

2011 – 2012

STUDENT HANDBOOK



JAMES IRWIN CHARTER HIGH SCHOOL

Our Mission:

James Irwin Charter High School exists to guide students in the development of their character and academic potential through academically rigorous, content-rich educational programs.

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DAILY SCHEDULE (Monday – Thursday)

Period 1	7:45 – 8:34	
Period 2	8:39 – 9:28	
Period 3	9:33 – 10:22	
Announcements	10:22 – 10:27	
Period 4	10:32 – 11:21	
Period 5a	11:21 – 11:51	<i>Lunch</i>
	11:56 – 12:45	<i>Class</i>
Period 5b	11:26 – 12:15	<i>Class</i>
	12:15 – 12:45	<i>Lunch</i>
Period 6	12:50 – 1:39	
Period 7	1:44 – 2:33	
Period 8	2:38 – 3:27	

Classes are 49 minutes long. Passing periods are 5 minutes. An additional 5 minutes is built in at the end of 3rd hour for announcements and a dress code check.

FRIDAY SCHEDULE

Period 1	7:45 – 8:30	
Period 2	8:35 – 9:20	
Period 3	9:25 – 10:10	
Announcements	10:10 – 10:15	
Period 4	10:20 – 11:05	
Period 5a	11:05 – 11:35	<i>Lunch</i>
	11:40 – 12:25	<i>Class</i>
Period 5b	11:10 – 11:55	<i>Class</i>
	11:55 – 12:25	<i>Lunch</i>
Period 6	12:30 – 1:15	
Period 7	1:20 – 2:05	

On Fridays, classes are 45 minutes long and there is no 8th Hour. Students are dismissed at 2:05 p.m.

2 HOUR DELAY SCHEDULE (Monday – Thursday)

Due to the district lunch program, two-hour delay schedules begin with third period.

Period 3	9:45 – 10:25	
Announcements	10:25 – 10:30	
Period 4	10:35 – 11:15	
Period 5a	11:15 – 11:45	<i>Lunch</i>
	11:50 – 12:30	<i>Class</i>
Period 5b	11:20 – 12:00	<i>Class</i>
	12:00 – 12:30	<i>Lunch</i>
Period 6	12:35 – 1:15	
Period 7	1:20 – 2:00	
Period 1	2:05 – 2:45	
Period 2	2:50 – 3:30	

Classes are 40 minutes long.

FRIDAY 2 HOUR DELAY SCHEDULE

Period 3	9:45 – 10:13	
Announcements	10:13 – 10:18	
Period 4	10:23 – 10:51	
Period 5a	10:51 – 11:21	<i>Lunch</i>
	11:26 – 11:54	<i>Class</i>
Period 5b	10:56 – 11:24	<i>Class</i>
	11:24 – 11:54	<i>Lunch</i>
Period 6	11:59 – 12:27	
Period 7	12:32 – 1:00	
Period 1	1:05 – 1:33	
Period 2	1:38 – 2:06	

Classes are 28 minutes long.

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Introduction

This James Irwin Charter High School student handbook contains the expectations, policies and procedures that direct the school in the fulfillment of its mission. Students and parents or guardians are responsible for knowing and following all school policies and procedures. The success of a student at JICHS 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 as it is impossible to cover every situation that may arise during the school year. The following expectations, policies, and procedures 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.

Guidelines for Success

Honesty * Integrity * Respect * Responsibility * Excellence

I will put honesty first. This includes:

- Being sincere or genuine; telling the whole truth with compassion;
- Making the choice to avoid cheating; and,
- Demonstrating honesty in word and action.

I will put integrity above all. This includes:

- An unwavering adherence to morals and ethics despite pressure to compromise;
- Making a commitment to avoid gossip and speak directly to the person with whom I may have an issue;
- Upholding agreements and negotiating difficulties;
- Showing humility and self-control; and,
- Being honest and compassionate when confronting others.

I will respect others and myself. This includes:

- Showing self-respect, including personal boundaries, personal hygiene, and self-worth;
- Treating others as I wish to be treated; helping others in service by sharing my talents;

- Demonstrating respect for teachers and the learning environment: active listening, respect for school property, following class rules;
- Exhibiting respect for authority in school and out of school;
- Having a win-win attitude; helping others and develop a school and team spirit;
- Listening carefully to ideas and perspectives different from my own; agreeing to respect others' ideas and beliefs; and,
- Showing courtesy to others at all times.

I will act responsibly and accept responsibility. This includes:

- Being accountable for my actions and choices;
- Demonstrating leadership: showing responsibility for others and being a role model;
- Being proactive and not reactive;
- Beginning with the end in mind; setting and pursuing my goals; and,
- Being accountable in all situations.

I will give my best effort and strive for excellence in all I do. This includes:

- Showing respect for my work;
- Developing a love for learning;
- Making a personal commitment to constant self-improvement: a decision to see learning as a personal challenge; never quitting;
- Improving my study skills by listening, note-taking, self-advocating;
- Showing perseverance by always going beyond expectations; and,
- Serving others while mastering humility and compassion.

Who was James Irwin?

Apollo 15 astronaut James “Jim” Irwin was born March 17, 1930, in Pittsburgh, Pennsylvania, to a working class family. He was an ordinary man who accomplished extraordinary things through persistence in overcoming obstacles. He adjusted to several family relocations throughout childhood, moving to Pennsylvania, Florida, Oregon and Utah.

He barely received a commission into Annapolis, squeaking in by a fraction of a grade point. Yet he disliked the Navy, ships, and the idea of sitting on a ship for a long period of time. At graduation he was commissioned into the newly established United States Air Force. He did

not like to fly, at least not in the beginning, and almost left flight training. Jim discovered his love for aviation after his first solo flight. If he had quit the application process for Annapolis, quit while at Annapolis, or quit flight training, Jim never would have walked on the moon. Once, while serving as a flight instructor, his student crashed a plane resulting in two compound leg fractures, a broken jaw and temporary memory loss for Jim. He not only survived, but also overcame these health impairments to become a test fighter pilot.

Although initially passed over for service with the space program, James Irwin's persistence led to successful graduation from Space School and acceptance into the Astronaut Corps one month prior to the age cutoff.

In 1965, Jim, his wife Mary, and their four children, Joy, Jill, Jimmy, and Jan moved from Edwards Air Force Base to the Air Defense Command in Colorado Springs. In March of 1973, little Joe would join the family via an orphanage in Saigon.

James Irwin was a famous explorer, not only of the surface of the Moon, but also of the surface of the Earth, assisting in efforts to discover Noah's Ark. James Irwin is a contemporary hero and role model for our student body. He epitomizes the character qualities that lead to success and is a standard of excellence in which we encourage our students to endeavor.

James Irwin pursued excellence in academics, his profession, his family, and in his community service. He died in Glenwood Springs in August 1991. His wife, Mary, and son Joe, an attorney, still reside in Colorado Springs. The preceding information is from James Irwin's autobiography, To Rule the Night, which is available in our school library.

Academic Information & Procedures

Course Description Book

The JICHS Course Description Book contains descriptions of all course offerings. The school curriculum is subject to modification or deletions contingent upon student enrollment and teacher availability. The Course Description Book is available in the office or on the school website.

Course Schedule Changes

Student responsibility is a part of character development and helps guide educational decision-making. Since students have the opportunity to pick many of their classes, it is expected that they will give careful consideration to this process and be responsible for the decisions they make.

SCHEDULE CHANGES COULD AFFECT YOUR ATHLETIC/ACTIVITIES ELIGIBILITY.

Changes are made for the following reasons only:

- Needed for graduation (seniors only);
- Not enough classes (less than 7 classes scheduled, including study hall);
- Prerequisite for a course was failed or has not been met; or,
- Teacher recommended changes.

Examples of unacceptable requests include:

- Requests for teacher change;
- Being in class with friends;
- Elective changes; or,
- Lunch preference.

Courses dropped through the **14th day** of the semester will not appear on the student's transcript.

Beginning the **15th day**, students who withdraw from a course will receive a withdrawal/fail (W/F) for the course they are dropping as a semester grade, except for extenuating circumstances (i.e. hospitalization, or long-term illness, etc.). The W/F will be calculated into the accumulated grade point average.

*Please consider your alternate course selections carefully. You may be registered for these courses. If your schedule includes these alternate course selections, there will **NOT** be schedule changes made.*

Remember, students must always attend the classes listed in Infinite Campus. The new schedule is not in effect until the "SCHEDULE CHANGE PERMISSION FORM" is returned with all signatures AND the admissions office has entered the new schedule into Infinite Campus. A hard copy

of the schedule will be given to the student when this is completed so they will know when their new schedule begins.

Graduation Requirements

To graduate from JICHS, a student must earn 48 credits by fulfilling the following course requirements:

English – 8 credits

Speech and Language Development – 1 credit

Science – 6 credits

Mathematics – 8 credits

History – 8 credits

Foreign Language – 6 credits (3 consecutive levels of the same language)

Music – 1 credit

Art – 1 credit

P.E. or JICHS Sports – 2 credits

Character and Ethics – 1 credit

Electives – 6 credits

See Course Description Book for details on specific course requirements.

Diploma of Distinction

A Diploma of Distinction is a recognized honor that students of James Irwin can strive for upon graduation. It includes criteria above the norm for student graduation expectations. The merit of obtaining this diploma would entail working towards the academic excellence that is stressed at James Irwin. Full details of the Diploma of Distinction are available on the website.

Summer Graduate Procedures

Summer graduates may walk with their class at graduation if they are no more than 2 credits short, provided approved courses for credits needed are available to be made up in the summer. Approved deadlines will be given for completion of the required credits.

An asterisk will be placed next to their name in the graduation program and a notation made at the bottom of the page indicating they are summer graduates.

Grading System

The academic year is divided into two semester periods. A letter grading system is used. The grade for each semester is based on such components as class work, daily assignments, quizzes/tests, and semester exams.

Student attendance, tardiness, participation and behavior may also affect grades. Grading guidelines for each course are outlined in the course syllabus. Copies of syllabi for all classes are in the front office.

Report Cards/Progress Reports

- Report cards will be mailed directly to parents/guardians twice a year at the end of each semester.
- Report cards will not be issued to those families with outstanding account balances.
- Students not completing course work by the end of a grading period will receive a failing grade, whether due to failure to turn in assignments, take a test and/or fulfill other requirements. The only exception to this will be in extenuating circumstances where illness or some other legitimate reason keeps a student from completing assigned work. In such cases, the student will receive an "I" or incomplete. Two additional weeks will then be granted to complete all course work, including tests and semester exams. If the work is not completed by the two-week period, the grade becomes an "F".

Academic Probation

All students will sign both a behavioral and an academic contract as a condition for enrollment. If, at the end of any quarter, a student's academic average is below a "C-" or if an "F" is received in any course, the student is placed on academic probation. The student's activity privileges may be modified to maximize academic success.

The student and/or parents/guardians must then meet with the Principal, Assistant Principal and/or academic advisor to review the student's academic performance. To be removed from academic probation, students must earn at least a "C-" average (with no course failures) during the following quarter.

Faculty Advisors

Students will be assigned to a faculty advisor by grade level. Students will meet with their faculty advisor weekly to discuss academic and behavioral progress and/or other concerns. The advisory time may be utilized for addressing academic and social components to student life (i.e. understanding GPA, study skills, conflict resolution, handling bullying).

Grade Point Average (GPA) Scale

JICHS utilizes the following college-recognized Grade Point Average (GPA) scale in all student transcripts:

Grade Range	GPA Equivalent
A (90 – 100)	4.0
B (80 – 89)	3.0
C (70 – 79)	2.0
D (60 – 69)	1.0
F (0 – 59)	0.0

Students enrolled in Advanced Placement (AP) and honors courses will receive one extra grade point for each course (5 points for every “A”, 4 for every “B”, etc.) This is because they experience a more rigorous curriculum and, in the case of AP courses, are required to take the appropriate AP exam. Grades with a 0.5 or higher will be rounded to the next highest grade (i.e. 79.5 = 80).

JICHS Grading Scale

A+ = 97-100	B+ = 87-89	C+ = 77-79	D+ = 67-69
A = 93-96	B = 83-86	C = 73-76	D = 63-66
A- = 90-92	B- = 80-82	C- = 70-72	D- = 60-62
			F = 59-0

Academic Letters

Students who maintain a GPA of 3.70 or above for two successive semesters will be awarded an academic letter and will be eligible for an additional bar for each semester GPA of 3.70 or above thereafter.

Honor Roll

JICHS recognizes student achievement using three honor roll categories. These accolades are based on semester grades and posted after each semester.

Star Honor Roll: GPA of 3.7 or above

Scholar Honor Roll: GPA of 3.3 – 3.69

Honorable Mention: GPA of 3.0 – 3.29

MLA Writing Style

Students will learn and practice the Modern Language Association (MLA) writing style and apply MLA formatting and style to academic papers. Students are encouraged to utilize resources distributed by teachers, the MLA Style Manual and the free Online Writing Lab (OWL) from Purdue University found at <http://owl.english.purdue.edu/owl/>.

National Honor Society

Membership in the National Honor Society of James Irwin Charter High School is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of *scholarship, character, leadership, and service* required for selection. In order to be eligible, a student must meet the following criteria:

- Must be a member of the sophomore, junior or senior class.
- Sophomores and juniors must have attended JICHS one full year, and seniors must have attended one semester with a review of criteria.
- Must have a cumulative GPA of 3.5 or above.
- Must have evidence of good moral character, leadership, and service within the school community.

A faculty council, composed of up to five members and in accordance with the NHS Constitution, conducts selection for membership twice each year. Selection is based on outstanding scholarship, character, leadership and service. The procedure determined for the selection of members is as follows:

- The academic records of all sophomores, juniors and seniors are reviewed to determine scholastic eligibility. Selection forms are mailed to the parents/guardians of those with a 3.5 cumulative GPA or above.
- The student's essays and any other verifiable information are reviewed to determine the extent of appropriate behavior, participation in leadership rolls and contribution to service projects.
- Recommendation forms pertaining to the character, leadership and service of each student are reviewed and discussed.
- Faculty council members vote on each candidate individually, and those students receiving a majority vote are to be received into the society. The selections made by the faculty council are final.
- To maintain objectivity, student names and identifiable information are not included for the faculty counsel in their selection process.

An induction ceremony will be held twice yearly. Members must pay dues except in cases of financial hardship, which will be determined by the advisor. NHS members will be expected to meet regularly, perform community service and participate in fundraisers.

No student has the absolute right to be selected for membership in a chapter of the National Honor Society, and in the event of non-selection, no legally enforceable process is due. An NHS member must maintain the standards for membership. Any member who fails to meet the NHS standards will be put on probation by the chapter advisor. If a student continues to fall below NHS standards, suspension will be applied.

- In case of flagrant violation of school rules or civil laws, a warning is not necessarily required. The member is notified in writing of the violation and the possibility of dismissal, after which he/she is allowed to appear before the faculty council to explain his/her situation.

- If a member is dismissed, written notice of the decision must be sent to the member, his/her parent and the Principal, and his/her emblem and membership card returned to the advisor.

Withdrawal From School

If a student decides to withdraw from school for any reason, the administration will obtain transfer grades and complete the necessary paperwork within a reasonable time. The student must follow the checkout procedure and complete a withdrawal form. All outstanding fines and fees must be paid before scholastic records will be provided. A parent's signature is required on the withdrawal form.

Discipline

Judicial Committee and Administrative Judicial Committee

In all matters of student and community discipline, JICHS follows The Colorado School Violence Prevention and Student Discipline Manual, written by the Attorney General of Colorado, updated January 2009. The Student Handbook, together with the course syllabi and the Behavioral and Academic Contracts agreed to by all students, establish the expectations for student conduct at James Irwin Charter Schools.

Depending on the offense, a student may receive ONE warning; then, with the second offense, he or she is referred to the Judicial Committee. Teachers are free to interpret this rule in their classrooms as they see fit, as long as they stay within the spirit of the guidelines as written. Teachers may not provide warnings, especially where the behavior is flagrant, disruptive or dangerous.

The Judicial Committee (JC), made of faculty and students, handles the general discipline situations involving most rule infractions at James Irwin. The committee has the power to recommend to the Principal a variety of consequences based on the student handbook. There are two committees: the Judicial Committee (JC) and the Administrative Judicial Committee.

The Judicial Committee consists of three or more faculty, and three or more students selected through an application process. This committee

meets every Wednesday after school. Students appearing at JC are seen on a first-come/first-serve basis. Students that appear with their advisors will have priority in the schedule.

The Administrative JC usually consists of the Principal and/or the Dean of Students, the student's advisor, and one or more faculty members of the JC Committee. An Administrative JC may consist of the Principal alone. Administrative JC is reserved for more sensitive and more serious infractions, and may cover all chronic, behavioral violations, most Level III and all Level IV behavioral violations. However, as in **all** JC matters, **the Principal has the authority to make the final decision.**

Parents/Guardians are welcome to attend Judicial Committee hearings in an advising and supporting role.

During the week teachers or staff enter any discipline infractions into Infinite Campus. Parents /guardians may review these infractions on-line and will be contacted by the advisor. **A notification to appear before the JC preempts all other academic, sports, club and social commitments. If you are unable to appear before JC, you must contact the Dean of Students in advance and provide a note from your parent/guardian. Failure to appear at the JC may result in an automatic three-day suspension and one-month of disciplinary restriction.** During probation and disciplinary restriction the student must avoid any further infractions. If another infraction should occur, then the student may appear before the Administrative JC for more serious disciplinary consequences.

All students who appear before the JC may ask their advisor to attend with them. The advisor may act as a support to the student and as someone who can help express the circumstances of the particular case, if that should become necessary. The advisor is not permitted to act as an advocate for the student. Advisors must contact the parents as soon as possible with the results of the JC.

Students elected or appointed to the JC are the most trusted and exemplary on campus. They are students who display character, academic and social responsibility and command the respect of the whole school community. Should a student representative of JC commit an infraction, they will be unable to hear cases until the end of the probation period. For more serious or chronic infractions, the decision may be made to ban the student from serving on the committee.

The following disciplinary consequences are not all-inclusive and they are not part of a formula. They may be applied to all offenses. They provide guidelines for the faculty, JC, the Deans and the administration to consider depending on the severity of the infraction and chronic issues. Other consequences may be handed out as deemed appropriate.

Summary of Consequences

Citation

- Issued for the most minor offenses (Level 1).
- Student is not required to attend JC if the student accepts the citation and the punishment. Failure to appear at JC deems the citation valid.
- Student may challenge the citation by appearing at JC.
- Probation period and 1 hour of community service and/or detention.

Hours may be served in behavior detention or by performing community service. If the student opts for community service hours, it is the student's responsibility to notify the Dean of Students of their plan and to provide written documentation from a supervising adult as to the service performed (type and time). All community service must be pre-approved by the Dean of Students and in some cases detention may be mandatory.

Students may be issued a disciplinary packet to complete while in detention or during suspension. In those instances, the packet must be completed within the assigned time frame to avoid further consequences.

Uniform Consequences for 3 Dress Code Citations:

Any student who has 3 dress code citations, whether they have accepted the citation or is found to have violated the dress code after appearing at JC, will be required to wear the designated uniform: plain white polo shirt (tucked in), white undershirt if appropriate, khaki pants, and a belt. No accessories are allowed. The only permitted outerwear is a French Toast or exact Lee brand sweater or sweater vest. NO EXCEPTIONS.

Students will be required to wear the uniform for nine consecutive weeks or a time designated by the JC. Any student who violates the

dress code after the mandatory uniform notification will be required to wear a uniform for the rest of the school year or a time designated by the JC. Failure to comply with the uniform requirement is a violation of the behavioral contract and may result in separation from the school.

Other Forms of Discipline

The meaning of discipline is to teach or disciple. At times, it may become necessary to impose more rigid structures in hopes of transforming negative student behaviors into positive, productive behaviors. The following are systems and their components JCHS utilizes for more intensive character development.

Behavior Probation

- A weekly meeting with the advisor to discuss the infraction and to monitor progress;
- Denial of privileges (athletic, academic, club, activity, etc.);
- Notification of parents and/or guardian;
- Elevated status in discipline. Any Level 1 infraction committed while on probation will be elevated and treated as a Level 2 infraction; and,
- Additional hours as deemed appropriate by the JC.

Disciplinary Restriction (DR)

- Denial of privileges (athletic games/meets, academic or club activities, dances, student government, etc.);
- Notification of parents and/or guardian;
- Possible daily completion of behavioral tracking sheet to mark and monitor student progress;
- Elevated status in discipline. Any Level 1 infraction committed while on DR will be elevated and treated as a Level 2 infraction; and,
- Additional hours as deemed appropriate by JC.

Suspension

- Separation from the school community for a stated time period, up to, but not exceeding 10 days;
- Academic ramifications: zeroes are given for all daily work in all classes. Exams and major projects must be made up; however,

the student will earn a maximum of 75% of the grade received on the work;

- In-School Suspension (ISS) is only provided in limited circumstances or when deemed appropriate by the JC;
- Student may not attend any school-sponsored activity;
- Notification of parents and/or guardian; and,
- Student may return to the JICHS community with probationary conditions or a behavioral contract.

Expulsion

- Student recommended for expulsion hearing;
- Notification of parents and/or guardian;
- Students may not attend any school-sponsored activity or be present on the JICS campus;
- No credit may be earned;
- Notation on permanent school records; and,
- Student may not attend another District 2 school or attend any District 2 extracurricular activities.

Generally, after four appearances at JC, the student reaches the level where separation from the JICS community becomes probable due to chronic behavioral or social issues.

Summary of Infractions

Level 1 Offense = Citation

1. Tardies – 4 or more instances of arriving less than 10 minutes late to class. 3 Citations of Excessive Tardiness in 1 quarter (12 Unexcused Tardies) will be deemed chronic and result in ISS.
2. Chewing gum at any time on school grounds.
3. Non-academic note-writing or passing notes during class, study hall or other designated work times.
4. Eating or drinking in class, the computer lab or the library. Water in a clear container is the only permitted drink in class.
5. Failure to settle personal accounts with the café or other food service provider.
6. Dress code violation.
7. Failure to appear at Academic Detention.

Chronic behavior may result in a Level 2 offense.

Level 2 Offense = General Judicial Committee

1. Disruptive Conduct – Conduct that interferes with the educational process or demonstrates a lack of respect for teachers, staff or other students.
2. Abusive Language – See page 24.
3. Cell Phone / Electronics Violation – Cell phones and other electronic devices must be off and in lockers during class. Chronic (3 or more) electronics violations may result in loss of privileges. See page 25 for additional information on electronics use.
4. Gambling – gambling during classes, anywhere on the school campus, or at school-sponsored events.
5. Misbehavior – Continued willful disobedience or open resistance of proper authority.
6. Behavior that is unfavorable or hostile to the welfare, safety or morals of other students or members of the school community.
7. Public display of affection (PDA).
8. Lying – conduct that includes not telling the truth, withholding the truth, or telling a partial truth.
9. Continual dress code violations.
10. Reckless driving, as deemed so by school personnel, parents, or the Colorado Springs Police Department.
11. Failure to Complete JC hours or JC assignments.

Chronic behavior may result in a Level 3 offense.

Level 3 Offense = General JC and/or Administrative JC

1. Extortion, bribery or coercion in any form.
2. Insubordination – Continued disrespect or use of abusive language to coaches, faculty or staff.
3. False Fire/911 Alarms – Tampering with a fire alarm, fire extinguisher, or reporting a false alarm of any kind.
4. Obscene Materials – Possession or display of books, writing notes, or electronic media which contain obscene language or pictures.
5. Cheating/Plagiarism (see page 22) – Results in a “0” grade in addition to JC consequences. Any breaches of the Honor Code (see page 25) will be treated as cheating. Plagiarism results in an automatic administrative JC.
6. Leaving Campus – going off campus without permission from the Principal and/or parent/guardian.

7. Fighting – Physical or verbal fights between students at school or any school-sponsored event.
8. Threats – Any threat (implied, spoken, electronically, written, etc.) to a staff member and/or student.
9. Retaliation – Any retaliation (implied, spoken, electronically, written, physical, etc.) against a victim of a threat, bullying harassment or assault.
10. Pornographic Materials – Possession or display of such materials within the school community, including websites and other electronic media.
11. Racial Discrimination or Ethnic Intimidation – Initiating or participating in ethnic humor or conversations that exhibit racism (to include offensive words clearly designed to be racist) may constitute racial discrimination. If bullying is accompanied by a specific intent to intimidate or harass the victim based on his or her actual or perceived race, color, religion, ancestry or national origin, physical or mental disability, or sexual orientation, such behavior may constitute ethnic intimidation. (From The Colorado School Violence Prevention and Student Discipline Manual, pg. 42; updated Jan. 2009.)
12. Truancy – Absence from school or class, including all school assemblies, without permission of parents and school administration.
13. Continual electronics violations.

Chronic behavior may result in a Level 4 offense.

Level 4 Offense = Administrative JC and/or Appropriate Authorities

1. Stealing – Unlawfully taking the property of any member of the school community or goods from any agency employed by the school.
2. Vandalism – Willful defacement or damage of school property.
3. Alteration of Records – The falsifying or altering of any school record or communication between home and school, or the forgery of a parent's/guardian's signature.
4. Illegal Drugs/Controlled Substances – Possession, transmission of, use of any illegal drug or controlled substance at school or any school-sponsored events.

5. Alcoholic Beverages – the use, transmission, or state of being under the influence of alcoholic beverages during school hours, on school grounds, or at any school-sponsored events.
6. Tobacco – Smoking, chewing, sniffing or possession of tobacco at any time on campus or at school-sponsored activities.
7. Bullying or intimidation of any student or staff member (see page 23).
8. Weapons/Dangerous Instruments – Possession of, carrying, or transmitting any object that can reasonably be considered a weapon on school grounds at any time or at any school-sponsored event.
9. Unlawful Activity – Participation in unlawful activity either on or off campus; potential criminal offenses are subject to be reported to the police.
10. Bomb Threats or Threats of Community Violence– This can be a criminal offense and is subject to being reported to the police with the possible result of a fine, a jail sentence or both.
11. Harassment or assault – It is a class 3 misdemeanor for anyone, with intent to harass, annoy or alarm, to strike, shove, kick or otherwise subject another to physical contact; or repeatedly insult, taunt, challenge or use offensively coarse language to communicate with another in a manner likely to provoke a violent or disorderly response. “Repeatedly” means more than one time. The likelihood of a violent or disorderly response must be immediate, and is judged by an objective “average person” standard. (From The Colorado School Violence Prevention and Student Discipline Manual, pg. 37; updated Jan. 2009)
12. Sexual Harassment (see page 23).
13. Violation of a uniform requirement consequence due to chronic dress code violations.
14. “Gang-related activities in school, on school grounds, in school vehicles, or at school activities or sanctioned events” (Colorado Revised Statute [C.R.S.] 22-32-109.1 (2)(a)(VI).

PLEASE NOTE: Public school students have certain rights guaranteed by the Constitution and Colorado law, as well as the United States of America. These rights are not co-extensive with the rights of adults because school is a special setting. The courts have recognized that schools require flexibility to protect students. In 1995, the Colorado state legislature passed a law providing that school officials can discipline students for behavior on or off-campus which “is detrimental

to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or to other children.” (C.R.S. 22-33-106(1)(c)). The Colorado School Violence Prevention and Student Discipline Manual (updated January 2009) is used as a discipline guide and is available on the school’s website.

Definitions

Along with student rights come student responsibilities. Students are responsible for knowing and following all classroom rules and rules for behavior in school and at school-sponsored events. The rights of all are protected when students exercise responsibility and follow the rules. The guiding principles for our school are the Five Pillars of Character.

Plagiarism

In the words of a university professor and professional editor, “Plagiarism is literary burglary.... Whenever you borrow another writer’s words or ideas you must acknowledge the borrowing.”¹ Copying the words or paraphrasing the ideas of another without giving him/her credit is not only a form of cheating, but a way of negating one of the main purposes of education: the ability of an individual to think and write for him or herself. When you repeat someone else’s words, phrases, or entire statements, you must place such repetition in quotation marks followed by an appropriate symbol and give the source in a footnote.

Similarly, if you paraphrase another person’s ideas or conclusions from scientific experiments, you may mention the author within the context of your own sentence and must include the author’s whole name and the title of the book or article with the page number in a footnote or bibliography. Such a credit makes it quite clear that the words or ideas belong to someone else. If there is ever any doubt in your mind, check with your teacher.

The school provides extensive orientation and ongoing review of plagiarism. All new students are given an opportunity to develop a full

¹ Wilfred Stone and J.G. Bell, Prose Style: A Handbook for Writers, (New York, NY, 1968) p. 214.

understanding of the meaning of plagiarism and its seriousness in an academic community. Copying homework completed by someone else is plagiarism and unauthorized aid.

A zero that results from an incident of cheating or plagiarism will not be dropped from the student's grade, *even if* a teacher chooses to drop the lowest grade.

Any cell phone or electronic device confiscated during a test may result in the violation being elevated to "Cheating", a Level 3 offense.

Bullying

Bullying is defined as "any written or verbal expression, or physical act or gesture, or pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated school bus stop, or at school activities or sanctioned events" (Section 22-32-109.1(2)(a)(X), C.R.S. (2010)). Bullying in any form will be dealt with at an administrative level. Students who feel that they are being bullied should immediately inform a faculty member and/or the Dean of Students.

Sexual Harassment

Sexual harassment is unwanted, unwelcome sexual behavior and/or comments of a sexual nature. Sexual harassment interferes with school community life.

Sexual harassment may include, but is not limited to:

- Verbal or written harassment or abuse;
- Any pressure for sexual activity;
- Unilateral PDA, including patting, touching or pinching;
- Intentional brushing against another student's body;
- Any sexually motivated unwelcome touching;
- Sexual comments or jokes; and/or,
- Spreading gossip related to sex or gender, offensive or suggestive comments (to include calling another student gay, lesbian or homosexual).

Any person who believes another student or employee of JICS has victimized him/her should report the alleged acts immediately to the Principal. Upon receipt of a report, the Principal will respect the

confidentiality of the complainant and the individual against whom the complaint is filed and take appropriate and immediate action that is consistent with JICS' legal obligations and necessary to investigate the allegations of harassment.

The school will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation relating to the complaint. The school will take the disciplinary action it deems necessary and appropriate to end the sexual harassment and prevent its recurrence.

Abusive Language

Abusive language is any verbal or written language that is cursing or obscene in nature during class, anywhere on school grounds, or at school-sponsored events. Abusive language may include, but is not limited to, the use of words that emphasize disabilities, preferences, social or cultural differences or sexual orientation in a derogatory manner.

Personal Searches

The administration or designee may authorize the search of any person/student if there is reasonable cause to suspect discovery of prohibited items. Such a search will be conducted in the presence of another school official. The parent/guardian of any student searched under this provision shall be informed of the search as soon as reasonably possible. Searches of a student shall be limited to searches of the student and accessories, including clothing, purse, briefcase, backpack, locker or car. See The Colorado School Violence Prevention and Student Discipline Manual, available on the website, for details.

Behavior & Conduct

Honor Code

The Honor Code is posted in each classroom and states: *“I pledge that I have neither given nor received any unauthorized aid on this assignment.”* It is applied to all assignments given by JCHS teachers, whether inside or outside the classroom. Any breach of the Honor Code will be treated as cheating and handled by the JC. Therefore, it is the responsibility of the student to clarify with the teacher what is and is not considered “unauthorized aid”.

Electronics Use

The use of cell phones, electronic music players, digital cameras, laptops, tablets and other electronic devices are prohibited during class unless approved by the teacher as part of the curriculum. Any unauthorized use of electronics will result in confiscation of the device and the student will be referred to the JC for appropriate consequences.

Cell phones cause significant disruptions to the learning environment. Therefore, all student cell phones must be turned off and kept in lockers during class. Students may use cell phones during passing periods and lunch, provided that it does not become a distraction to others and does not result in being tardy to class.

Parking

Students may not return to their cars during the school day. On campus parking is a privilege which may be revoked for failure to follow safe driving practices and rules of the road on campus.

Conduct in the Classroom

Individual teachers handle all matters of classroom discipline. Repeated and/or severe cases of misconduct will be referred to the Principal, the Dean of Students or the JC. In accordance with C.R.S. 22-32-109.1(2)(a)(II), a teacher has the right to remove a disruptive student from the classroom. Upon the third such removal by the teacher, the student may be removed from the teacher’s classroom for the remainder of the term, pending due process by school administration.

Non-academic note-writing, eating, and/or drinking are not allowed in the classrooms, unless approved by the teacher as a part of the curriculum. Individual teachers may establish other prohibitions which will be set forth in the course syllabus.

Conduct in the Café

JICHS offers a hot lunch program available to all students through Harrison School District 2 food services. Details on how to participate may be found on our website or through the JICS business office.

JICS has a closed campus, and all students are expected to eat lunch in the café, designated areas in or near the commons, or outside within the approved campus grounds.

It is the responsibility of each student to make sure that the café and other areas of the campus remain free from litter and debris. Food/drink consumption is not allowed in the classrooms or the library. Students who display inappropriate behavior during lunch will have their lunch privileges restricted to the café or other appropriate area.

All lunchtime games involving balls, bats, Frisbees etc. are to be played in the appropriate area. Administration reserves the right to deem a game inappropriate and prohibit such games. Students are responsible for returning any borrowed game supplies in good condition.

False Alarms & Vandalism

Any false alarms triggered by students are subject to a \$25.00 fine in addition to further JC consequences. Intentional false alarms on the part of a student constitute a Level 3 infraction. Anyone who tampers with school property in a manner causing impairment or likely to cause impairment may be assessed a fine of \$50.00 or the actual cost of repair, whichever is greater.

Assemblies

Assemblies will be scheduled and posted on the monthly calendar. Students will be directed as to where they are to be seated. Assemblies are part of student life at JICHS and all students and faculty are required to attend.

Conduct at Social Functions and School-Sponsored Events

For school-sponsored social functions like dances, faculty and staff will serve as chaperones. Chaperones for other school-sponsored events must be approved by school administration at least seven (7) days in advance of the event and are required to review the chaperone guidelines and instructions.

The parent/guardian and Colorado Springs Police Department will be contacted immediately if there is any evidence of inappropriate behavior, possession or use of drugs or alcohol, and suspension or expulsion may result.

Parents and guests who attend school-sponsored events are expected to follow the behavioral guidelines in modeling excellent character for the students who are in attendance. The school administration or on-site school personnel reserves the right to remove from the event any person who is deemed to be a detrimental example or disruptive influence to the students.

Students must be present at school for at least 5 class periods to participate in school-sponsored activities (athletic practices, competitions, performances, dances, etc.). Administration reserves the right to make a final determination of student eligibility for activities.

Guest Policy for Dances

Guest forms must be completed and returned on the date specified in order for a guest to be approved. The guest's school must affirm that he/she is academically and behaviorally eligible to attend the dance. The guest must abide by JICHS standards of dress code, conduct and behavior. The guest must be 20 years of age or younger to attend the dance.

The student bringing the guest is responsible for the guest's behavior, and for making the guest aware of the policies in the JICHS Handbook, including dress code. **The school reserves the right to refuse any guest; no refunds will be given.**

Chaperones for school-sponsored events will consist only of current JICS faculty or staff members. Any exceptions must be pre-approved by the

Principal at least seven (7) days in advance of the event. To maintain the dignity and respect of the participating students, all non-JICS personnel who are assisting for set-up or break-down must leave the premises during the scheduled hours of the event.

Conduct at Athletic Events

Excellent sportsmanship at all athletic events is expected from coaches, players and spectators who must comply with the rules of the host school. AT ALL TIMES, James Irwin students are expected to follow the James Irwin Code of Conduct and Dress Code. Family members and other guests of JICS are required to follow the same rules of conduct as students. Any JICS guest who exhibits poor sportsmanship or becomes a disruptive influence to the students will be asked by JICS personnel to immediately leave the event premises and may lose the privilege of attending future events at the discretion of the school administration.

Any player who is guilty of misconduct during an event may be suspended from that sport for up to one year.

JICHS students will direct cheers to JICHS students. Students will not engage in derogatory cheers directed toward the rival team or engage in the use of noisemakers or stomping intended to distract rival players.

Attendance

Regular and punctual attendance at school is expected and required. Schoolwork, both in and out of the classroom, is top priority.

School doors open at 7:30 a.m. and will close at 4:00 p.m. (2:30 p.m. on Fridays). All students must be picked up by 4:00 p.m. (2:30 p.m. on Fridays). Supervision will not be provided after 4:00 p.m. (2:30 p.m. on Fridays), unless the student is in a school-sponsored activity supervised by a member of the faculty or staff. Therefore, students who remain on campus after hours do so at their own risk.

Absences

Students are expected to be in attendance at school every school day. Students are expected to be in their assigned classroom seats promptly at the beginning of each class period.

A note from the parent explaining a student's absence does not necessarily excuse that student. In all cases, administration reserves the right to determine whether or not an absence is excused.

Excused Absences

Excused absences are normally those resulting from illnesses, injury, family emergencies, family funerals, and court responsibilities. **Family vacations or other recreational absences must be approved by the Principal in advance to be counted as an excused absence.**

An excused absence gives the student the opportunity to make up work that has been missed during the absence. Students will have two (2) days to make up missed work for each excused absence.

For **long term assignments**, students are encouraged to submit work early and, whenever possible, submit work via email or www.turnitin.com. Extensions may be granted for exceptional circumstances only and should not be expected or assumed. Final determination of any exceptional circumstances is up to the administration and teacher.

Whenever possible, medical/dental appointments should be scheduled after school, on school holidays or during vacation periods.

If a student must be released early from school for medical/dental appointments, the student must submit a written and signed note from a parent/guardian stating the reason and time of the early dismissal. The note is to be handed to the teacher prior to the beginning of the class period; then the student must bring the note to the office before signing out or being signed out. If the student is driving him/herself, the parent will be called to confirm before the student is allowed to leave, unless the parent calls the front office ahead of time.

Advanced approval from the administration must be obtained at least five (5) days prior for anticipated absences other than emergencies (e.g. vacations, extended holidays, some school activities, etc.). **It is the student's responsibility to communicate in advance with their teachers and obtain all homework assignments.** The decision of the administration, based on the circumstances of the case, will determine whether the absence is excused or unexcused.

Unexcused Absences

Unexcused absences are those due to reasons not mentioned above. Suspensions are considered unexcused. Students will not receive credit for work missed as a result of an unexcused absence. Exams and major projects must be made up; however, the student will earn a maximum of 75% of the grade received on the work. Staff are not required to provide copies of materials missed as a result of unexcused absences. Exceptions to these rules may be made at the discretion of the Principal.

Notification of Absence

The parent/guardian must notify JICHS of a student absence. Until properly reported, the absence is considered unexcused, regardless of its nature. A call or note reporting the absence must reach the office the morning of the absence. The note will become part of the student's permanent file. JICHS may require suitable proof of illness, including written statements from medical sources.

If JICHS is not notified the morning of the absence, a parent/guardian will be contacted. If the parent/guardian cannot be contacted and does not report the absence within 24 hours, it will be counted as an unexcused absence and **will not be changed to an excused absence at a later date.**

Truancies

A student is truant if he/she is absent from school, not in class or another location approved by the teacher, or leaves school grounds without parental or school permission. The student's choice to be truant is a serious matter, which will result in disciplinary consequences.

Number of Absences Permitted

When a student has more than eight (8) absences, **excused or unexcused**, from any class during a semester, JICHS reserves the right to withhold credit for that class. Students will receive a letter, which will become a part of their permanent file. Extended illness may be a mitigating circumstance. Vacations during the school year will count toward these absences. **If a student acquires fifteen (15) absences in a class, excused or unexcused, semester credit will not be awarded, and the class must be repeated.**

If at the time the student exceeds the allotted number of absences and is passing the class, the transcript will reflect “N/C” for the semester and no credit will be granted. If the student is failing the class, the transcript will reflect a “W/F” for the semester and will negatively impact the student’s GPA.

Tardy

Students are expected to be punctual for class throughout the year. Tardies are recorded by the teachers for each period of the day. A student will be considered tardy if he/she is not in the classroom ready for the lesson when the final bell rings. A tardy will be considered unexcused unless the student has approval with a pass from a teacher or the office staff and provides that pass to the teacher in whose class the tardy occurred. **A note from a parent/guardian does not necessarily excuse the student.**

Students must obtain a pass prior to coming late to class. Tardies are only counted for the first **TEN MINUTES** of class time. Unless the student has a pass excusing the tardy, after ten minutes, the student will receive an **unexcused absence for that class**. Tardy students must enter the classroom silently and respectfully so as not to disrupt the learning environment. Students who disrupt the learning environment due to a tardy will be dealt with by the Dean of Students.

Each student is allowed to be tardy to class or school a total of **three times per quarter** without penalty. The fourth unexcused tardy in one quarter will result the student being assigned to one hour of detention, eight unexcused tardies will result in two hours of detention and 12 unexcused tardies in one quarter will result in one day of In-School Suspension.

Students who are late to school must sign in at the main office and get a pass before going to class. Students who drive must bring a note from a parent/guardian and sign themselves in, or the parent/guardian must call the main office to excuse the tardiness **before** they arrive.

If a student arrives late without a note or a parent/guardian phone call to the office, the parent/guardian will be contacted. Students who fail to report to the office will be subject to disciplinary action.

Excused tardies to school are given for extreme weather conditions and medical appointments only. All other school tardies will be considered unexcused and will be subject to disciplinary action.

Hall Pass Policy

Students may not leave class, except in the case of emergencies or rare circumstances prescribed by the teacher. Each student must have a pass when outside the classroom after the bell has rung. In case of emergency or sickness, teachers may issue a pass to the main office. If the student needs to meet with a teacher, use the library during his/her study hall time, it is necessary to receive a pass from the teacher prior to the student's study hall. Students are to remain at this chosen location until the next dismissal bell.

Leaving Campus During the Day

JICS is a closed campus. Students may not leave campus during school hours unless a parent/guardian accompanies them. Students are allowed to leave campus with written permission from a parent or guardian.

At the time of departure, the student must sign out at the front office prior to leaving. Failure to do so will constitute an unauthorized absence and will be considered truancy.

A student who must leave campus for special school activities other than athletics must be in good academic standing and will be given a permission slip to be signed by the parent. Teachers may recommend the student not be excused from class. Students who become ill during the day must report to the office so that the parent/guardian can be contacted.

Dress Code

The JICHS dress code is designed to produce an environment that is conducive to learning by requiring all students to dress with respect and modesty. All students are expected to dress appropriately at all times while on school premises or at any school-sponsored activity. If a student has any questions about whether or not certain clothing is

appropriate, he/she should bring the clothing in to the Dean of Students before wearing it to school.

Parent/guardian support of the dress code policy is extremely important. The parent/guardian must ensure that their student comes to school or school-sponsored activities appropriately dressed. Regular dress code checks will be made during the announcements at the end of third period. Periodic dress code checks may be made at any time. Students may make an anonymous dress code report to the Dean of Students. Failure to comply with the dress code may necessitate calling the parent/guardian who may be required to take the student home to change or bring the appropriate clothing to school. Any class time missed in mitigating dress code issues will be considered unexecuted and, if chronic, could adversely impact the student's course credits or GPA.

All clothes must be neat, pressed, clean, modest and in good repair. Stretch, excessively tight or baggy clothing will not be permitted. Clothing may not display offensive or large slogans, especially with references to inappropriate language/meanings, sex, tobacco, violence, illegal substances, alcohol, or any advertising inconsistent with the school's philosophy.

The wearing of clothing, jewelry, or a style of grooming that is identified with membership in a gang will not be tolerated in school or at any school-sponsored activity.

Apparel that interferes with the educational process, endangers self or others, while participating in school or school-sponsored activities, is not allowed. Dress that causes or is likely to cause disruption of the educational process is not allowed.

The final decision as to the safety or suitability of clothing, hair, or jewelry will be left up to the discretion of the Principal, the Judicial Committee or the Dean of Students.

VIOLATION OF DRESS CODE

Students who are out of dress code will not be permitted to attend class until they are correctly dressed and may choose the following remedy:

1. Select an appropriate item of clothing from school inventory. Students will sign an IOU at \$5.00 per item borrowed and must return the item cleaned and in good condition within one week or the student's account will be charged. Students account balances with clothing IOU charges in excess of \$25.00 may be denied access to school inventory and will need to mitigate their dress code issues using the following step (#2).
2. The student may have their parent bring the appropriate item to school or drive home to change, if applicable. **Any class time missed in mitigating dress code issues will be considered unexcused; and, if chronic, could adversely impact the student's course credits or GPA.** Therefore, students and parents/guardians are encouraged to familiarize themselves ahead of time with the dress code.

Students who have violated the dress code on three occasions will be required to wear the designated uniform for nine weeks or a time designated by the JC. Uniform details can be found on page 16.

Appropriate loaner clothing is stored in the administrative wing for convenience and is available on a first come, first-served basis. If the school is out of appropriate loaner clothing, it is the responsibility of the student to choose an alternative remedy. All students are encouraged to be proactive and familiarize themselves with the dress code and attendance policies to avoid any negative consequences resulting from improper dress.

The following is the list of acceptable clothing to be worn by JICHS students. **Clothing and/or accessories NOT included below are unacceptable.**

Shirts

1. Tops, blouses, shirts, etc. with long or short sleeves. (No tank tops, tunic tops or tops with spaghetti straps are allowed.)
2. All shirts must either have functional buttons, snaps, or a "golf-style" collar. Functional buttons are buttons designed to fasten two halves of a shirt together and excludes other buttons on arms and collars.
3. Dress shirts and shirts tailored to be tucked into pants must be tucked in at all times during school hours.

4. No tee shirts are permitted to show, except at the collar, tee shirts may not be worn alone or over clothing; this includes tee shirts with V-necks, jeweled collars, and mock turtlenecks.
5. No sheer or transparent clothing is allowed.
6. Low-cut tops (shirts, blouses, etc.) are not allowed. No cleavage is allowed to show at any time on campus or at school-sponsored events.
7. Sweaters, hoodies, vests, sweatshirts and track jackets are allowed, but **MUST be worn over a dress code shirt**. Sweaters, hoodies, vests and sweatshirts may not be worn in lieu of a dress code shirt. Official James Irwin sweatshirts and JI hoodies are allowed. Hoods may not be worn up (on the head) at any time.
8. Outerwear, such as, but is not limited to, hoodies, sweatshirts, jackets, coats, etc. may only be worn in the classroom with the permission of the teacher.
9. Shirts (including sweaters, hoodies, sweatshirts and track jackets) may be solid or patterned. "Patterned" is defined as having repeating shapes (i.e.: plaid, striped). Manufacturer's tags or logos (i.e.: Nike Swoosh, "Russell Athletic", Gap) must be JI-appropriate and no larger than the size of a student ID. Graphic artwork, to include images, is not considered a pattern. Examples of appropriate hoodies are listed on the website.
10. All shirts with buttons must be properly buttoned.
11. Shirts and blouses must be long enough to tuck in. NO part of the abdomen, chest or the back may show at any time.
12. JICS apparel may be worn in school – excluding hats. P.E. shirts are allowed to be worn in P.E. class ONLY. JICS tee shirts may only be worn on designated days.

Pants and Shorts

1. Conventional slacks or casual pants are allowed.
2. Denim (or denim like fabric) of any color is not allowed except on designated days or with a specified Jeans Pass (see pg. 40).
3. Pants and shorts must fit the waistline and not sag in the crotch. Pants must be hemmed and the hem of the pants cannot drag on the ground.
4. Shorts must be hemmed and the length must be no shorter than three inches above the top of the kneecap.
5. Belts must be worn at all times with pants and shorts that have belt loops.

6. All pants and shorts must be modestly fitted. Tight pants and shorts are not allowed (spandex, stretch material, etc.). Pants must be able to move independent of the leg when walking or they will be considered too tight.
7. Sweat suits, warm ups, pajama pants or athletic wear with zippers or snaps on the side are only allowed during P.E. class.

Skirts and Dresses

1. Skirts, dresses, skorts and jumpers are acceptable, if modestly fitted and no shorter than the top of the kneecap. Low cut, see through or tight fitting dresses or skirts are not allowed. The highest part of the opaque hemline of a dress code skirt must be no higher than the top of the kneecap. Opaque is defined as not transparent or translucent; not allowing light to pass through.
2. Leggings worn underneath short skirts and dresses are still a violation of dress code.
3. Dresses must have either long or short sleeves or a dress code shirt underneath.
4. Denim (or denim like fabric) of any color is not allowed except on designated jeans days.
5. If a skirt has belt loops a belt must be worn.
6. Slits (back, front, or side) may not be more than three inches above the hemline. Slits on ankle-length skirts may not be more than nine inches above the hemline.

Coats

Outdoor coats and jackets must be kept in the student's locker during the school day. Some exceptions due to weather may apply with administrative discretion, but coats and jackets may NOT be worn during class, unless at the discretion of teachers.

Blazers and dress jackets may be worn with a dress code shirt underneath. Jean jackets may only be worn on designated days or with a Jeans Pass (see pg. 40).

Make Up and Nail Polish

Make up must look natural. Boys are not permitted to wear make up.

Shoes

Combat boots, flip-flops and pajama-style slippers are not allowed. Appropriate athletic shoes must be worn for P.E. and after school sports. Shoes must be worn at all times.

Cross Dressing

Clothing, jewelry, and shoes must be gender appropriate.

Miscellaneous

1. Sunglasses are not to be worn within the school building during school hours, with the exception of prescription glasses that are polarized to change in the light.
2. Hats (caps, visors, beanies, bandanas, etc.) may not be worn except on designated days.
3. Male students may not have more than one modest earring per ear.
4. Female students may not have more than two earring holes filled per ear and earrings may not be excessively large (more than 3" diameter hoops).
5. Modest jewelry is allowed. An object that has a purpose other than jewelry cannot be worn as jewelry (i.e. animal chains or collars, specialized ear jewelry, safety pins or tacks). Spikes are not allowed on shoes or clothing.
6. Visible jewelry for body piercings is not allowed. Tattoos must be covered at all times.
7. Tongue rings, barbells, lip rings or other piercings other than on the ear lobe are not permitted. Gauging of the ears is not allowed. Students who choose to get the above types of piercings or gauging will not be permitted to attend class. Time outside of class due to the above issue(s) is considered unexcused and may impact grades and GPA.
8. Fishnet stockings and extreme hosiery may not be worn.
9. No undergarment may show at any time; nor should it be worn as an outer garment.
10. Any ragged, faded, dirty, or torn material, including cutoffs, may not be worn.
11. No wallet chains or hanging chains are permitted.
12. Athletic dress code may be found on page 50 for students involved in P.E. or athletics.
13. No camouflage clothing is permitted.

P.E. Dress

1. Exercise clothes must be worn for P.E. classes.
2. No street shoes allowed on the gym court floor. All athletes must have separate court shoes.

Hairstyles

1. Hair is to be clean, neat and well-groomed.
2. Only natural hair colors are allowed.
3. No extreme hairstyles, cut or shaves are allowed. No spikes longer than 1 inch, no Mohawks, no shaved letters/pictures, etc.

NHS DRESS CODE

NHS Dress Code is to be worn for NHS Induction, Graduation, Awards Ceremony, field trips, etc. The purpose of this is to ensure students dress up for the respect and dignity of the occasion.

Ladies

1. Dress or skirt no higher than the top of the kneecap.
2. Dresses must have long or short sleeves; jumpers must have a dress code shirt underneath.
3. Dress slacks are acceptable with a dress shirt.
4. Dress shoes only.

Gentlemen

1. Collared dress shirts, long or short sleeved, and tucked in.
2. A tie, properly knotted for the duration of the school day.
3. Dress pants.
4. Dress shoes only with dress socks.

Frontier Ranch Dress Code

1. Tee shirts are allowed, but may not display offensive or excessively large slogans, i.e., references to sex, tobacco, illegal substances, alcohol, or any advertising inconsistent with the school philosophy. No midribs, low-cut or sleeveless shirts are allowed.
2. Two-piece swimsuits are allowed when worn with a black or navy blue tee shirt.
3. Denim shorts and jeans are allowed, as long as the length and fit meet regular dress code. Cut-offs are not allowed. Belts must be worn at all times if clothing has belt loops.

4. Hats, sunglasses and flip-flop sandals are allowed.
5. Modesty rules apply.
6. Frontier Ranch dress code is the minimum dress code for afterschool activities such as games, dances or game nights.

Field Trip Dress Code

All field trip participants must wear NHS Dress Code unless otherwise designated by the Dean of Students or the Principal.

Formal Dance Attire Policy

Ladies

At JICHS-sponsored events, modesty is the key when it comes to attire and behavior. Formal dresses, with or without straps, must conform to the following parameters:

1. Cleavage may not show at any time. Low cut dresses or tops are not allowed.
2. The back of dresses may not be lower than the bottom of the shoulder blades.
3. The highest part of the opaque hemline of a dress or skirt, including any slits, must be no higher than the top of the kneecap. Opaque is defined as not transparent or translucent; not allowing light to pass through.
4. See through and/or excessively tight-fitting dresses or skirts are not allowed.
5. Dress shoes only (heels or flats). Athletic or casual footwear is not permitted.

Gentlemen

1. Collared, long sleeved dress shirts must be worn. Shirts must be tucked in and buttoned for the duration of the dance and while on the property of the dance site. The top button may be unbuttoned and sleeves may be rolled up, if desired.
2. A tie must be worn, properly knotted, for the duration of the dance and while on the property of the dance site. Ties may be loosened one inch, but may not be taken off.
3. Dress pants must be worn. Casual pants with pockets attached to the outside of the pants are not permitted.
4. If the dress pants have belt loops, a dress belt must be worn.

5. Dress shoes and dress socks only. Athletic or casual footwear is not permitted.
6. See through and/or excessively tight-fitting clothing are not allowed.

Hair, make-up and jewelry: dress code policies still apply.

If students have any question or doubt whether an item of clothing, jewelry, hair style, make-up, etc. is acceptable, they must show it, provide a clear photograph of it, or describe it to the Dean of Students or his/her designee for approval at least two weeks prior to the dance.

Violations of the Formal Dance Attire Policy any time during the dance and while on the property of the dance site may result in the student being denied entry to the dance or removed from the dance with no refund.

Jeans Day Fridays

At the discretion of the JICHS staff and administration students may participate in a school fund-raiser and wear dress-code denim (no holes, no frays, tears, rips, well-fitted) on designated Fridays by making a \$1.00 contribution to the Frontier Ranch fund. Not paying for jeans on a Jeans Day Friday constitutes a dress code violation. All proceeds will go directly to the Frontier Ranch trip or other designated fund-raiser.

Jeans Pass

Students may earn a Jeans Pass on a quarterly basis as a reward for academic achievement, behavioral integrity and responsibility. Students with a specified Jeans Pass may wear denim pants, shorts or jackets during the time their Jeans Pass is valid. Any student wearing any of these items without a Jeans Pass on their person will be issued a dress code violation and their Jeans Pass may be revoked.

General Policies

Student Parking

Student parking is provided and designated as such. Reserved parking for seniors may be provided and enforced appropriately.

NO off-campus parking is allowed. Students are not permitted to return to their vehicle during the school day. On-campus parking is a privilege and may be revoked if abused.

Visitors on Campus

JICS is a closed campus. Alumni and parents may sign in and visit students. Students who left in good standing may return to school with administrative approval. The school always reserves the right to refuse admittance for the safety and welfare of the student body as per state law.

Vehicle Searches

Issuance of a parking permit constitutes prior consent for a search of the car on school property or at school sponsored events. The administration, or designee, may authorize a search on the school premises or at school-sponsored events if there is reasonable cause to suspect discovery of prohibited items. Upon the request of the administration, the student or driver will immediately relinquish the keys to the vehicle subject to search, and will remain with the administration until released by the appropriate school official.

Carpool

All students participating in a carpool are responsible for arriving at school on time. Carpool problems will not ordinarily be accepted as an excuse for tardiness. Parents may make carpool arrangements during registration; however, providing carpools is not the responsibility of the school.

Student Health

Health Requirements & Immunizations

Colorado's immunization laws for school aged children require the following:

1. Diphtheria-Tetanus— 5 doses
2. Polio – 4 doses
3. MMR – 2 doses

4. Chickenpox (vericella) – 1 dose
5. Hepatitis B series – 3 doses
6. Tdap – 1 dose

Contact the El Paso County Health Department for any questions about immunizations.

State law requires parents/guardians to show evidence of immunization ten days after the beginning of the school year. Students who have not been vaccinated or whose parents/guardians have not signed a waiver will be denied attendance in accordance with C.R.S. 25-4-902. Parents/Guardians wishing to waive immunization requirements may do so for personal, medical or religious reasons. In order to waive these, parents/guardians must sign a form and submit a statement to the school office within ten days of the beginning of the school year. This is required under Colorado Law (C.R.S. 35-4-903).

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, etc., 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.

School Clinic

If a student becomes ill during the school day he/she should obtain permission from the teacher to report to the office. Illnesses will be dealt with on a case-by-case basis. The parents/guardians may be called to pick up the student. The student must wait in the school clinic and may not visit with friends while in the clinic.

Prescribed Medications

ALL prescription medication, except inhalers and Epi-pens, and ANY over the counter medications (except cough drops) must be kept in the EMT's office.

Over the counter medication, such as Tylenol and cold medications must be brought in the original bottle or box and must be accompanied by a signed permission slip. **All prescription medication to be taken at school must be accompanied by paperwork , filled out by the student's physician.**

Office & Library Policies

Faculty and Staff

A complete list of current board members, staff (executive, administrative and support), and faculty, along with their contact information, is available on the school's website.

Financial Obligations

Each semester all financial obligations and any debt must be met, or some satisfactory arrangement must be made with the business office before a student can register for the following year. All obligations to JICHS must be met before yearly grades or transcripts are sent.

Telephone

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 express prior permission from a JICHS 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.

Copy Machines & Printers

Use of the copy machines is normally restricted to faculty and staff. Students may purchase a print card or make limited copies in the library for ten cents per copy (twenty cents for a color copy).

School Property

Students are expected to take pride in JICHS and to show this pride by taking care of school equipment, materials and books, and by keeping

the grounds and buildings free of litter. Vandalism on the part of any student is grounds for disciplinary action and may include fines for reparation or replacement. Skateboarding is not allowed on JICS property or at school-sponsored events at any time.

Use of School Name

At no time may any member of the JICS community use the school name at any promotional activity in published or printed material (written or electronic) or in a financial, contractual or legal manner without the express written approval of the proper school administrators.

JICS Library

Hours: 7:30 a.m. – 3:30 p.m.

The James Irwin Charter School Library functions primarily as a quiet area in the school where students may do research, complete assignments or silently read and study. Teachers may reserve library time during the day for specific classes to use computer and library resources.

The daily schedule allows minimal time for extensive research and the student's approach to research must be specific and teacher approved. The outlined assignment is given to the librarian to assist individual students in their research from the books reserved by teachers and from accompanying web sites.

In addition to the school library resources, students are encouraged to use local public libraries for additional resources.

The computers in the library are for class research projects and word processing only. **Students are not allowed to participate in non-academic activities on the computers (i.e. play games, surf the Internet, access email, etc.).**

Check-out and return of borrowed books:

- Books can be **checked-out** for a period of **2 weeks**.
- There is an **overdue fee** of **.10¢ per day, per book**.
- Books returned **damaged** are subject to a minimum repair fine of **\$5.00** (fee may be higher depending on the amount of damage).

- If the book is **lost or damaged beyond repair**, the fee charged is the **price of the book plus a \$5.00 restocking/reprocessing fee.**

JICS Textbooks

Students are responsible for the care of each textbook issued to them. Damaged or lost textbooks should be reported immediately. A list of fines for damaged or lost textbooks can be found below. A new book will not be issued until the fines are paid. Unpaid fines may result in the loss of privileges; and, if left unpaid, no report card, transcript or diploma will be issued until the account is paid in full.

Upon receiving textbooks and throughout the entire semester/year, students should:

- Inspect the textbook for damages and immediately (the same day) report to the librarian or teacher any damages found.
- Keep the textbook covered until it is time to return the book. Do not apply tape or glue directly to the textbook, or use stretchy book covers as they may damage the book.
- Keep all textbooks free of loose papers.
- Do not write in the textbook (except for some workbooks) and make sure to keep pages free of pencil, pen, highlighter or other marks.

Fines:

- Students who have lost a textbook should check first with the librarian. If a lost book has been turned in, a fine of .50¢ is required before retrieving the book.
- A damaged book or a book with scribbles and writing has a starting fine of \$5.00. The fine will be determined by the librarian based on the extent of the damage or markings.
- A lost book has a replacement cost plus a restocking/reprocessing fee of \$5.00. This means that the total cost may be \$18.00 or higher.
- The fee for a broken book spine is \$25.00.

Textbooks are expensive: prices range anywhere from \$5.00 - \$20.00 for paperbacks and \$45.00 - \$165.00 for hardcover textbooks. Students are encouraged to care for and keep their books in good condition.

Student Life

Handbook

This handbook is provided for a fee, as an educational and organizational tool. If lost, a replacement may be purchased at a cost of \$10.00. Students are encouraged to carry the handbook to all classes and meetings.

Lost and Found

The school cannot be responsible for lost, damaged or stolen property, but an effort is made to assist students in the recovery of lost or stolen property. A lost and found container is in the Commons; all property found 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 month. Students are strongly encouraged to leave valuable items, including electronics, expensive jewelry and large amounts of cash, at home.

Lockers

Student lockers are assigned individually at the beginning of the school year. It is a student's responsibility to keep the locker clean and free of excess paper and waste. Posters and/or pictures that are inappropriate or offensive will be removed. Any non-JI sanctioned decorations on the outside of a locker will be removed. The student is cautioned to keep only those materials necessary for schoolwork in the lockers. Students may go to their lockers only during passing periods and may not loiter near lockers while classes are in session. Students may not prop open their lockers or tamper with the locking mechanism, and are required to keep lock combinations confidential. Students may not transfer their assigned locker to another without permission from the office.

Costs to repair damaged and defaced lockers are billed to the student to whom the locker was assigned. School lockers are the property of the school and for use by the student. All lockers are subject to search by school officials at any time without prior notice. Students are strongly

advised to keep their books, notebooks, etc. inside their lockers when not in use, and to lock their lockers between classes.

Student Valuables

Students should not bring large amounts of money, expensive electronics (cameras, MP3 players, cell phones, electronic games, etc.) to school. At all times, students are to keep track of eye glasses, watches, retainers, and other valuables. Students, not the school, are responsible for their personal property.

Signs and Posters

All signs and posters must be approved by the administration, and should be removed by the end of the school day following the event or activity.

Solicitation

Students are not allowed to sell any items on campus without prior approval of the administration. Any collection of money for any purpose must be approved by the administration and processed through the business office.

Camera Policy

Students may not use cameras or camera phones in a time, place or manner that would disrupt the educational process.

JICHS views students who knowingly take photographs or video images of students and post them on any internet site (such as but not limited to MySpace or YouTube) as part of Colorado School Law 22-33-106 (c): "Behavior on or off school property which is detrimental to the welfare or safety of other pupils or school personnel...."

Therefore, JICHS acknowledges that all students and school personnel have a right to image confidentiality and a general right to privacy. Students may not knowingly photograph, video record or use any cellular device to capture an image of other students or school personnel and then post those images in the Internet.

All student images used by JICHS will be preceded by an image release form signed by the student and parent/guardian.

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 the participation if they fail to meet academic and/or behavioral 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 NHS Dress Code and may be denied attendance if dressed otherwise.

Clubs

Students are encouraged to seek membership in one of the recognized clubs. All clubs must have the approval of the Principal and be sponsored by an approved adult, usually one of the teachers. Clubs must be self-supporting. Clubs are optional and a study hall is available for those students not wishing to go to clubs if they are held during the school day.

College Planning

The college counseling office was established to provide a service to our students and parents by explaining how the college admission process can be approached in an informed, orderly manner.

The guidelines cover numerous, varied aspects of the college admissions process which clarify the school's responsibilities, the individual applicant's and the family's options, and many colleges' standards. Each senior is interviewed and assisted with his/her choice of colleges and parents/guardians are encouraged to become part of the college search process.

The college counseling office will set meetings for all students and their parents starting in the ninth grade to support them in beginning the college admissions process.

Student Government

The student government is a leadership organization of elected students who meet regularly to plan events and to represent the students. Leadership, service, citizenship, achievement, fun, and learning are the

goals of the student government. Student Council is comprised of the elected officers of each class. The Student Senate is comprised of the elected officers of the student body. Student officers must meet JICHS eligibility requirements.

In addition to academic expectations, candidates/officers are also required to meet reasonable social, behavioral and character standards within the school community. Students desiring to run for office must receive approval from their Student Government advisor(s) in conjunction with the administration. Any student in violation of their behavioral or academic contract is subject to being removed from student government.

School Photos and Student IDs

At the beginning of the year students' pictures will be taken and ID cards issued. Notice will be given prior to picture day. Students must dress appropriately (in dress code) for school pictures. Students are encouraged to keep their ID on their person and may be required to present their ID at certain school-sponsored activities. The cost of replacing a lost, damaged or stolen ID is \$5.00. Students taking their senior pictures are encouraged to be in dress code for any photos which they would like JICHS to use in their senior poster, slideshow or yearbook.

Credit for Peer Tutoring

Students who volunteer to be peer tutors may receive a ½ semester elective credit for 45 hours of tutoring. Students may earn a maximum of one (1) semester elective credit for tutoring. Tutoring hours may alternatively be applied to service hours if JICHS installs service credit hours as a graduation requirement.

Movies

Movies and/or movie clips are used sparingly to educate, complement or relate the subject material at hand. Movies and/or clips above a "G" rating must be approved by the Principal. If content is questionable, the school will seek parental permission. Students who do not turn in parental permission forms will not be allowed to view the movie and/or clip and may be given an alternate assignment.

Activities/Sports

Mandatory Parent Meetings

Before each sports season, parents and athletes MUST attend a parent meeting, read and sign a sports contracts.

Fees

Students participating in a JICHS sport will be required to pay a fee for each sport. If the student's family completed the necessary paperwork upon enrollment that qualifies that student for free or reduced lunch, the student's sports fee will be reduced as well. The Athletic Director will set the maximum family fee per school year.

Students will not be issued a uniform or allowed to play in a game until the sports fee is paid in full. **Students will not be refunded the fee if they are ineligible to play for academic or behavioral reasons or if the student withdraws from James Irwin Charter High School.**

Uniforms and Equipment

Athletes will be issued a school owned uniform. The student is expected to take reasonable care of the uniform. If the student damages the uniform beyond normal wear and tear, the student will be responsible for the cost of replacing or repairing the uniform. If the student does not return the uniform at the end of the sport season, the student will be responsible for the cost of replacing it.

Any student who purposely damages JICS sports equipment will be responsible for the cost of replacement or repair of that equipment. If a student does not return JICS owned sports equipment, he/she will be responsible for the cost of the equipment.

Athletic Dress

All athletes and P.E. students should be dressing modestly, even while exercising. Tee shirts and appropriate shorts are acceptable. No tank tops, sports bras, men's tank undershirts, or short-shorts may be visible, unless such articles of clothing are part of the athletic uniform (i.e. track). All athletes must be modestly dressed when they are in the

school buildings and at school-sponsored events. Volleyball and cheer athletes should wear sweatpants or warm-ups outside the gym. Only court shoes are allowed in the high school gym.

Athletic Dress Code on Game Days

Athletes on a team may wear one of three special dress code options on game days as chosen by team captains and sanctioned by team coaches:

1. Uniform top with dress code pants and shoes. If a uniform top is sleeveless (i.e. basketball jersey), a plain t-shirt must be worn underneath.
2. Team warm-ups. Warm-ups need to remain zipped up.
3. NHS dress code.

Eligibility

Students must meet both JICHS and CHSAA (Colorado High School Activities Association) standards to be eligible to participate in sports, clubs, school-sponsored events, activities, etc.

Students must be present at school for at least 5 class periods to participate in school-sponsored activities (athletic practices, competitions, performances, dances, etc.). Administration reserves the right to make a final determination of student eligibility for activities.

JICHS Eligibility Standards:

Participation in activities is a privilege, not a right. As such, all students must maintain proper academic standing in order to be eligible. All students must maintain a 2.0 grade point average (GPA) and not be failing any courses to participate in activities.

Grades are tracked regularly according to CHSAA requirements. A student found to be ineligible for academic reasons will be unable to participate in activities and cannot be dismissed early. An academically ineligible student may not regain eligibility until the next grade check.

Additionally, all students must maintain good citizenship, conduct and sportsmanship. As such, any student receiving a Judicial Committee

ruling of “Disciplinary Restriction” will be ineligible to participate in games or activities and cannot be dismissed early from school for the period of the restriction.

Students who are chronically ineligible to participate may be removed from a team or competition.

Colorado High School Activities Association Standards:

The Colorado High School Activities Association (CHSAA) requires that all activities participants be enrolled for a minimum of five (5) credited courses. Students enrolled at local universities may use that enrollment to fulfill the five-course requirement.

A student is ineligible to enter interscholastic athletic competition if the date of birth is prior to August 1, 1992. The student may not participate in the upcoming school year if he/she reaches their 19th birthday prior to August 1.

Any student who has attempted eight (8) consecutive semesters is ineligible for high school athletics. A student may complete a sport begun during his or her eighth semester.

Code of Conduct

The Activities Code of Conduct is a commitment by the student to exercise good judgment in all affairs, to represent self, school, family and community in the most positive manner at all times, and to encourage others to do the same.

Involvement in JICHS athletics and activities is an honor and a privilege. As a member of a school team or organization, your behavior on campus, in the community, and at other schools is a reflection of your personal character and on your program and your school. Violations of the Code of Conduct may result in suspension from athletics and activities.

Activities Offered

Students who actively participate in school activities are successful in developing personal and academic skills necessary for high school and

life. For a current list of all activities offered at JICHS, see the Dean of Students.

Weather & Emergency Information

As a commuter school, JICS administrators will decide whether to delay or dismiss early due to bad weather. Because of our broad geographical student base, JICS may feel it is necessary to close or delay because of severe weather even when Harrison District 2 remains open. In such a case, tune in to local radio and television stations, check the school website, or the school's voicemail system for pertinent announcements. In all cases of inclement weather, parents should exercise their own judgment whether or not to bring/send their child to school. In cases of inclement weather, all first period tardies and absences will be excused.

If the school will be closed for the day, or on a delay, you can find that information from the following sources generally no later than 5:30 a.m. If school is delayed, parents/guardians are encouraged to continue checking the these sources in case a closure is called after a delay.

1. **www.jamesirwin.org**: Closure/Delay information will be posted on the homepage;
2. **TV**: KKTU (11), KRDO (13), KOAA (5/30);
3. **Radio**: KRDO (1240 AM), KVOR (740 AM), KCCY (96.9 FM), Magic (98.9), KBIQ (102.7), KGFT (100.7), KTLF (90.5); or,
4. **Phone**: You can call the school at (719) 302-9000 to hear the delay/closure status on the voicemail.

Storm Alerts

In case of severe weather during school hours, an announcement will be made over the intercom system. Students are to follow instructions given at that time.

Emergency Drills

In order to ensure a safe and secure school, JICS performs emergency drills to practice safety procedures. In any emergency (drill or otherwise), students will be directed to follow procedures that are designed to maximize their safety. Full cooperation is necessary and

expected for the proper execution of drills. At times and without notice, JICHS may bring drug-sniffing dogs on campus to perform a routine check to ensure our campus remains drug-free. Results of these checks will remain confidential.

Parent/Guardian Notification

JICHS utilizes Infinite Campus to notify parents/guardians of closures/delays, missing assignments, detentions, special announcements, etc. Parents/Guardians may choose how IC notifies them by logging into their account and selecting the various methods (email, text, voice, etc.). It is the parent's/guardian's responsibility to keep all contact information updated and current. If a parent/guardian loses their login credentials, they may contact our front office.