

# James Irwin Elementary School – Astrozon Campus



## Parent/Student Handbook

### **JICS MISSION STATEMENT**

The mission of James Irwin Charter Schools is to help guide students in the development of their character and academic potential through academically rigorous, content-rich educational programs.

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# INTRODUCTION

Welcome to the JIES-A Handbook. If you have any questions, please feel free to contact JIES-A administrators at (719) 302-9107.

The James Irwin Elementary School-Astrozon handbook contains the expectations, policies, and procedures that guide our school. **Students and parents are responsible for knowing and following all school policies and procedures.** The success of a student at JIES-A is an expressed agreement on his/her part and the part of the parents or guardians to understand and comply with these policies and procedures. This handbook is meant to be a guide; it is impossible to cover every situation that may arise during the school year. These expectations and policies maintain a community where students honor and respect the rights of others and foster an environment where students can excel in all areas. **(The rules in this handbook are subject to interpretation and modification by the school administration and faculty as needed.)**

## CONDUCT AND DISCIPLINE CODE

### OVERVIEW

*Welcome to James Irwin Elementary School-Astrozon. This document is intended to help you easily understand and support our expectations and partnership in your child's education. We have endeavored to be straight forward and clear in our wording. If there is something that is unclear or causes you concern in the **JIES-A Conduct and Discipline Code**, please let us know. We want to "be the best we can be," and your feedback is helpful.*

It is our mission at James Irwin Elementary School-Astrozon to help **"guide students in the development of their character and academic potential through academically rigorous, content-rich educational programs."** We understand that parents are earnest about having their children in a school that models, teaches, and enforces high standards of conduct that reflect good character. Thus, parents and JIES-A are in an important partnership in building our core character values: **Honesty, Integrity, Respect, Responsibility, and Excellence.**

We use methods of teaching and classroom management that are well-researched and structured for success for all students. This includes clear behavioral guidelines and procedures. We work to minimize distractions as much as possible. Disruptive students are supported, but may be removed from the classroom. Students who repeatedly misbehave are disrupting their own learning as well as that of other students: they have the opportunity to learn the "dignity of consequences" coupled with strong positive support to learn appropriate behavior.

Students are expected to show respect in all areas, for the supervisory authority of all school employees as well as for the rights and welfare of other students. Students are expected to act in a way that supports the educational mission underlying all JIES-A activities and the widely shared use of school property. All employees share responsibility for supervising and correcting the behavior of students according to the established rules of conduct. We hold with the experts' findings that it is important to have consistent expectations and "language of behavior" throughout the school.

At the beginning of each school year, teachers discuss and practice proper classroom behavior with their students and explain to the students the expectations for conduct in each individual classroom. Classroom rules may include such items as "Speak when you have permission," "Keep your hands and feet to yourself," "Do your own work," "Walk quietly down the hall," "Come to school with necessary materials and completed assignments," etc. These are taught and reinforced as observable expressions of Honesty, Integrity, Respect, Responsibility, and Excellence. When students understand what these character qualities "look like" and "sound like" in the school setting, they will be able to apply them in other settings as well.

JIES-A enforces the discipline code so that the students and their parents or guardians understand that students will be rewarded and acknowledged for demonstrating good behavior; unacceptable behavior will not be tolerated and will be dealt with according to clear guidelines. The Code includes academic, attendance, and financial expectations.

Proper student behavior occurs as a result of mutual cooperation between home and school. Students, parents, teachers, and the administration all play a vital role in assuring that JIES-A fosters a sound educational environment that encourages productive learning. This environment must be safe and free from unnecessary disruptions. It must also foster a positive attitude towards self-discipline and socially acceptable behavior.

# JIES Astrozon Campus Calendar 2024-2025

JULY - 0							IMPORTANT DATES							JANUARY - 18						
S	M	T	W	T	F	S	July 1-5	School Closed	S	M	T	W	T	F	S					
	1	2	3	4	5	6	July 8-29	Reduced Front Office Hours TBD					1	2	3	4				
7	8	9	10	11	12	13	July 25-Aug. 6	New Staff Orientation/All Staff In-Service	5	6	7	8	9	10	11					
14	15	16	17	18	19	20	August 1	Back to School Night 4:00 PM-5:30 PM	12	13	14	15	16	17	18					
21	22	23	24	25	26	27	August 7	First Day New Students Only	19	20	21	22	23	24	25					
28	29	30	31				August 8	All Students	26	27	28	29	30	31						
							August 7-16	*Friday Schedule-Dismiss at 1:20 PM												
AUGUST - 17							August 19	Regular School Schedule Begins (see below)	FEBRUARY - 19											
S	M	T	W	T	F	S	S	M	T	W	T	F	S							
				1	2	3							1							
4	5	6	7	8	9	10	September 2	Labor Day/No School	2	3	4	5	6	7	8					
11	12	13	14	15	16	17	September 19	Picture Day	9	10	11	12	13	14	15					
18	19	20	21	22	23	24	October 1	Count Day/ALL STUDENTS PRESENT PLEASE	16	17	18	19	20	21	22					
25	26	27	28	29	30	31	October 10	End of 1st Quarter	23	24	25	26	27	28						
							October 11	Staff Day/No School												
							October 14	No School												
SEPTEMBER - 20							Oct. 31-Nov. 1	Parent/Teacher Conferences-No School	MARCH - 16											
S	M	T	W	T	F	S	S	M	T	W	T	F	S							
1	2	3	4	5	6	7	November 7	Picture Retakes							1					
8	9	10	11	12	13	14	Nov. 25-29	Thanksgiving Break/No School	2	3	4	5	6	7	8					
15	16	17	18	19	20	21	December 13	Christmas/Holiday Concert for Grades 2-5	9	10	11	12	13	14	15					
22	23	24	25	26	27	28	December 18	*11:00 AM Dismissal/End of 2nd Quarter	16	17	18	19	20	21	22					
29	30						December 19	Staff Day/No School	23	24	25	26	27	28	29					
							Dec. 20-Jan. 3	Winter Break/No School	30	31										
							January 6	Staff Day/No School												
OCTOBER - 20							January 7	Students Return	APRIL - 20											
S	M	T	W	T	F	S	S	M	T	W	T	F	S							
		1	2	3	4	5	January 20	Martin Luther King, Jr. Day/No School			1	2	3	4	5					
6	7	8	9	10	11	12	February 13	Class Picture Day	6	7	8	9	10	11	12					
13	14	15	16	17	18	19	February 17	Presidents' Day/No School	13	14	15	16	17	18	19					
20	21	22	23	24	25	26	March 7	End of 3rd Quarter	20	21	22	23	24	25	26					
27	28	29	30	31			March 21	Yearly Registration Deadline	27	28	29	30								
							March 24-28	Spring Break/No School												
							April 7-25	State Testing Window (3rd, 4th, 5th Grade)												
							April 18	No School												
NOVEMBER - 15							April 21	Parent/Teacher Conferences-No School	MAY - 16											
S	M	T	W	T	F	S	S	M	T	W	T	F	S							
				1	2		May 16	5th Grade Musical					1	2	3					
3	4	5	6	7	8	9	May 20	2nd-5th Grade Field Day	4	5	6	7	8	9	10					
10	11	12	13	14	15	16	May 21	*K and 1st Grade Field Day/11:00 AM Dismissal	11	12	13	14	15	16	17					
17	18	19	20	21	22	23	May 22	*Last Day of School/11:00 AM Dismissal	18	19	20	21	22	23	24					
24	25	26	27	28	29	30	May 22	End of 4th Quarter	25	26	27	28	29	30	31					
							May 23	Staff Day/No School												
							May 26	Memorial Day/Front Office Closed												
DECEMBER - 13							May 27-June 10	Reduced Front Office Hours TBD	JUNE - 0											
S	M	T	W	T	F	S	S	M	T	W	T	F	S							
1	2	3	4	5	6	7	June 11-July 4	School Closed/Front Office Closed	1	2	3	4	5	6	7					
8	9	10	11	12	13	14														
15	16	17	18	19	20	21	<b>School Hours</b>	<b>Monday-Thursday 7:50 AM-3:20 PM</b>	8	9	10	11	12	13	14					
22	23	24	25	26	27	28		<b>Friday 7:50 AM-1:20 PM</b>	15	16	17	18	19	20	21					
29	30	31							22	23	24	25	26	27	28					
									29	30										

- No School
- Admin Off
- Staff Day-No Students
- \*Indicates 1:20 PM Dismissal
- \*Indicates 11:00 AM Dismissal
- End of Quarter

## ATTENDANCE [Revised April 2023]

**GOAL: The goal is for every student to be regularly present (missing no more than 5 percent of the total school days in a year). This means that every student should miss no more than an average of 1 (one) day per month or 9 (nine) days in a school year.**


Why? Regular attendance is of utmost importance for academic achievement, school engagement and social acclimation. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. We can't teach students if they are not here.

Remember, a whole year has 365 days. A school year has only 174-177 days. That leaves 188-191 days to spend on family days, vacations, visits, holidays, shopping, household jobs, and other appointments.

GOAL: Every student stays in the "green" with 95% to 100% attendance!


- 100% - 95% Attendance(0-9 days absent for school year)
  - Very good;
  - Best chance of success
- 94%-90% Attendance(10-17 days absent for school year)
  - Warning Signs;
  - Less chance for school success;
  - Makes it harder for students to make progress
- 89% Attendance or less(18 or more days absent for school year)
  - Serious concern;
  - Students will find it very difficult to make progress
  - May result in court action and school failure

### Absences Add Up!



Mark an "X" or write the date in a box each time you miss school, excused or not excused.

### When Do Absences Become a Problem?



- Chronic Absence  
18 or more days
- Warning Signs  
10 to 17 days
- Satisfactory  
9 or fewer Absences

On Track									Warning									Chronic Danger!							
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25

## School Hours

Student hours are:

	All Full-Day Grades	Half-Day Kinder: Morning
<b>Monday – Thursday</b>	7:48 (7:50)AM – 3:20 PM	7:48 (7:50) AM – 11:15 AM
<b>Friday</b>	7:48 (7:50) AM – 1:20 PM	7:48 (7:50) AM – 11:15 AM

Classes begin promptly at 7:50 AM. Students are to be in their seats ready to begin work at that time. We ask that all students arrive about 15 minutes before their scheduled start of class.

Attendance has a direct impact on student achievement when a school uses highly-correlated, sequential, effective curricula and lesson designs. These components are part of the JIES-A Charter Application which identifies our educational methodology as a faithful implementation of the Effective Teaching Cycle, and more specifically, using Direct Instruction materials and design principles which are extensively validated by the best educational research. The teachers teach explicitly and directly in class: when students are absent, they cannot receive the instruction and on-going review that leads to mastery. Continuity in learning and mastering new skills can only happen when students and parents support the importance of regular attendance.

## **Number of Absences Permitted** [Revised February 2023]

When students miss a day at JIES-A, they miss opportunities for mastery learning. Maintaining consistent attendance promotes academic excellence (one of our core character pillars). We look forward to working with parents in close cooperation to ensure their child's success.

- When a student has more than eight **(8) absences** and/or ten **(10) tardies, excused or unexcused, during a semester or 4 unexcused absences in one month**, the Principal or the Dean of Students will take the following actions:
  - i. JIES-A will send a letter home to the parent/guardian and express that the student may be at risk of being labeled “**habitually truant**,” according to Colorado School Law. The letter will also state the number of absences and/or tardies to date.
  - ii. If the student's absences and/or tardies continue, a second attendance letter will be sent to the parent/guardian.
  - iii. If the student's absences and/or tardies still continue after the second attendance letter, a conference will be scheduled with the parent/guardian. During the meeting, JIES-A administrators will discuss the student's academic standing, inquire about any situations causing the absences, and provide possible suggestions that might solve the attendance concerns.
  - iv. Chronically Absent: Students who have excessive absences (greater than 8) and/or excessive tardies (more than 10), **excused or unexcused during a semester**, may be placed on an **Attendance Contract**. The Attendance Contract will outline specific requirements for the student and parents to abide by.
  - v. Extended illness may be a mitigating circumstance.
- Family events during the school year (vacations, weddings, etc.) including those that have been approved by a Scheduled Absence Plan, will count toward those absences. It is important to plan around the posted school calendar to avoid unnecessary, prolonged, or frequent absences.
- Excessive absences and/or tardies may negatively affect a student's mastery, causing academic deficits (including low grades/low group placement), and hinder the student's ability to be promoted into the next grade: therefore, the student may be required to repeat that grade.
- Colorado School Law stipulates that students will be considered “**habitually truant**” if they have four **(4) unexcused absences** in a month or ten **(10) unexcused absences** in a school year. [C.R.S. §22-33-[107] (3a)]
- If truancy continues, the parent and student may experience judicial consequences as appropriate to Colorado Educational Law procedures.
- Students who acquire excessive absences and/or tardies will receive disciplinary consequences according to JIES-A procedures.
  - i. Eight (8) or more unexcused absences or ten (10) or more unexcused tardies may result in:
    - One (1) day of In-School Suspension (ISS).
    - Before school detention at 7:15 AM with parent supervision.
    - After school detention from 3:30 PM to 4:00 PM with parent supervision.
  - ii. Additional days of ISS or detention will be applied should the absences continue.

- Assignments missed during all **unexcused absence(s)** will receive: **0% (Zero)**
- Tests missed during all **unexcused absence(s)** will receive: **up to 83% (C)**

## Notification of Absence for Illness

**Parents or guardians need to notify the front office by 9:00 AM every day that a student is absent. Until properly reported, the absence is considered unexcused, regardless of its nature.** If a student is absent three (3) or more consecutive days, a doctor's note is required.

- The doctor's note must specify the type of illness, the date the child was seen, the time of the appointment, and when the student may be expected to return.
- The doctor's note will become part of the student's permanent file.
- If the parent/guardian does not report the absence **within 24 hours**, it will be counted as an **unexcused absence**.

When a student is ill, parents who wish to collect the missed assignments will need to make the request **before 9:00 AM** to allow the staff time to prepare the materials before the end of the day. For each day a student is absent, they will be allowed 2 days to complete and turn in assignments.

## Notification of a Planned Absence (Scheduled Absence Plan) [Revised January 2018]

JIES-A understands that students may need to take a leave of absence during the school year for reasons that are beyond their control and/or for special family events. When an absence cannot be avoided, JIES-A requires students and their parents/guardians to follow the guidelines as listed below:

- We ask that parents do **not** plan to have more than 3 days off in a school year for religious holidays, family vacations, special family events, etc.
- Parents/guardians are required to turn in a Scheduled Absence Plan (SAP) to the JIES-A office a minimum of **two weeks prior to a planned absence**. Requesting a SAP less than two weeks prior does not allow sufficient time for JIES-A to complete the review process and the absence may not be approved. This is reviewed on a case-by-case basis, and it may be considered an "unexcused absence" for the student. *Scheduled Absence Plan forms are available in the school's front office or at the following link: <https://www.jamesirwin.org/schools/jices/parents/scheduled-absence-plans>*
- The Principal will review the student's attendance. The Principal will either **approve or deny** excusal of the requested days on the SAP based on what is best for the student's academics.
- The parent/guardian will receive a signed copy of the SAP for their records. The parent/guardian will be responsible for the following: (1) collecting their child's assignments to be done (including making copies if needed), and (2) returning the completed assignments by the designated deadline.
- If a student has maintained good attendance and academic standing, this is taken into account when determining a Scheduled Absence Plan (SAP).
- Regardless of the reason for an absence, students will be required to make up all missed assignments and tests.
- For each day a student is absent, they will be allowed **2 days to complete** and turn in assignments.
- Assignments missed during all **unexcused absence(s)** will receive: **0% (Zero)**
- Tests missed during all **unexcused absence(s)** will receive: **up to 83% (C)**
- JIES-A asks parents/guardians to **abstain from planning or allowing absences during mandatory testing** (state tests, Acadience, quarterly Benchmark Tests, and MAP). This requisite is especially true during state testing times. It is very difficult for students and staff to re-administer mandatory tests. Parents should consult the school calendar for these dates.

## October Count Absence [Revised February 2024]

If the student is out of school for any reason during the October Count window, the parent/guardian will be required to sign the student in and out for each of the remaining days during the window.

## Tardies and Early Pick-up [Revised February 2023]

Students are expected to be punctual for class throughout the year. They need to arrive by **7:45 AM** in order to hang up their backpacks, put away their lunches, use the facilities if needed, and be **seated at their desks, ready to work at 7:50 AM**. (This also helps students learn a good work ethic of punctuality that will be useful in their future obligations as adults. Timely arrival is also an expression of Excellence and Responsibility.)

If students arrive at 7:50 AM, they will be considered tardy since they cannot be at their desks and be prepared to learn by 7:50 AM. Students who are running down the hallways at 7:49 AM and rushing to get to class are not focused and well-prepared for their best learning. Please note that the school doors will be **locked promptly at 7:50 AM**, and parents and students will need to enter through the front office for the parent to sign in the student.

- Students who are late to school must be **signed in by a parent/guardian in the front office**.
- Excused tardies are given for extreme weather conditions and medical appointments only. Traffic problems will be determined on a case-by-case basis. (Chronic car problems are **not** valid reasons for tardies to be excused: parents need to arrange for dependable transportation.)
- Parents need to meet with the Principal, and the Dean of Students, and/or the Attendance Clerk if their child exceeds the allowable number of tardies as outlined above.
- Students who acquire excessive absences and/or tardies will receive disciplinary consequences as stipulated by Colorado School Attendance Law. Other administrative and/or legal ramifications may apply.
  - i. Ten (10) unexcused tardies may result in:
    - One (1) day of In-School Suspension (ISS).
    - Before school detention at 7:15 AM with parent supervision.
    - After school detention from 3:30 PM to 4:00 PM with parent supervision.
  - ii. Additional days of ISS or detention will be applied should the tardies continue.

## Early Pick-up [Revised March 2020]

- Front office staff are happy to retrieve your child in the event of an early pick up.
  - On Monday through Thursday from 3:05-3:20 PM and Fridays from 1:05-1:20 PM, students will not be released early. At that time it is fastest for the parent to pick up at the normal dismissal time.
- If your student is frequently picked up early for a doctor or a dentist appointment you will need to provide a note from the doctor or dentist. You may also be asked to meet with the Principal or Dean of Students.

## Late Pick-Up [Revised February 2024]

All students must be picked up from school in a timely manner. This is expected of all JIES-A families.

**Monday-Thursday:** Please pick up your child no later than **3:50 PM**.

**Friday:** Please pick up your child no later than **1:50 PM**.

- The parents are responsible for their child's safety before the school doors open at 7:30 AM and when they have been picked up after school.
- For any after school activity (e.g. tutoring, choir, etc.), please pick up students at designated times.

**Fridays:** Kids Club 360 offers after-school services on site. All JIES-A families can take advantage of the discounted rates normally offered only to military families. If you need to wait for a Middle School or High School student on Fridays, consider setting up an arrangement with another family to trade Elementary School pick up on alternate weeks or months. Students



waiting for older siblings still need to be supervised by the parent. It is **not** acceptable to pick up your Elementary School students after 1:50 PM on Fridays.

If you are unable to pick up your child on time, it is your responsibility to make other arrangements. Listed below are the possible consequences:

- After the first time students are picked up excessively late, there will be a verbal warning given to the person responsible for picking up your student.
- After the second time, a letter will be sent home informing you of the fee that will be charged if this occurs again.
- After the third time and each time thereafter, a \$25 fee will be added to your students' Infinite Campus account. You will need to pay this fee by the time the fees for the following school year are due. (You may also apply this fee to the initial registration at Kids Club 360.)

## Leaving Campus

- Students may not leave campus during school hours unless accompanied by a parent, guardian, or other authorized adult.
- At the time of departure, the student's parent/guardian must sign the front office check-out sheet prior to leaving campus. Failure to do so will constitute an unauthorized absence.
- Students who become ill during the day must be referred to the front office by a teacher so that the parent/guardian can be contacted by the JIES-A office personnel.
- Students leaving campus for special school activities (i.e., field trips) must turn in a permission slip signed by the parent/guardian. Students with behavior/academic/financial concerns may have these privileges withdrawn and may not be allowed to attend the activity.
- Students arriving at school after 12:00 PM or leaving school before 12:00 PM will be considered absent for a half day.

## HANDICAP PARKING [Revised July 2016]

- If you have a handicap sticker, please follow normal carline flow around the parking lot in order to park in one of the handicap spots. Please make sure your sticker/tag is visible.

## SEXUAL HARRASSMENT [Revised February 2024]

- Jokes, innuendoes, comments of a sexual nature, and inappropriate touching, directed toward any member of the JIES-A community (staff, student, or other), are not permitted. Appropriate measures will be taken to protect students, families, and staff.

## TITLE IX AND SEX DISCRIMINATION

Title IX states that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Title IX applies to interactions between student to student, employee to student, and employee to employee. Title IX does not apply to interactions between any person that is not a current student or employee. If a case needs to be reported, the JICS Title IX coordinator may be contacted: Meghan Martin, Title IX Coordinator, 5525 Astrozon Blvd., Colorado Springs, Colorado, 80916, Meghan.martin@jamesirwin.org, 719-302-9000, extension 1202.

## ELECTRONICS, TOYS, & PERSONAL ITEMS [Revised February 2023]

- Students shall refrain from bringing ALL electronic devices to school (e.g., cell phones, watches with phone/Wi-Fi or touch screens, iPods, MP3 Players, digital games, etc.).
- If a student must bring a cell phone or watch with phone/Wi-Fi capability, it must be turned in at the front office immediately upon arrival. The student can retrieve the phone or watch after school when she/he leaves. This will

ensure adequate accountability of the cell phone or watch and prevent loss or theft, as well as prevent it from being a distraction to the instructional setting.

- Students shall refrain from bringing any personal items or toys from home. Lost or misplaced toys become a distraction and are upsetting to all students involved.
  - i. Personal items found throughout the day will be confiscated and returned directly to the parent.
  - ii. Repeat offenders will have their items returned to them at the end of the school year.
- Students will not carry, bring, use, or possess instruments where the actual or intended use of the object may be detrimental to the welfare or safety of students or school personnel. This includes knives of any kind (including pocket knives or razors): possession of firearms/guns, certain kinds of knives, and other weapons will result in automatic expulsion. (See the section under *JIES-A Conduct and Discipline Code: Specific Rules - Welfare and Safety (p.20)* for more details and consequences that are attached to this behavior.)

## **PLAYGROUND RULES [Revised March 2020]**

- All games should be played with a concern for others using the playground.
- The playground equipment is to be used properly. If there are questions, consult with a teacher or playground supervisor.
- Students will not play roughly, nor be involved in such activities as tackling or wrestling.
- Shoes must be worn at all times.
- Students will show respect for others and follow instructions given by staff.
- Students must stay within the playground area.
- Students may not climb the fence or any playground equipment not specifically designed for climbing.
- Students must keep all balls and equipment inside of the fence.
- Students may not go out of the fenced area (without permission) into parking lot area for any reason.
- The whistle means to freeze! (No moving or talking.)
- Grass areas are for soccer, football, and other field games.
- All equipment taken outside should be collected after every recess.
- Students will settle differences peacefully with the support of JIES-A staff, if needed.

## **2024-2025 Uniform Policy**

The uniform policy for James Irwin Elementary School-Astrozon (JIES-A) has been established as a result of our parents' and administration's wishes. It is one piece of the JIES-A overall mission to set a high standard of excellence not only in dress, but also in conduct, safety, and achievement. This policy is in force to facilitate the education of the JIES-A students, to ensure their safety, and to allow our teachers to focus on the education of our students. It is our desire that students will be recognized and acknowledged for their effort, work ethic, and positive character choices. A uniform reduces distractions and helps staff to keep the focus on learning and character building. This policy will be reviewed and updated as necessary by the JIES-A administration and the JICS Board of Directors.

**Uniforms for all James Irwin Elementary School-Astrozon students are mandatory.  
Cleanliness and good hygiene are necessary every day for students and their uniforms.**

### *Shirts (Updated February, 2021)*

- Girls:**     **Polos** (long/short sleeve): Collars must be the same color as the shirt.  
                 Approved colors only: light blue, navy blue, white, or red  
                 **Peter Pan collar blouse or Oxford shirts** (long/short sleeve) can be worn instead of polo shirts.  
                 Approved colors only: light blue, navy blue, white or red
- Boys:**     **Polos** (long/short sleeve): Collars must be the same color as the shirt.  
                 Approved colors only: light blue, navy blue, white, or red

**Oxford shirts** (long/short sleeve) can be worn instead of polo shirts.

Approved colors only: light blue, navy blue, white or red

### *Shirt Guidelines*

1. All shirts must be in the above approved solid colors. (Not Approved: stripes, accent stitching, or visible logos.)
2. Shirts must be an appropriate length: when hands are raised above the head, no part of the abdomen or the back may show at any time.
3. Cotton undershirts (long/short sleeve) can be worn only in solid white, under a uniform shirt. Athletic wear and long underwear **are not** considered undershirts and should not be worn.
4. Turtleneck shirts may be worn under a polo shirt. A turtleneck may NOT be worn by itself as a uniform shirt.  
Approved colors only: light blue, navy blue, white, or red
5. Uniform shirts must be tucked in at all times in the building. Only during P.E. and recess can they be untucked.

### Ties (Optional):

**Girls:** Solid Navy Blue, Solid Red, or Navy and Red Plaid (NARP) cross tie or long tie (NARP purchased through French Toast only).

**Boys:** Solid Navy Blue, Solid Red, or Navy and Red Plaid (NARP) long tie. (NARP purchased through French Toast only). Bow ties may be worn if solid Navy Blue or Red.

### Pants/Shorts:

#### **Girls and Boys**

- Flat or pleated front, “Dockers” style, with no embellishments of any kind and no external pockets.  
Approved colors only: Navy Blue, Grey (Grey can be purchased through French Toast only).

### *Pants/Shorts Guidelines (Updated 10/7/2020)*

1. Pants and shorts must be in good condition.
2. Pants must be hemmed and the hem cannot drag on the ground.
3. Pants must have belt loops for all students 2<sup>nd</sup>-5<sup>th</sup> grade due to belt requirements.
4. Shorts must be hemmed and the length must be NO shorter than **three (3) inches** above the knee (measured while kneeling on the floor.)
5. NOT ALLOWED: Holes or frayed seams or hems; capris; “skinny” and jean style pants; sagging waistlines, draw string/elastic waist band.
6. NOT ALLOWED: Pants with embroidery, beads, external pockets, or zip-off pant legs.
7. NOT ALLOWED: Stretchy cotton/jersey types of material.  
Uniform companies are making pants using these materials so please check before purchasing.

### *Belt Guidelines for Pants/Shorts*

1. Plain Black or brown belts must be worn with a plain belt buckle.
2. Embellishments are not allowed on belts.
3. Belts are required for grades 2-5. Kindergarten and 1<sup>st</sup> grade students are not required to wear a belt.

### Skirts/Jumpers

- Girls are permitted to wear uniform skirts or jumpers.
- Approved colors only: Navy Blue, Grey or Navy Blue and Red Plaid (Grey and NARP purchased through French Toast only).

### *Skirts/Jumpers Guidelines*

1. The hemline for skirts and jumpers must be at the top of the kneecap.
2. Girls are encouraged to wear inconspicuous shorts under skirts and jumpers. (Shorts under jumpers and skirts are required for P.E.)
3. An approved uniform shirt must be worn under the jumper.
4. Polo dresses, sweater dresses, or one-piece dresses are **NOT** permitted.
5. Stretchy cotton/jersey types of material are not permitted.

### Sweaters

- Solid color crew neck/V-neck pullover sweaters or sweater vests – Navy Blue only.
- Solid color sweaters with NO hoods or logos – Navy Blue only.

### Socks/Tights (tights for girls only)

Approved solid colors: Navy Blue, White, Red, Black, or Gray

### Socks/Tights/Leggings Guidelines (Updated February, 2024)

1. Socks/tights must be worn with shoes. Socks must be visible above the shoe line.
2. Girls: Tights or leggings may be worn with jumpers and skirts.
3. Socks and tights must be one (1) solid color as stated above.
4. Leggings must be navy blue and come down to the ankle.
5. Leggings cannot be worn as pants without a uniform jumper or skirt.

### Shoes Guidelines (Updated February, 2021)

1. Shoes must be worn at all times. All shoes must have an enclosed toe and heel.
2. Girls may wear shoes with a heel that is less than one (1) inch.
3. Tennis shoes can be worn as long as they do not light up, or have characters, or wheels. **Tennis shoes are required for P.E.**
4. For safety, shoes must be the appropriate size and fit securely.
5. NOT ALLOWED:
  - Skele-Toes shoes, barefoot style shoes, or any shoes with the separate toe style.
  - Clogs, crocs, mules, etc.
6. Note: Rain or snow boots may be worn for weather purposes; be sure to bring regular shoes to wear upon arrival.

### Coats and Jackets

1. Coats, jackets, sweatshirts, and hoodies may NOT be worn in the classrooms.
2. Hats must be removed once students enter the building.

### Make Up and Nail Polish

1. Make up of any kind is NOT allowed.
2. Only clear nail polish can be worn. Fake nails are NOT permitted.
3. Body glitter, stickers, temporary tattoos, or face paint is NOT allowed.

### Jewelry (Updated February, 2021)

1. Modest jewelry is allowed. Only one (1) necklace can be worn at a time. Only one (1) bracelet per wrist.
2. Earrings must be smaller than the size of a dime. Only one (1) earring per ear.

### Hairstyles (Updated February, 2021)

1. Hair must be clean, neat, and well-groomed. Any styles that are distracting and/or impair vision are not allowed.
2. Extreme hairstyles or extreme patterned cuts or shaves are NOT allowed (elaborate patterns, letters, logos, etc.). Please check with administration to confirm that a haircut is permissible.
3. Only natural hair colors are allowed.
4. Spiked haircuts may not be higher than one (1) inch.
5. Costume accessories (i.e. unicorn horns, animal ears on a headband/clip, etc.) are not allowed.
6. **Note: The Crown Act has been addressed in this policy.**

### Spirit Shirts (Updated February 2024)

1. Every Friday (or the last school day of the week), students are permitted to wear a James Irwin Spirit Shirt in place of their uniform shirt.
2. Spirit Shirts are t-shirts, either long sleeved or short sleeved, that are official James Irwin spirit wear from any of the James Irwin schools (JIES, JICMS, JICHS, PTEC.) No homemade or altered t-shirts.
3. Hoodies, crew neck sweatshirts, jackets, etc. are not t-shirts and therefore cannot be worn all day as a James Irwin Spirit Shirt. They can be worn at recess.
4. Uniform bottoms and footwear guidelines on spirit days are the same as a regular school day.

### Miscellaneous

1. Any items not covered above are subject to review by the administration.
2. Administration will make final decisions regarding uniform issues.
3. Cheerful and respectful compliance is expected.

**Uniforms for all James Irwin Elementary School-Astrozon students are mandatory.**

Uniforms must be worn when on campus, and for field trips unless otherwise stated. Uniforms must also be worn for all before and after-school programs, as well as after-school tutoring and enrichment sessions, except on occasions specified by the instructor. Uniforms are not required for any evening or weekend activities unless specified. Administrators will make final decisions regarding uniform issues.

Below are examples of the allowed and not allowed uniform items (Updated 10/7/2020)



“When you’re not defined by what you wear...”

## James Irwin Elementary School-Astrozon – Allowed Uniform Items

School Code: QS5GLRX



## Allowed Uniform Items



↓↓↓ **NOT ALLOWED:** Out of uniform dress code. ↓↓↓



**No one-piece**

**No ruffles**

**No khaki**



**No sweatshirts**

↓↓↓ **NOT ALLOWED:** Out of uniform dress code. ↓↓↓



## UNIFORM POLICY INFRACTIONS [Revised July 2016]

*Uniforms support our focus on character and increasing student learning. This standardized approach in appearance eliminates needless comparisons and unnecessary distractions. Students are free to concentrate on their **effort and attitude toward successful learning**. Thank you for supporting the JIES-A uniform policy.*

*Note: More uniform options are given when students progress into the James Irwin Charter Middle School. Please remember: Not all items that are in the Middle School Uniform Code are allowed in the Elementary School.*

Cooperation and compliance with the JIES-A uniform policy are expected. Students who come to school out of uniform for the first time will receive a reminder “**Oops!**” slip from the homeroom teacher (see attached). The next time this happens, students will receive an “**Oops!**” slip that will count as a uniform infraction. Slips must be signed by the parent/guardian and returned to the homeroom teacher within two (2) days. A student’s failure to comply with the uniform policy will result in the following consequences:

**i. 1 Infraction per Quarter:**

The student will miss one-half of a recess, and the parent/guardian will be notified by the homeroom teacher.

**ii. 2-3 Infractions per Quarter:**

The student will not be allowed to participate in **one** (1) recess and the parent/guardian will be notified by the homeroom teacher.



**iii. 4+ Infractions per Quarter:**

The student will receive **In-School Suspension (ISS)** and the parent/guardian will meet with the Dean of Students.

## JICES Uniform "Oops!" Slip

Date: \_\_\_\_\_ Student Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Infraction(s): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions about the JICES Uniform Dress Code, please refer to the JICES Parent/Student Handbook on our website ([www.jamesirwin.org](http://www.jamesirwin.org)) or contact the front office (719-302-9107).

**SAMPLE**

CR/NS Reviewed October 22, 2011

## HOMEWORK RULES & CONSEQUENCES

Homework is a key to success for all James Irwin students. It is an important part of core subjects and is a daily requirement for each grade level. Below is a list of the recommended time for students to spend on daily homework for each grade level. These are just guidelines to use; each student may or may not take longer than this time to complete his/her homework, depending on the group level and/or a need to close any achievement gaps.

*Kindergarten – 30 min.*

*1<sup>st</sup> grade – 30 min.*

*2<sup>nd</sup> grade – 30 min.*

*3<sup>rd</sup> grade – 40 min.*

*4<sup>th</sup> grade – 50 min.*

*5<sup>th</sup> grade – 1 hour*

Consequences: Students will have appropriate consequences for missing or incomplete homework.

- If a student is missing homework, a phone call will be made to inform parents.
- If this behavior continues over several weeks with no improvement, the Dean of Students will be notified and a meeting will be set up to discuss academic success for the student. At this meeting, an administrator may put a Homework Contract into place for the family.

## GRIEVANCE PROCESS

From time to time disagreements can arise between a parent and a staff member concerning school matters (e.g., enforcement of discipline procedures, staff interactions with a student, decisions about consequences, etc.). The Grievance Process is designed to give an avenue for resolution.

- **The parent should contact the staff member, asking for a convenient time to meet and discuss the concern.**

- It is important when planning a meeting time to be sensitive to the teacher’s duties and preparation/planning time: spontaneous meetings right before or after school may not be convenient or possible.
- Contacting the teacher via the daily Learning Plan, e-mail, or by school phone (leaving a message with the office) are all acceptable ways to reach a teacher.
- If the staff person is an instructional assistant or satellite assistant, the classroom teacher, Lead Teacher, or administrator may decide to attend the meeting as well.
- **“Ask questions before assuming”:** It is *always* helpful for the parent to *first* listen to the staff person about his/her perspective of a situation *before* drawing conclusions. “Could you help me understand what happened in math class yesterday regarding [my child]?” **Listen, ask clarifying questions, take notes.**
- **Remember to remain respectful:** All conversations should be conducted with a respectful tone, respectful words, and a respectful demeanor. If the tone of the meeting becomes too intense or angry, the parent or staff member may decide to close the meeting and re-schedule it for another time with an administrator present.
- **Is another meeting with the staff person needed?** Remember that for some matters, it may be appropriate to meet with the staff several times to see if the initial situation has improved, or if it has been thoroughly addressed (e.g., homework completion, paying attention, etc.), or if other concerns have developed.
- **If this effort fails to solve the issue, go to the Elementary School Principal (or Assistant Principal) with the problem.**
- **If a discussion with the Elementary School Principal does not lead to resolution, you can contact the JICS Chief Executive Officer (CEO), Rob Daugherty, with your concern.**

(The Grievance Process regarding the JIES-A Principal should follow the same procedures and guidelines.)

## CONDUCT & DISCIPLINE CODE: SPECIFIC RULES

### ATTENDANCE AND TRUANCY

Students are expected to attend class unless properly excused by the JIES-A administration. Students will be in their assigned classrooms promptly at the beginning of each school day and/or at the beginning of each class period.

Consequences: Levels 1 through 5

### IN-SCHOOL (ISS) / OUT-OF-SCHOOL (OSS) SUSPENSION [Revised June 2020]

**Colorado Revised Statutes, Add 22-33-106.1 Notwithstanding any provision of this article 33 to the contrary, JIES-A may impose an Out-Of-School suspension or Expel a student enrolled in kindergarten, first grade, or second grade only if:**

JIES-A determines that the student has engaged in conduct on school grounds, in a school vehicle, or at a school activity or sanctioned event that:

- Involves the use, possession, or sale of a drug or controlled substance, as defined in section 18-18-102(5) or
- Endangers the health or safety of others;
- JIES-A determines that failure to remove the student from the school building would create a safety threat that cannot otherwise be addressed.

JIES-A, on a case-by case basis, considers each of the factors set forth in section 22-33-106(1.2) before suspending a student or expelling a student in kindergarten, first grade, or second grade. The Out-of-School Suspension shall not exceed three school days unless administration determines that a longer period of suspension is necessary to resolve the safety threat or recommends that the student be expelled in accordance with section 22-33-105 (2)(c).

In-School and Out-of-School Suspensions have academic ramifications. Zeros are given for all daily work in all classes including work that was due on the day(s) of suspension. Tests must be made up and the student will only earn a maximum of **83% = C** on the work. Parent/Guardian will be notified of their student's suspension (ISS or OSS).

Consequences: Levels 1 through 5

## **CONDUCT WHILE AT SCHOOL**

Students will not disrupt or interfere with the educational process in the classroom or elsewhere on school grounds. They will move in an orderly manner, staying with their assigned group while in the hallways, and will not loiter, congregate or roam in off-limit areas. Students will maintain appropriate behavior during the assemblies and remain at the assemblies until they are dismissed.

Colorado School Law states students are considered "habitually disruptive" when they have willfully caused a "material and substantial disruption in the classroom, on school grounds, on school vehicles, or at school activities or events, and the child was suspended three (3) times during the school year for the disruption" §C.R.S. 22-33-106 (c.5).

Students will be deemed "habitually disruptive" on a case-by-case basis. Disruptive students will be placed on a Behavior Contract when deemed necessary by the administration.

Consequences: Levels 1 through 5

## **ACADEMIC INTEGRITY**

Students are expected to be honest at all times in speech and action. Students will not cheat. Students will turn in all assigned homework when required. Students will complete all of their assignments as independently as possible. We encourage parents to verify that homework is complete. If a student is struggling in a certain subject, we recommend parents talk to the teacher for guidance. If the student fails to follow the homework guidelines, the student will be placed on a Homework Contract when deemed necessary by the administration. A student is able to earn the possibility of coming off of a Homework Contract; however, a Homework Contract may follow a student to the next year if adequate improvement did not take place. A Homework Contract may be removed by the Dean of Students, when it is evident that the student has made good progress in homework completion.

Consequences: Levels 2 through 5

## **RESPECT FOR PROPERTY**

Students will show respect for school property and the property of others. Students will refrain from entering all classrooms and breakout rooms without a teacher present. Students will not write on or cause damage to any James Irwin Charter School property, including all walls, desks, bathroom stalls, and outdoor equipment and landscaping.

Consequences: Levels 1 through 5

## **RESPECT FOR PERSONS [Revised March 2022]**

Students will show respect to others in speech and actions. Students will refrain from \*bullying, cyber-bullying, causing or threatening harm or personal injury to others on or off school property. Students will further refrain from creating disturbances, harassing others, or instigating mistreatment of others. This includes messages by phone, letter, email, Facebook, and/or including all social media sites. Gossip will be given consequences under this category. This rule includes behavior during all school designated activities, on or off JICS school property.

\* Bullying is defined by the Colorado Department of Education as any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance; or against whom federal or state laws prohibit discrimination upon any of the bases described in section 22-32-109(1)(II)(I). This definition is not intended to infringe upon any right guaranteed to any person by the first amendment to the United States Constitution or to prevent the expression of any religious, political, or philosophical views.

<http://www.cde.state.co.us/>

Consequences: Levels 1 through 5

## **LANGUAGE**

Students will refrain from using or writing profane, vulgar, or abusive language at school or at school sponsored activities. This includes “sucks,” “shut up,” “jerk,” “idiot,” “what the \_\_,” “dang it,” “crap,” “gay,” “fag,” etc. This also includes all hand or body gestures.

Consequences: Levels 1 through 5

## **DRESS AND PERSONAL APPEARANCE**

Basic standards for dress and personal appearance are that students will be clean, neat, and modest. Student appearance and dress shall not adversely affect the welfare or safety of another or the right to work or study without interference. Student appearance and dress shall not create or promote distractions in the classroom. Students need to follow the dress requirements identified for school uniforms or special occasions.

Consequences: Levels 1 through 5

## **UNLAWFUL BEHAVIOR [Updated February 2023]**

Students will not engage in any criminal behavior. Students will not bring any inappropriate or illegal substance or paraphernalia to school. This includes all lighters, smoking devices, matches, cigarette papers, pipes, etc.

Consequences: Levels 3 through 5

## **PUBLIC DISPLAYS OF AFFECTION**

Inappropriate physical displays of affection distract from the educational atmosphere and are prohibited on school premises. This includes holding hands.

Consequences: Levels 1 through 5

## **COOPERATION WITH PERSONS IN AUTHORITY**

Students will show respect for persons in authority. Disobeying or showing disrespect to a person in authority will constitute defiance and will not be tolerated.

Consequences: Level 1 through 5

## **WELFARE AND SAFETY**

Students will not carry, bring, use, or possess instruments where the actual or intended use of the object may be detrimental to the welfare or safety of students or school personnel. This includes knives of any kind, including pocket knives or razors, BB guns or toy guns, any and all guns (real or fake).

Consequences: Levels 4 through 5

## **GANG RELATED BEHAVIOR AND DRESS**

Students will refrain from all speech and actions (hand signals, gestures, etc.) relating to all gang related activities. Students will conform to the requirements of the School Uniform Policy.

Consequences: Levels 1 through 5 or as specified in JIES-A Uniform Policy and Infractions.

# CONSEQUENCE LEVELS

These groups provide a flexible sequence of consequences for unacceptable student behavior. Repeated misbehavior will result in progressively more serious consequences based on the seriousness of the offense. It is our goal for students to be motivated as much as possible in positive ways. Consequences are assigned to promote learning appropriate behaviors and habits. Great care is given when assigning consequences.

The Principal and staff are provided latitude in assigning consequences.

**The Principal and staff need not employ all the consequences** in a given group before selecting one from another group in disciplining a student.

A parent/guardian will receive notice of student discipline problems and the consequences administered for any infraction resulting in a consequence from Levels 2-5. Records shall be maintained at JIES-A for infractions resulting in a consequence from Levels 2-5.

## Level 1

- Staff Warning
- Teacher or Administrator Warning
- Classroom Consequence (pulling a color, practicing an alternate behavior during recess, etc.)
- Verbal Reprimand (teacher or administrator)
- Confiscation

## Level 2

- Notification of parent or guardian
- Administrator/teacher/student conference
- Detention before school, after school, or at lunch
- Assignment of work detail at school
- Billing of parent for damages to property
- In-school alternatives

## Level 3

- Conference with parent/guardian
- In-School Suspension: Modified Classroom (ISS-MC)
- In-School Suspension (ISS)
- Development of an expectations contract (e.g., Behavior Contract, Homework Contract)

## Level 4

- Out-of-School Suspension (OSS)
- Alternative to suspension (parental attendance at school)
- Remedial discipline plan

## Level 5

- Charges filed or report made to law enforcement officials
- Option to withdraw
- Recommendation for expulsion

## STUDENT HEALTH

### Student Illness [Updated February 2024]

Consistency in school attendance is certainly an indicator of overall academic success. When students miss school days, they miss vital opportunities for practice and repetition that cannot be duplicated at home. At the same time, we know that students will be sick from time to time and do need to stay home from school. The general health guideline is to keep your child home if they have a fever of 100.4 or higher. In order to return to school, they must be fever-free for 24 hours without the use of fever-reducing medication. If your child is absent due to illness for more than three days, a doctor's note is necessary to excuse the absences.

### Medications at School [Updated February 2024]

ALL medications, including prescription, and any, over-the-counter medications, including cough drops, must be stored in the school health office. All medication to be taken at school must be accompanied by paperwork, filled out by the student's physician, and parent/guardian.

### **Health Requirements & Immunizations [Updated February 2024]**

Colorado's immunization laws for school aged children require the following vaccines required to enter school.

1. Diphtheria, Tetanus, Pertussis (DTaP, DTP) –
2. Polio (IPV, OPV) –
3. Measles, Mumps, Rubella (MMR) –
4. Chicken Pox (Varicella) –
5. Hepatitis B series (HepB) –

State law requires parents to show evidence of immunization within ten days of the beginning of the school year. Students who have not been vaccinated or whose parents have not signed a waiver by the deadline will be denied attendance (suspended/unexcused absences) in accordance with Colorado Revised Statute 25-4-902. Students 4 through 6 years of age are required to have their final doses of DTaP, IPV, MMR and Varicella prior to kindergarten entry. Colorado law (Board of Health rule 6 CCR 1009-2) requires all students attending Colorado schools and licensed child cares to be vaccinated against certain diseases, unless an exemption is filed.

Parents wishing to waive immunization requirements may do so for personal, medical, or religious reasons. In order to waive these, parents/guardians must sign an updated form yearly for each student enrolled at JIES and submit the form to the school office within ten days of the beginning of the school year. This is required under Colorado Law (CRS 25-4-903). Contact the El Paso County Health Department with any questions concerning immunizations.

Per Colorado state policy: There are two ways to file a nonmedical exemption.

- File the certificate of nonmedical exemption WITH a signature from an immunizing provider, OR
- File the certificate of nonmedical exemption received upon the completion of our online education module. You can access the non-medical exemption form and online education module at: <https://cdphe.colorado.gov/vaccine-exemptions>
- Parents of students in grades K-12 claiming a nonmedical exemption must file one annually. Nonmedical exemptions expire June 30 each year. If you submit a nonmedical exemption on or before June 30, it will not be valid for the upcoming school year unless you signed the exemption during early registration.

### **Communicable Diseases/Extended Illness**

School attendance by a student with a communicable disease will be dealt with on a case-by-case basis in accordance with guidelines for that disease by both state and local health departments, including the Center for Disease Control. In such cases as chicken pox, measles, or mumps, students will not be allowed to return to school until the school receives parental assurance and/or a doctor's notification as to the risk of infecting another student.

### **JIES-A Nutrition Guidelines**

Students need to be taught about the importance of healthful eating and the effects of caffeine and junk food to their health and to their ability to learn, now and for the future. Under the Healthy, Hunger-Free Kids Act, the U.S. Department of Agriculture (USDA) has established nutrition standards for all food and beverages in schools. In order to promote a healthy and productive learning environment, JIES-A asks parents not to send caffeinated beverages or additive liquids and powders which contain caffeine that can be added to water. In addition, all beverages and processed food items that contain more than 15 grams of sugar per serving are not advised.

### **School Lunches [Updated February 2024]**

James Irwin Elementary School contracts with District 11 to provide school lunches for our students. Colorado Springs School District 11 participates in the Healthy School Meals for All program. All students enrolled at JIES-A may participate in lunch at no cost!

As in previous years, it's important for households to still provide their household income information when requested via an application. While meals will be provided at no cost to all students in participating schools, it's important for District 11 Food and Nutrition Services to continue gathering this information for funding. In addition, this information helps schools to have a better idea of the financial need of the families they serve which could impact services provided.

The school meals that District 11 Food and Nutrition Services serves follows U.S. Department of Agriculture guidelines for healthy school meals.

Free and Reduced-Price Meal Applications will be available at the JIES-A front office, or the online Free and Reduced-Price Meal Application will be available at <https://d11.rocketscanapps.com/>. If you have any questions, please contact the Free and Reduced Meal Coordinator at (719) 520-2934 or email [schoolmeals@d11.org](mailto:schoolmeals@d11.org).

## OFFICE [Revised March 2020]

### Financial Obligations

All financial obligations and any debt must be met from the previous year before a student can register for the following year.

### Telephone

Students are **not** to be contacted on their cell phone during school hours. Parents/guardians should call the Elementary School front office instead. Messages and deliveries from parents are to be left in the office to respect the educational opportunity of all students. Students will not be called to the telephone except in emergencies. Students are not to use the school's telephones without permission from a JIES-A staff member. Telephones in the office are for business purposes. Except for emergencies (illness, change of athletic schedule, change of school or carpool schedule,) students may not use the office phones. Cell phones and watches with phone or Wi-Fi capability must be turned in to the front office before school. Students may pick up their phones or watches after school. Calls to the office can be made between 7:30 AM and 4:00 PM. A message system will take messages any time before and after school, or if lines are busy during school hours. Please leave a message: the office staff checks messages quickly, and this *is* the quickest way to contact us.

## PARENT INFORMATION

### Handbook

This handbook is provided to you upon request or you may download a PDF copy from our website.

<https://campussuite-storage.s3.amazonaws.com/prod/1559057/f4d50e4e-622f-11eb-914d-0ac8628029d1/2238985/301e1fb6-833e-11eb-8a0e-0a073cb36007/file/2021-2022-JIES-A-Parent-Student-Handbook.pdf>

### Lost and Found

The school cannot be responsible for lost or stolen property, but an effort is made to assist students in the recovery of lost or stolen property. A "lost and found" rack is in our entry hallway. All property found, except valuables, should be turned in there. Any valuables should be turned in and claimed in the office. Unclaimed clothing and other items will be turned over to charitable organizations **at the end of each quarter**. Clothing items will be kept in the front office for one additional week to allow parents to claim items before they are donated. Students are strongly encouraged to leave valuable items, including electronics, cell phones, expensive jewelry, toys and large amounts of cash, at home.

### Field Trips

Field trips are privileges afforded to students; no student has an absolute right to take part in a field trip. Students can be denied participation in grade level field trips if they fail to meet academic, behavioral and/or financial requirements. A form provided by the school is to be completed by the parent/guardian granting permission to the student. Students who fail to submit the proper form will not be allowed to participate in the field trip. Unless otherwise permitted, students on field trips must be in uniform dress code.

### Curriculum [Updated February 2024]

James Irwin Elementary School will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet high student academic achievement standards by providing Direct Instruction Phonics-Based Reading Curriculum, Novels Reading & Writing Curriculum, Core Knowledge Scope & Sequence, and CHAMPS Positive Behavior Management Program. Our teachers will receive on-going professional development and coaching in effective teaching techniques and behavior management. Our students will benefit from fluid, data-driven performance grouping in reading and math.

### JIES-Astrozon Grading Scale [Updated February 2024]

A	=	95-100
A-	=	93-94
B+	=	91-92
B	=	88-90
B-	=	86-87
C+	=	84-85
C	=	81-83
C-	=	80
D	=	70-79
F	=	69 and below

### Why do we use a compressed grading scale?

In order for students to add more knowledge without losing what they have previously learned, they must achieve a content mastery level of at least 80-85%. Because we know that mastery learning is critical to future success and avoiding academic gaps, we expect a minimum 80-85% to earn a “satisfactory” or “C” rating.

### **Communication [Updated February 2024]**

James Irwin Elementary School-Astrozon will hold mandatory and optional parent-teacher conferences in order to communicate student progress and achievement. There will be one mandatory parent-teacher conference in October and an optional parent-teacher conference in April. Parents may also request a meeting with teachers at any time.

James Irwin Elementary School-Astrozon Staff will provide parents with frequent reports on their children’s progress through mid-quarter progress reports, report cards, and formative and summative assessments.

James Irwin Elementary School-Astrozon Staff will provide parents with reasonable access to teachers via phone or email to set up meetings at the parent’s request. Parents and teachers may also communicate frequently through the daily school-to-home Learning Plan.

### **“Open Door, Open Chair” [Updated February 2024]**

James Irwin Elementary School-Astrozon Staff will provide parents opportunities to volunteer and to observe school activities through its “Open Door, Open Chair” policy, which begins daily after Labor Day and excludes state testing dates in April. This does include lunch times. Before Labor Day and on state testing days, students will need to be checked out of school to eat lunch with their parent or guardian.

### **Google Calendar [Updated February 2024]**

We want parents to have easy access to the many activities going on at JIES-A. Subscribe to our Google Calendar, which is complete with all of the assemblies for the school year, among other things! Access the link below, then click, “subscribe to calendar,” so you can be “in the know!” Check periodically for updates.

<https://www.jamesirwin.org/schools/jices/calendar/monthly/2023/09>

### **Parent Community Facebook Page [Updated February 2024]**

The purpose of the JIES Astrozon Campus Parent Community Facebook page is for parents to have a place to engage with other parents for the good of their child(ren). Please contact the front office to settle any grievance and/or negative complaint. The Facebook page is designed for positive support for and from parents and JIES staff. To be admitted to the group, you must be the parent/guardian and must answer all questions. Other family members may be admitted to the group upon further consideration by the administration.

### **Infinite Campus Student and Parent Account Set-Up [Updated February 2024]**

It is essential for every JIES student to have access to the Infinite Campus parent and student portals. This is used for grades, attendance, and communication.

Parents are able to see their child's grades and attendance on their parent Infinite Campus portal. If you would like notifications of any grade updates, you will need to make that selection in your parent portal.

Infinite Campus Set-Up for Parents and Students:

1. When you initially enroll at James Irwin Charter Schools, the registrar's office sends you a link to sign up for access to your parent portal on Infinite Campus. If you have that login information, you are all set! If not, complete the following steps...
2. To access the **parent portal**, you will need to contact the front office (719-302-9107) for your parent/guardian ID#. The office staff will need to verify your identity before giving you this information, so you will either need to go to the office in person or email the office staff using the email address on file in Infinite Campus.
3. If you have access to the parent portal, you will be able to access the username and password for your child's **student portal**. **VERY IMPORTANT:** If prompted to enter the district and state on the Infinite Campus website, **you MUST enter "JICS" as the district**. If you enter "Harrison" as the district, the password and username will not work.
4. The username and password for students follows this format:
  1. Username: Student ID#
  2. Password: [lastname] [birthdate in mmddyy format]
  3. Example: jones012309
5. Contact the front office for your child's personal username and password for his/her student account if you are having difficulty.





6. If your parent portal is set up, you will be able to see your child's Student ID#, which will then allow you to access their student portal.
7. Remember, you do need to set up your parent portal in order to make any changes to your Infinite Campus account.

## WEATHER & EMERGENCY INFORMATION

As a commuter school, JIES-A administrators will decide whether to delay school or to dismiss early due to bad weather. Because of our broad geographical student base, JIES-A may feel it is necessary to close because of severe weather even when District 2 remains open. In such a case, tune in to local radio and television stations for pertinent announcements or check either the school website, social media sources, or Infinite Campus messages. In all cases of bad weather, parents should exercise their own judgment whether to bring/send their child to school.

### Storm Alerts

In case of severe weather during school hours, an announcement will be made over the PA system. Students are to follow safety procedures instructed by staff.

### School Safety [Revised February 2024]

JICS has taken many precautions to secure our building, implement safety measures, and train our staff to manage challenging situations if they occur. The tragic events in schools, movie theaters, churches, synagogues, and other public places create concern for us all. We continue to seek information learned from all tragic events in schools and will continue to take action where necessary to further our measures and efforts. Part of this effort is to maintain a video system for safety, security, and discipline incidents on the JICS campus. Below are terms that parents and students should know when it comes to school safety.

Safety Drills- JICS conducts safety drills throughout the academic school year, as required by district policy and state law. JICS holds student safety as one of our top priorities. To ensure that our students and staff are effectively trained in the appropriate responses to multiple options we do not pre-announce the date or time of the drills to the public. Parents will have limited or no access to their students and/or the school building during any drill. JICS staff will prioritize parent/student reunification at the completion of any drill.

Secure Lockout – A school may be placed on secure (lockout) when there is an exterior threat on campus or in the vicinity of the school. Lockouts most often occur due to police activity unrelated to the school, but in the area. In a Lockout, the school is closed to all unknown visitors and anyone seeking entrance must show some form of identification. Students are supervised indoors. Once a student is removed from the care of school/safety officials, students and/or parents may not enter for personal belongings.

Lockdown – A lockdown will be called when there is an immediate interior threat. All personnel are directed to remain confined to a room/area with specific instructions to lock all doors and seek cover.

In any real-world situation on campus, the first instinct for parents will be to come to the school to check on their child or take him or her home. However, to ensure the safety of our students, please be patient and remain where you are until the situation has been resolved. Should an emergency response be called for, it's important that emergency vehicles be able to reach the campus quickly and easily. Parents who attempt to come to the school may obstruct emergency vehicles' access and even endanger themselves, or their children. Lockout and Lockdown situations are highly controlled events where police and school officials are working together and in coordination following predetermined procedures that will best ensure the safety of all involved.

Evacuation- An evacuation is possible for any interior threat (i.e. fire, other threat, etc.)

Lockout and Lockdown situations are highly controlled events where police and school officials are working together and in coordination, following procedures that will best ensure the safety of all involved.

In any real-world situation on campus, the first instinct for parents will be to come to the school to check on their child or take him or her home. However, to ensure the safety of our students, please be patient and remain where you are until the situation has been resolved. Should an emergency response be called for, it is important that emergency vehicles be able to reach the campus quickly and easily. Parents who attempt to come to the school may obstruct emergency vehicles' access and even endanger themselves or their children. Please do not call the front office: if needed a general phone call will go out to all parents.