Using a laser pointer in a way that reasonably could or does cause physical harm.

Orderly Environment

Students are prohibited from disrupting teaching, the orderly conduct of school activities, or any other lawful function of the school. The following conduct is illustrative of disruptive behavior and is prohibited:

- intentional verbal, written, or physical acts which result or have the potential to result in blocking access to school functions or facilities or preventing the convening or continuation of school-related functions;

- appearance or clothing which (1) violates a reasonable dress code adopted and publicized by the school, or (2) is substantially disruptive, or (3) is provocative or obscene; or (4) endangers the health or safety of the student or others,

- possessing or distributing literature or illustrations which significantly disrupt the educational process or which are obscene or unlawful;

- engaging in behavior which is immoral, indecent, lewd, disreputable or of an overly sexual nature in the school setting;

- failing to observe established safety rules, standards and regulations, including on the bus and in hallways; and

- interfering with the operation of school buses, including delaying the bus schedule, getting off at an unauthorized stop, and willfully trespassing upon a school bus.

- possessing any item prohibited by federal law, state law, board policy or any individual school rule.

In addition, a student will be considered a trespasser and may be criminally prosecuted under any of the following circumstances:

- a student who is on the campus of a school to which he or she is not assigned during the school day without the knowledge and consent of the officials of the school the student is visiting;

- any student who loiters at any school after the close of the school day without specific need or supervision; or any student who has been suspended from school who appears on the property of the school during the suspension period without the express permission of the principal.

Consequences

Consequences for engaging in prohibited behavior will be provided in accordance with the school's plan for managing student behavior. The principal is responsible for providing each student and his or her parent(s) or guardian with a copy of the student behavior policies and any other school rules and procedures.

Tobacco Products

In support of JCPAA's commitments and state and federal law, students are prohibited from using or possessing any tobacco product (1) in any school building, school vehicle or on the school grounds at any time; (2) at any school-related activity, including athletic events; or (3) at any time when the student is subject to the supervision of school personnel, including school trips.

Nothing in this policy prohibits the use or possession of tobacco products for an instructional or research activity conducted in a school building provided such activity is conducted or supervised by a faculty member and the activity does not include smoking, chewing or otherwise ingesting tobacco.

Consequences

For all offenses of the district tobacco policy, including use or possession of tobacco products on school campus, school administrators will be required to inform parent/guardian of violation and action to be taken by the school.

Student Substance Abuse

Unauthorized or illegal drugs and alcohol are a threat to safe and orderly schools and will not be tolerated. School administrators are authorized to take specific measures aimed at ensuring that possession or use of controlled substances on school campuses or at school activities will not be tolerated. Such measures may include, but are not limited to, requesting assistance from the police to search lockers and other areas of the campus, utilization of police canine services, undercover surveillance, parking lot surveillance and when suspicions warrant, student searches.

Students are prohibited from possessing, using, transmitting, selling or being under the influence of any of the following substances:

narcotic drugs; hallucinogenic drugs; amphetamines; barbiturates; marijuana or any other controlled substance; any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor; any chemicals or products, used inappropriately with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior which may be damaging to the student or disruptive to the school environment.

This prohibition applies in all of the following circumstances:

- while in any school building or on any school premises before, during or after school hours
- while on any bus or other vehicle as part of any school activity
- while waiting at any school bus stop

- during any school function, extracurricular activity or other activity or event
- when subject to the authority of school personnel
- any time or place when the student's behavior has a direct and immediate effect on maintaining order and discipline in the schools.

Students also are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit (fake) drugs. In all circumstances in which students must comply with board policies (see board policy 4300, Student Behavior Policies), students may not in any way participate in the selling or transmitting of prohibited substances, regardless of whether the sale or transmission ultimately occurs on school property.

Prescription and over the counter drugs are not in violation of this policy if possessed and used in accordance with board policy 6125 , Administering Medicines to Students. The principal may authorize other lawful uses of substances otherwise prohibited by this policy, such as for approved school projects.

Students suspended from school for substance use, either **in-school (ISS)** or **out-of-school (OSS)**, are not allowed to attend or participate in any school activities on days when they are suspended. School personnel who observe students in possession of drugs or who suspect that a student is under the influence of a controlled or illegal substance are required to report the concern immediately to school administration.

Anti-Social Behavior

Any behavior that may cause property damage or physical or psychological harm to others is considered anti-social. The following list is not inclusive but is intended to reflect the types of behaviors that are considered anti-social and are prohibited.

1. Assault with Injury - Students are prohibited from assaulting, physically injuring, attempting to injure or intentionally behaving in such a way as could reasonably cause injury to any other person. Assault includes engaging in a fight, which occurs when two or more people touch each other in anger with the intent of doing harm to the other.

2. Weapons and Weapon-Like Items - Students are prohibited from possessing, handling, or transmitting any weapon, or any instrument that reasonably looks like a weapon or could be used as a weapon. Weapons include, but are not limited to, all of the following: loaded or unloaded firearm, including a gun, pistol or rifle; explosives, including a bomb, dynamite cartridge, grenade mine, powerful explosive; fireworks;

knife, including a pocket knife, bowie knife, switchblade, dirk or dagger; slingshot or slung shot; leaded cane; blackjack; metallic knuckles; BB gun; air rifle or air pistol; stun gun or other electric shock weapon; ice pick; razor or razor blade (except solely for personal shaving) including a box cutter or exacto knife; and any

sharp pointed or edged instrument except unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance.

- No student will knowingly or willfully cause, encourage or aid any other student to possess, handle or transmit any of the weapons or weapon-like items listed above.
- This section will not apply to pupils who are members of the Reserve Officer Training Corps and who are required to carry arms or weapons in the discharge of their official class duties; nor does this section apply to weapons used in school-approved instruction or ceremonies.

3. Threatening Acts

A. Threat/False Threat - No student shall make any threat through written or verbal language, sign, or act which conveys a serious expression of intent to cause harm or violence. Furthermore, no student shall make a false threat of harm or violence, even in jest, which causes or is reasonably likely to cause fear or a disruption to school activities.

B. Bomb Threats - No student shall make, aid, and/or abet in making a bomb threat or hoax by making a false report that a device designed to cause damage or destruction by explosion, blasting, or burning is located on the school premises or at the site of school activities.

No student shall with the intent to perpetrate a hoax, conceal, place or display on school property or the site • of school activities any device or artifact so as to cause any person reasonably to believe the same to be a bomb or other destructive device.

C. Threats of Terror – No student shall make a report that he or she knows or should know is false, that any device, substance or material designed to cause harmful or life threatening illness or injury to another person, is located on school property or at the site of a school activity.

- No student shall, with intent to perpetrate a hoax, conceal, place, disseminate or display on school property or at the site of a school activity any device, machine, instrument, artifact, letter, package, material, or substance, so as to cause a reasonable person to believe the same to be a substance or material capable of causing harmful or life-threatening illness or injury to another person.

- No student shall threaten to commit an act of terror on school property or at the site of a school activity that is designed to cause, or is likely to cause, serious injury or death to another person, when the threat is intended to cause, or actually causes, a significant disruption to the instructional day or a school-sponsored activity.

- No student shall make a report that he or she knows is false, that an act of terror designed to cause, or likely to cause, serious injury or death to another person on school property or at the site of a school-sponsored activity is imminent, when that report is intended to cause, or actually causes, a significant disruption to the instructional day or a school-sponsored activity.

- No student shall aid, abet, and/or conspire to commit any of the acts described in this section, Threats of Terror.

D. Theft or Damage to Property - Students are prohibited from stealing or attempting to steal school or private property, and/or from knowingly being in possession of stolen property. Students are prohibited from damaging or attempting to damage any school property or private property at any time.

Consequences Mandated by Law

1. Firearms and Explosives - As required by law, a student who brings a firearm or explosive onto school property will be suspended for 365 days. A firearm includes any gun, rifle, pistol or other weapon used for firing a projectile by means of an explosive charge. An explosive includes a dynamite explosive, a dynamite cartridge, blasting cap, trinitrotoluene (TNT), nitroglycerin, grenade or mine (G.S. 14-284.1). A student who brings a firearm or explosive to school also will be referred to the criminal justice or juvenile delinquency system.

2. Any violation of Bomb Threats may result in suspension from school for 365 days.

Criminal Behavior

The Executive Director and principal may take reasonable measures to preserve a safe, orderly environment when a student has been charged or convicted with a serious crime, regardless of whether the alleged offense was committed on school grounds or related to school activities.

Depending upon the circumstances, including the nature of the alleged crime, the child's age, and the publicity within the school community, reasonable efforts may include changing a student's classroom assignment or transferring the student to another school. The student will continue to be provided with the opportunity of an education unless and until the student is found to have violated board policy or school rules and is suspended or expelled in accordance with procedures established in school policy.

The principal must report immediately to law enforcement officers and the Executive Director the following acts when the principal has personal knowledge or actual notice from school personnel that such acts occurred on school property, regardless of the age or grade of the perpetrator or victim: assault resulting in serious personal injury; assault on a child under 12 years of age by a person 14 years of age or older; assault on a differently-abled person defined as a person who has a physical or mental disability that would substantially impair the person's ability to defend him/herself or to perceive the intent of the aggressor; assault where a group of students acts collectively to assault a single individual; sexual assault; sexual offense; rape; kidnapping; indecent liberties with a minor; assault involving the use of a weapon; possession of a firearm in violation of the law; possession of a weapon in violation of the law; possession of a controlled substance in violation of the law; assault on school officials, employees and/or volunteers; homicide, including murder, manslaughter and death by vehicle; robbery; or armed robbery.

The superintendent and principal may take reasonable measures to preserve a safe, orderly environment when a student has been charged or convicted with a serious crime, regardless of whether the alleged offense was committed on school grounds or related to school activities. Depending upon the circumstances, including the nature of the alleged crime, the child's age, and the publicity within the school community, reasonable efforts may include changing a student's classroom assignment or transferring the student to another school. Transfer to the alternative school may be made in accordance with the criteria established in board policy 3470/4305, Alternative Schools. The student will continue to be provided with the opportunity of an education unless and until the student is found to have violated board policy or school rules and is suspended or expelled in accordance with procedures established in board policy.

Parental Involvement in Student Behavior Issues

If the principal or assistant principal (in the case of a short-term suspension) is considering imposing a short-term suspension or recommending long-term suspension or expulsion, he/she will notify and involve the parent: attempt to notify the parent before the end of the day after imposing any suspension of (1) the nature of the misbehavior,

(2) the board policy, school standard or rule that was violated, and (3) the consequence that may be or has been imposed;

- maintain documents and relevant information received about the misbehavior for review with the parent, taking into account the rights of other students or staff that may be involved;
- request to meet with the parent before or at the time the student returns to school after any suspension;
- make available a copy of this policy and all other applicable board policies, school standards and rules; and
- advise the parent of the right to appeal the action of the principal

All records of parental contact will be maintained in the student's records and will be retained at least through the school year.

Student and Parent Grievance Procedures

JCPAA encourages the resolution of concerns and complaints whenever possible. To this end, JCPAA has provided opportunities for students and parents to express their concerns through processes established in board policies. Responding to Complaints, identifies these different processes and provides a mechanism for resolving complaints in an informal manner.

While JCPAA strongly encourages informal resolutions, JCPAA recognizes that students and parents may want a more formal process for certain types of complaints or if an informal process was not satisfactory. This policy provides a grievance procedure that can be used as described below. Any parent or student who is unclear of the options for proceeding with a concern may contact the principal's office for further information and copies of all applicable policies.

Definitions

1. Days means the working days, exclusive of Saturdays, Sundays, vacation days, or holidays, as set forth in the school calendar. In counting days, the first day will be the first full working day following the receipt of the grievance. For grievances filed from May 1 through the end of school, time limits will consist of all weekdays (Monday - Friday) so that the matter may be resolved before the close of the school term or as soon thereafter as possible.
2. School Days means student days and mandatory teacher workdays.
3. Final Administrative Decision means a decision of a school employee from which no further appeal to a school administrator is available.
4. Grievance means a formal complaint regarding specific decisions made by school personnel. A grievance may be submitted only when a student or parent believes that board policy or law has been misapplied, misinterpreted, or violated. Claims of discrimination on the basis of race, color, national origin, gender, pregnancy, religion, age, sexual orientation, or disability also may be submitted as a grievance. The term "grievance" does not include any matter for which the method of review is prescribed by law, for which there is a more specific board policy providing a process for addressing the concern, or upon which the board is without authority to act.
5. Grievant means the parent or student or group of parents or students submitting the grievance.

6. Official means the school district personnel hearing and responding to the grievant.

• **Timeliness of Process**

1. The number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process.
2. Failure by the official at any step to communicate a decision within the specified time limit will permit the grievant to appeal the grievance to the next step unless the official has notified the grievant of the delay and the reason for the delay, such as the complexity of the investigation or report. The official will make reasonable efforts to keep the grievant apprised of progress being made during any period of delay.
3. Failure by the grievant at any step to appeal a grievance to the next step within the specified time limit will be considered acceptance of the decision at that step, unless the grievant has notified the official of a delay, the reason for the delay, and the official has consented in writing to the delay.

• **General Requirements**

1. No reprisals of any kind will be taken JCPAA or by an employee of the school district against any grievant, other student, or employee on account of his or her participation in a grievance filed and decided pursuant to this policy.
2. All meetings and hearings conducted pursuant to this policy will be private.
3. JCPAA will consider requests to hear grievances from a group of grievants, but JCPAA and officials have the discretion to respond to individual grievants.
4. The grievant may have a representative, including an attorney, at any stage of the grievance. However, any grievant intending to be represented by legal counsel must notify the appropriate school official in advance so that school personnel also will have the opportunity to be represented by legal counsel.

• **Process for Grievance**

1. Reporting Grievance
 - a. A grievance must be filed as soon as possible but no longer than thirty (30) days after the disclosure or discovery of the facts giving rise to the grievance. For a grievance submitted after thirty (30) days which claims a violation, misapplication, or misinterpretation of state or federal law, including discrimination, harassment, or bullying, the Executive Director or designee will determine whether the grievance will be investigated after considering factors such as the reason for the delay; the extent of the delay; the effect of the delay on the ability of the school district to investigate and respond to the grievance; and whether the investigation of the grievance is necessary to

meet any legal obligations. However, the grievant should recognize that delays in reporting may significantly impair the ability of the school to investigate and respond effectively to such grievances.

b. A grievant who has a grievance must provide the following information in writing to the principal: (1.) the name of the school district employee or other individual whose decision or action is at issue; (2.) the specific decisions(s) or actions at issue; (3.) any board policy, state or federal law, state or federal regulation, or policy or procedure that the parent or student believes has been misapplied, misinterpreted, or violated; (4.) and the specific resolution desired.

c. Even if the principal is the employee whose decision or action is at issue, the student or parent should submit the grievance first to the principal in order for the principal to address the issue within the formal process. If, however, the grievance claims that a state or federal law has been misapplied, misinterpreted, or violated the grievant may submit the grievance directly to the Executive Director. In this case, the Executive Director or designee will conduct the investigation and respond following the guidelines described below in sections 2 and 3.

2. Investigation

a. The principal will schedule and hold a meeting with the student and/or parent within ten (10) days of receiving the request. The student may be accompanied by a parent, legal guardian, or other person who is in a position of *loco parentis* to the student.

b. The principal will conduct any investigation of the facts necessary before rendering a decision.

3. Response by Principal

a. The principal will respond to the written grievance within five (5) days of the meeting. The response will include the principal's decision regarding resolution of the grievance and the basis for the decision. The principal shall not disclose confidential information about other students or employees that by law is considered confidential.

b. A copy of the grievance and the principal's response will be filed with the superintendent.

4. Response by Executive Director

a. The grievant may appeal the principal's decision to the Executive Director. The appeal must be made in writing to the Executive Director's office within five (5) days of receipt the principal's decision.

b. The Executive Director or his/her designee may (a) review the written documents and respond in writing within 10 days after receiving the appeal; or (b) schedule and hold a conference with the grievant and principal, and any other individuals the Executive Director or his/her designee determines to be appropriate, within ten (10) days after

receiving the appeal. The student may be accompanied by a parent, legal guardian, or other person who is in a position of *loco parentis* to the student.

c. If the superintendent elects to hold a conference to respond to the appeal, the Executive Director or his/her designee will provide a written response within five (5) days after conducting the conference. In responding, the superintendent or his/her designee cannot disclose information about other students or employees that by law is considered confidential.

5. Appeal to the Board - If the grievant has alleged violation of a specified federal or state law, federal or state regulation, the grievant shall have a right to appeal a final administrative decision to the board.

a. A grievant must request a board hearing in writing within five (5) days of receiving the Executive Director's response. The written appeal shall be filed in the Executive Director's office and must state the basis of the appeal, including the reason the grievant believes the Executive Director's response is inconsistent .

b. A hearing will be conducted.

c. JCPAA will provide a final written decision within thirty (30) days of receiving the appeal unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

Bus Rules: Behavior and Procedures

- Students should follow these procedures when riding any district school bus:
- Students must remain seated until the bus reaches the student's destination.
- Students are prohibited from fighting; loud talking; using vulgarity; pushing; spitting; throwing objects off the bus; horseplay; hanging out the windows; eating; drinking; chewing gum; or any other disruptive behavior.
- Students are expected to follow directions given by drivers and/or monitors.
- Students are not to damage or deface school property. Parents may be held responsible.

- Upon dismissal from the classroom, students are expected to report to their assigned buses in an orderly manner.
- Pets should not be allowed to accompany students to bus stops without being supervised and leashed.
- Students must be at their assigned bus stops at least five minutes prior to the scheduled pick-up time.
- Students are to remain a safe distance from the road while waiting for the bus.
- Students are to ride only the buses to which they are assigned by their home address unless a change is authorized by the principal or transportation director. Bus passes must be obtained for

all elementary and middle school students when riding unassigned buses by parental note or contact.

- Bus drivers have the authority to assign seats for any reason.
- Students may not enter an empty bus parked on school grounds without the permission of the principal.
- Students should report unsafe behavior to the driver or the principal.

Disciplinary Procedures for Bus Riders

Riding a school bus is a privilege. The safety and well-being of the students and the bus driver are of utmost importance. It is the responsibility of the principal to act upon discipline referrals submitted by bus drivers. In cases of severe offenses, the principal, in consultation with the superintendent, may take direct action without following the regular sequence of consequences below.

- On first offense, parents will be notified by phone, if possible, and in writing. Additional disciplinary action consistent with school policy may be applied.
- If there is a second infraction, parents will again be notified. The student will also be removed from the bus for one week (five consecutive school days). Additional disciplinary action consistent with school policy may be applied.
- Should a third infraction occur, parents will again be notified and the student will be removed from the bus for two weeks (10 consecutive school days). Additional disciplinary action consistent with school policy may be applied.
- In the event of a fourth infraction, parents will be notified by phone or by a visit from the family specialist. The student will be removed from the bus for the remainder of the school year and disciplinary action consistent with school policy may be applied.

Suspension from the bus means suspension from all buses, morning and afternoon, for the term of the suspension. However, the student may be allowed bus privileges on the afternoon the suspension occurs, unless other arrangements are made between the parent and the principal.