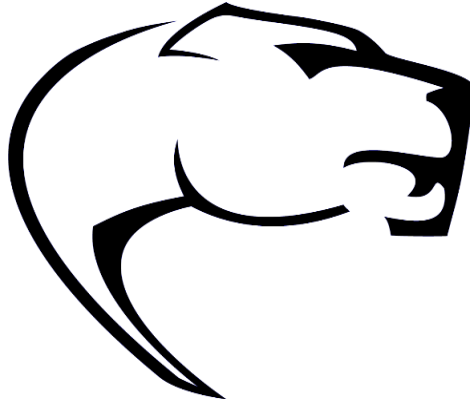


James Irwin
Charter Middle School
Student Handbook
2023 – 2024



Character – Scholarship – Leadership

An alphabetical list of contents is on pages 2-3.

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

School Hours

Monday-Thursday	7:45-3:30
Friday	7:45-1:30

www.jamesirwin.org

5525 Astrozon Boulevard, Colorado Springs, CO 80916 | Office: (719) 302-9108 | Fax: (719) 301-6033

This planner belongs to:

Name: _____ Grade: _____ Student #: _____

House Name: _____ House Trait: _____

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Parent/Guardian Notification

JICS utilizes Infinite Campus to notify parents/guardians of closures/delays, missing assignments, behavioral issues, detentions, special announcements, school lockouts, 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 for emergency purposes and to receive these critical communications. If a parent/guardian loses or forgets their login credentials, they may contact the middle school front office for login support. Go to the school website for additional information regarding Infinite Campus.

Logging in to the IC App

The Campus Student and Campus Parent apps provide the same tools as the browser version, with the benefit of the option to Stay Logged In and receive push notifications.

1. Download the app from the App Store or Google Play
2. Search for the district code of JICS and Colorado for the State. Select JICS from the list.
3. Students, enter your Username and Password, provided by JICMS. Parents will create their own password.
4. If using a secure, private device, mark Stay Logged In to receive mobile push notifications, if enabled by JICMS.
5. Click Log In!

REMINDERS:

- Don't forget your password. IC will automatically request a password reset throughout the year.
- Keep your password in a secure place just in case you need to login using another device.

Logging in from a Web Browser

1. Visit the school website and click Login.
2. Click either Campus Parent or Campus Student.
3. Students, enter the Username and Password provided by your school. Parents will create their own password.
4. Click Log In!

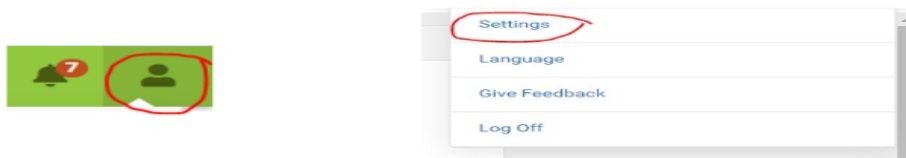
<u>STUDENT LOGIN (click on student portal):</u> Username: student ID# Password: TBD (then changed upon login) ➤ When prompted to input an email address, students must use their JI school email address. ➤ Do not share or lose your log in information. ➤ An assignment will show up on your homepage on the day it is due (not assigned). Click on the assignments tab to view the daily assignments. ➤ Assignments are inaccessible after 11:59 on the due date. ➤ Contact your teacher if you are missing an assignment. ➤ Double-check. Ask a parent to login.	<u>ADDITIONAL INFORMATION:</u> ➤ Parents and students have a different login. ➤ Parents will not receive emails unless the notification setting in IC is set for emails. ➤ Attachments on IC may be seen only in your email and not in IC messenger. ➤ Student information is only available to parents/legal guardians listed on Infinite Campus. For assistance with IC: Please contact the middle school front office at (719) 302-9108. To reset student login: Please contact mary.aquino@jamesirwin.org.
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Have an Activation Key?

Your school may provide you with an Activation Key. Use this key to create your own user account.

1. If using the Campus Parent mobile app, open the app and search for the District Code JICS and Colorado for the state. Skip to step 5.
2. If using a web browser, visit the school website and click Login.
3. Click Campus Parent.
4. Click New User.
5. Enter your Activation Key in the space provided and then Submit.
6. Enter a Username and Password and click Submit.

HOW TO UPDATE CONTACT PREFERENCES IN CAMPUS PARENT/CAMPUS STUDENT



- Click on the person icon in the upper right corner
- Click on "Settings"
- Click on "Contact Preferences"
- Update your contact preferences and REMEMBER TO SAVE.

MAP Data

8th Grade

Math	65%	70%	75%	80%	85%	90%	95%
Fall	232	235	238	241	245	249	256
Winter	236	238	241	244	248	253	260
Spring	238	241	244	247	251	256	263
Goal		Actual				Date	Time
FALL			±	HALL PASSES:			
WINTER							
SPRING							

Language	65%	70%	75%	80%	85%	90%	95%
Fall	221	223	225	228	231	234	240
Winter	223	225	227	230	233	236	241
Spring	224	226	229	231	234	237	243
Goal		Actual				Date	Time
FALL			±	HALL PASSES:			
WINTER							
SPRING							

Reading	65%	70%	75%	80%	85%	90%	95%
Fall	225	227	230	232	236	240	246
Winter	227	229	232	235	238	242	248
Spring	228	231	233	236	239	243	249
Goal		Actual				Date	Time
FALL			±	HALL PASSES:			
WINTER							
SPRING							

Science	65%	70%	75%	80%	85%	90%	95%
Fall	215	217	219	221	223	227	231
Winter	217	219	221	223	226	229	234
Spring	219	221	223	225	228	231	236
Goal		Actual				Date	Time
FALL			±	HALL PASSES:			
WINTER							
SPRING							

7th Grade

Math	65%	70%	75%	80%	85%	90%	95%
Fall	227	229	232	235	238	243	249
Winter	231	233	236	239	243	247	254
Spring	234	236	239	242	246	251	257
Goal	Actual					Date	Time
FALL			±	HALL PASSES:			
WINTER							
SPRING							

Language	65%	70%	75%	80%	85%	90%	95%
Fall	218	220	223	225	228	232	237
Winter	221	223	225	227	230	234	239
Spring	222	224	226	229	231	235	240
Goal	Actual					Date	Time
FALL			±	HALL PASSES:			
WINTER							
SPRING							

Reading	65%	70%	75%	80%	85%	90%	95%
Fall	221	223	225	228	231	235	241
Winter	223	226	228	231	234	238	244
Spring	225	227	229	232	235	239	245
Goal	Actual					Date	Time
FALL			±	HALL PASSES:			
WINTER							
SPRING							

Science	65%	70%	75%	80%	85%	90%	95%
Fall	211	213	215	217	220	223	227
Winter	214	216	218	220	223	226	230
Spring	216	218	219	222	224	227	232
Goal	Actual					Date	Time
FALL			±	HALL PASSES:			
WINTER							
SPRING							

6th Grade

Math	65%	70%	75%	80%	85%	90%	95%
Fall	221	223	226	228	231	235	241
Winter	226	228	231	234	237	241	247
Spring	230	232	235	238	241	245	252
Goal		Actual				Date	Time
FALL			±	HALL PASSES:			
WINTER							
SPRING							

Reading	65%	70%	75%	80%	85%	90%	95%
Fall	217	219	221	224	227	231	237
Winter	220	222	225	227	230	234	240
Spring	222	224	226	229	232	236	242
Goal		Actual				Date	Time
FALL			±	HALL PASSES:			
WINTER							
SPRING							

Language	65%	70%	75%	80%	85%	90%	95%
Fall	215	217	219	222	224	228	233
Winter	218	220	222	225	227	231	236
Spring	220	221	224	226	229	232	237
Goal		Actual				Date	Time
FALL			±	HALL PASSES:			
WINTER							
SPRING							

Science	65%	70%	75%	80%	85%	90%	95%
Fall	209	210	212	214	216	219	224
Winter	212	214	215	217	220	223	227
Spring	213	215	217	219	221	224	229
Goal		Actual				Date	Time
FALL			±	HALL PASSES:			
WINTER							
SPRING							

Winter and Spring Testing Incentives (Fall sets the baseline.)

PIZZA/ICECREAM: 75%+ on any 2 tests or grow 6+ points higher than last MAP scores

JAG WARS + PIZZA/ICE CREAM: 85%+ on both math and reading tests or grow 8 points higher than last MAP scores

Introduction

The James Irwin Charter Middle School Student handbook contains the expectations, policies, and procedures that guide our school. Students and parents or guardians are responsible for knowing and following all school policies and procedures. The success of a student at JICMS is an expressed agreement on his/her part and the part of the parents or guardians to understand and comply with these policies and procedures. This handbook is meant to be a guide; it is impossible to cover every situation that may arise during the school year. These expectations, 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. Italicized items are new or updated policies for the current school year.

Who was James Irwin?

Apollo 15 astronaut, James 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. James Irwin overcame obstacles. He adjusted to several family relocations throughout childhood from Pennsylvania to Florida to Oregon to Utah.

He barely received an appointment into Annapolis, sneaking in by a fraction of a grade point. Yet he hated the Navy, hated ships, and hated the idea of sitting on a ship for a long period of time. Upon graduation, he was commissioned into the newly established United States Air Force. He didn't like to fly in the beginning. He almost left flight training. In fact, it wasn't until his first solo that he discovered his love for flight. While a flight instructor, his student once crashed their plane resulting in two compound leg fractures, a broken jaw, and temporary memory loss. He not only survived but became a test fighter pilot despite his health impairments.

Although initially passed over for service with the space program, his 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, as he assisted in the search for Noah's Ark. James Irwin is a local and contemporary hero to hold before our student body as a role model. James Irwin emulates the character qualities that lead to success.

He pursued excellence in academics, his profession, his family, and in his community service. He died in Glenwood Springs in August 1991. This biographical information, as well as much more, may be found in James Irwin's autobiography, *To Rule the Night*, which is available in our school library.

Guidelines for Success

We want students to develop habits of mind that reinforce JICMS pillars.

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 with personal boundaries, personal hygiene, personal modesty, appropriate dress, and positive 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, using titles like Mr., Mrs., or Miss and avoiding teacher nicknames;
- Exhibiting respect for authority in school and out of school;
- Having a win-win attitude; helping others & developing a school & team spirit;
- Listening carefully to ideas and perspectives different from my own; respecting 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.

The JICMS House System

The JICMS House System is a student organizational structure designed to manage students through the establishment of vertical divisions to achieve specific academic and student leadership objectives. The system adds to the traditional horizontal groupings of school class, age, and grade level by creating smaller integrated communities of students within the student body. The House System also provides a framework for student governance allowing greater opportunity for development of meaningful leadership.

Organization: JICMS students from all grades are divided into separate groups called “Houses.” Each house contains approximately 35-40 students and is advised by teachers. Students are placed in a house by a random assortment to include an equal number of students from each middle school grade.

Purposes:

- To increase peer-to-peer support for each student.
- To ensure individual care for each student with at least three adults who will monitor and support the academic, social, moral, and behavioral growth of each JICMS student.
- To multiply occasions to build strong, healthy student relationships.
- To develop leadership skills in every student.

Unique Outcomes for the JICMS House System

- Enhanced school-student family spirit spanning sixth through eighth grade.
- More robust opportunities for all JICMS students to be trained as leaders through hands-on service.
- More robust leadership opportunities for all students, including leadership & committee positions.
- Stronger interpersonal relationship skills for each student.
- More focused support internalizing JICMS character development.

House Activities

Each house will be expected to organize various school-wide house events, such as assemblies, the school carnival, food-drives, service projects, and other fundraising endeavors. Additionally, each house will develop its own traditions, customs, and historical awareness of the house’s name and its significance to JICMS history.

House Competitions

Every quarter, the houses compete for the James Irwin Cup Award. This award is given to the house that accumulates the most points in various competitions that accentuate academic, athletic, leadership, character and school-spirit excellence. During the quarter, houses earn points by demonstrating character and leadership, as well as other incentive opportunities offered by the JICMS administration. The goal of the James Irwin Cup is to promote healthy competition that boosts spirit and encourages student participation and interaction.

House Officers

An election is held each year for House officers—president, vice president, secretary, accountants, and ambassadors. The president and vice president must be willing to participate in leadership development activities (i.e., elective). Students earning a suspension during the quarter prior to their election will not be eligible to run for office. Officers will sign a contract expressing their intent to lead with character and integrity, and students who receive multiple write-ups or any suspension after being elected will be required to meet with a faculty council to determine next steps.

The 12 JICMS Houses

House	Areti	Ebunye	Efthyni	Eidos
Trait	Excellence	Unity	Responsibility	Vision
Animal	Owl	Elephant	Falcon	Eagle
Color	Yellow	White	Burgundy	Royal Blue
Service Project	Leukemia/Lymphoma Society	Hoops for Heart	Walk-a-thon	Hoops for Heart
Teachers	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

House	Fa'aaloalo	Heilindi	Pahala	Paratus
Trait	Respect	Integrity	Initiative	Readiness
Animal	Shark	Lion	Cheetah	Bear
Color	Light Blue	Gold	Red	Orange
Service Project	Food Drive	Hoops for Heart	Walk-a-thon	Leukemia/Lymphoma Society
Teachers	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

House	Samvinna	Sunesis	Ukweli
Trait	Collaboration	Understanding	Honesty
Animal	Wolf	Turtle	Stallion
Color	Grey	Green	Black
Service Project	Leukemia/Lymphoma Society	Food Drive	Walk-a-thon
Teachers	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Jl Parental Responsibilities

The role of parents in managing children's educational experiences at home and at school has long been considered critical for children's success in school. However, only recently have researchers begun systematic and extensive investigations of parental involvement beyond the early years of schooling, including parents' involvement in students' education during the middle grades. Those students whose parents took an active role in their academic progress, athletic involvement, and other activities associated with school life showed significant advantages and increased motivation in these areas.

Here at James Irwin, we desire to partner with our parents to enable their student's success. We offer many opportunities for parents to become involved by volunteering on a daily, weekly, monthly, or event basis in the school and by supporting our mission with their students at home.

We believe that every parent/guardian who has enrolled their student(s) at James Irwin Charter Schools has done so because they want a school that focuses on character building and rigorous academics to open future doors of opportunity for their children. For this formula to work, we need your support and reinforcement both at home and here at school. The following list presents expectations that JICS has for the parent community so that our partnership is effective in doing what's best for students.

- Treating our faculty and staff with respect – This includes in the car line during morning drop-off and after school dismissal, in the front office, at athletic events, as well as in emails, on the telephone, and in the classrooms. Our students are held to a high standard in this regard, and it is imperative that they see this character pillar modeled by all the adults in their lives.
- Respecting our rules – Enrolling your student at JICS indicates your commitment to supporting and respecting the rules as outlined in this handbook. When parents come on campus, we expect that they are dressed modestly, use appropriate language and tone of voice, and do not engage in any activity that could cause a disruption to the learning environment or athletic events they may be observing. We will always treat our parent community with dignity and respect, and we expect the same in return. Cooperative relationships provide the win-win support that all students need to be able to focus on their education.
- Keeping up to date with our COMMUNICATION –
 - Check your student's planner each day.
 - Listen to automated phone calls and read all JICS emails and/or texts.
 - Keep INFINITE CAMPUS contact information and preferences (including emergency contacts) up to date to receive automated phone calls, email, and/or texts.
 - Check IC frequently to stay apprised of your student's grades and behavior record.
 - Sign up for the JICMS Parent Community Facebook page. (Must answer all questions!)
 - Check for daily announcements.
 - Read the school ELECTRONIC SIGN each day for important announcements.
 - Every Thursday afternoon, a MISSING ASSIGNMENT REPORT is emailed to the parents of students who have missing assignments. Work must be turned in electronically (via IC) by the following Sunday at 11:59 p.m. or the student will receive a zero for the assignment.
 - Read each NEWSLETTER thoroughly.
 - Email teachers. Staff emails can be found on the website.

When we work together to achieve excellence in education, all stakeholders win – the students, the parents, the faculty/staff/administration, the board, and the community. We look forward to a great year with you and your student(s) where excellence becomes the norm!

Academic Contract

James Irwin Charter Middle School is an academically focused school based on the belief that all students will benefit from an academically rigorous program. James Irwin students must fulfill important academic requirements and take responsibility for their own learning.

1. James Irwin students are required to be full-time students enrolled in eight periods each quarter. Students are expected to complete all homework assignments and turn them in on time. They must set aside and expect to spend at least one to two hours every night doing homework and studying their course work. Academics come before all jobs, socializing, sports, and other extra-curricular activities.
2. Students are expected to:
 - Arrive to class on time with all necessary materials: planner, textbooks, notebooks, paper, pens/pencils, whiteboard with dry erase marker, and completed homework.
 - Be in their seat and ready to work when the bell rings.
 - Be active participants in the learning process by listening carefully, taking thorough notes, contributing positively to class discussions, and being respectful of the ideas of others.
 - Be responsible for completing their own schoolwork. (Plagiarism, “helping,” providing or accepting answers, using AI (artificial intelligence) or internet work, and/or copying another student’s work is unacceptable.)
 - Make productive use of any Math Lab and/or Study Hall time.
3. James Irwin Charter Middle School’s curriculum is designed to prepare students for a college preparatory high school and related course work. Students are expected to take the necessary tests including, but not limited to, subject-specific exams, finals, MAP, CMAS, and PSAT8.
4. When absent, it is the student’s responsibility to find out what was covered in class during their absence and complete missing assignments for each day of an absence. Work assigned before the absence must be turned in the first day back to school. (Students have one day per excused absence to turn in missed work.)
5. Expected student performance and the nature and number of assignments are demanding at JICMS. Students must complete academic requirements and take responsibility for their own learning. If, at the end of any quarter, a student’s academic average is below a 70%/C-/2.0 or if an F is received in any subject, the student will be placed on Academic Probation. Teachers will inform both parents and the administration if a D or F is earned. The student is ultimately responsible for knowing the middle school academic requirements and for fulfilling those requirements. The student will be expected to make serious effort to improve his/her grade by seeking help from the appropriate teacher until the grade improves. Students must have earned an academic average of a 70%/C- or better in all grade level content subjects (art or keyboarding, band/choir, history, literature, PE, math, science, writing) and below grade level math by the end of the year in order to meet the prerequisite for the next level. To be removed from academic probation, students must earn at least a 70%/C- average (with no course failures) during the following quarter.
6. Extra credit assignments are not given. Teachers provide additional support as needed; students are taught to begin with the end in mind as a practical leadership habit; teachers communicate and update grades weekly in Infinite Campus for both students and parents; and finally, a missing assignment report is emailed every Thursday after school.

Signature_____ Date_____

Attendance Contract

We appreciate that parents have entrusted their students to us to educate them in the core pillars of Honesty, Integrity, Respect, Responsibility, and Excellence. Families know that we have also committed to setting high academic standards for each student. Regular and prompt attendance is essential for success in our rigorous educational program.

According to Colorado School Attendance Law, C.R.S. 22-33-104(5a), "The Colorado General Assembly has declared that two of the most important factors in ensuring a child's educational development are parental involvement and parental responsibility." Furthermore, when absences exceed the guidelines prescribed by Colorado law, the school can require the parent "to produce evidence of a legal excuse (doctor's letter, etc.)."

As part of our attendance procedure, we require a doctor's note when a student is absent three or more consecutive days. According to the Colorado School Attendance Law, C.R.S. 22-33-107(3a), students are considered "habitually truant" when a student "has 4 unexcused absences in any one month or 10 unexcused absences during any school year."

Attendance Contract Terms

Our goal is to find good solutions and to strengthen the home-school teamwork. Your student's achievement gap will decrease when he/she achieves 100% daily attendance. In order to strongly encourage 100% attendance, the following procedures will be implemented immediately:

1. We will inform you that we are identifying your student as an at-risk student in regards to being identified as habitually truant and/or tardy.
2. A doctor's note will be required if your student has 3 three or more consecutive absences.
3. The doctor's note will specify the date your student was seen and the time we can expect his/her return to school.
4. If your student continues to be tardy, he/she will lose his/her status of "Student in Good-Standing" for next year's enrollment at JICMS.
5. In the future, if your student accumulates excessive absences, we will have no option but to issue an official Notice of Non-Compliance with School Attendance Law, followed by an official Petition for Order to Compel School Attendance which involves a court of law.
6. In the event that a Notice of Non-Compliance is filed, it will carry over into the following school year.
7. Any documents that are filed with the court will remain a part of school records until the student is 17 years old.
8. In the future, we will not be obligated to warn the parent or student of impending actions.
9. All absences, excused or unexcused, count toward the maximum (7) allowed per quarter for the student to receive credit.

Signature_____ Date_____

JICMS Behavioral Contract

Treat people as if they were what they ought to be,
and help them to become what they are capable of being. (Goethe)

James Irwin Charter Middle School's standards for behavior are designed to influence students for high school, college, and for life, not simply to manage behavior while attending school. The standards in this contract will apply to the entire community at the school. Staff members, parents, and students are to be positive examples while on campus or at any school sponsored events.

Honesty, Integrity, Respect, Responsibility, and Excellence are the character pillars that are valued and expected. These character pillars demonstrate respect for self, others, others' ideas, and authority. This includes respectfully confronting someone with whom we have a problem--with the goal of finding a solution. Maintaining these pillars creates the atmosphere necessary to support academic excellence.

Student infractions will be dealt with as quickly as possible in order to minimize disruptions and uphold student expectations. Teachers are responsible for keeping classroom order. The Administration will deal with instances of serious, unacceptable behavior in accordance with the student handbook, district policy, and applicable school laws.

The following list is an example of unacceptable behaviors. The list is illustrative and not to be considered complete.

- Bullying of staff or students
- Causing classroom or school activity disruption
- Cheating/Plagiarism (use of AI—artificial intelligence)
- Disruptive/Disrespectful conduct or failure to comply with a reasonable request
- Inappropriate or immodest dress (Strict compliance with uniform is required.)
- Leaving campus during the school day without permission
- Physical or verbal abuse
- Possession of over the counter (OTC) medications, prescription medication, illegal drugs, alcohol, tobacco, drug paraphernalia, or sexually explicit materials on campus or at school-related events
- Truancy/Tardiness
- Weapons/Dangerous instruments
- Willful disobedience

Behavior Benchmarks and Consequences for Level 1 write-ups (A behavior contract can be required at any time with a level 2, 3, or 4 write-up.)

- 1-5 write-ups –When a student receives a Level 1 write-up that results in a detention, a personal phone call or email will be made by the student or the student's teacher to the parents.
- 10 write-ups – When a student receives 10 Infinite Campus Level 1 write-ups, a meeting will take place with the student, parent, and the administration to discuss the behavioral issues, and the student will be placed on a Behavior Contract.
- 13 write-ups – When a student receives 13 Infinite Campus Level 1 write-ups, a second parent meeting will be conducted where the student will receive a mandatory 3-day out-of-school suspension (OSS).
- 20 write-ups – At the point a student receives 20 Level 1 IC write-ups, he or she will be declared a habitually disruptive student in accordance with Colorado School Law 22-33-106(II). A recommendation will be made by the JICMS administration that the student withdraw from James Irwin Charter Middle school, face expulsion, or lose student in good standing status for the next school year.

Signature _____ Date _____

Computer - Acceptable Use Policy

Permitted Use and Overview

The computer network is the property of James Irwin Charter Schools ("JICS" or "Organization") and is to be used for legitimate business and education purposes. All users have a responsibility to use JICS's computer resources and the Internet in a professional, lawful, and ethical manner. Abuse of the computer network or the Internet, or violation of this policy may result in disciplinary action, including possible termination, expulsion, and civil and/or criminal liability.

Systems personnel may give to law enforcement officials or JICS management personnel any information that constitutes potential evidence of criminal action or violation of JICS policy taking place on any JICS system. The user understands that said information may result in criminal proceedings or administrative actions taken against the user.

Limitations and Guidelines

Digital Citizenship. First and foremost, users are expected to be positive digital citizens. Cyber bullying is taken as seriously as bullying on campus and will have the same consequences. Sending harassing, intimidating and/or threatening messages is prohibited. According to Colorado School Law 22-33-106, "Behavior on or off school property that is detrimental to the welfare or safety of other pupils or of school personnel," cyber bullying is grounds for suspension, expulsion, and/or denial of admission. For more on digital citizenship, visit www.common sense.org

Prohibited Activities. Without prior written permission from JICS administration, the Organization's computer network may not be used to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, Trojan horse programs, malware, etc.) or any other unauthorized materials. Occasional limited appropriate personal use of the computer is permitted if such use does not a) interfere with the user's or any other's job performance; b) have an undue effect on the computer or company network's performance; c) or violate any other policies, provisions, guidelines or standards of this agreement or any other of the Organization. Further, at all times users are responsible for the professional, ethical and lawful use of the computer system. Personal use of the computer is a privilege that may be revoked at any time.

Illegal Copying. Users may not illegally copy material protected under copyright law or make that material available to others for copying. Users are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of JICS.

Accessing the Internet. Bypassing JICS computer network security by accessing the internet directly is strictly prohibited.

Monitoring of Computer and Internet Usage. JICS has the right to monitor and log any and all aspects of its computer system including, but not limited to, monitoring Internet sites visited by users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.

Blocking Websites. In compliance with the federal Children's Internet Protection Act (CIPA), JICS has the right to, and does, block or filter Internet access to pictures that are: (a) obscene, (b) child pornography, or (c) harmful to minors other material deemed inappropriate in the workplace and institution. Attempting to, or successfully bypassing the filter, whether directly or through a proxy, without prior approval is forbidden.

Frivolous Use. Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all users connected to the network have a responsibility to conserve these resources. As such, the user must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, printing materials for personal use, sending mass mailings or chain letters, spending excessive amounts of time on the internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-business-related uses of the internet. Sending harassing, intimidating, and/or threatening messages is also prohibited.

Viruses. Files obtained from sources outside JICS, including disks from home, files downloaded from the internet, e-mail attachments or other online services may contain dangerous computer viruses that may damage the computer network. Users should never download files from the internet, accept e-mail attachments from outsiders, or use disks from non-JICS sources, without first scanning the material with JICS-approved virus checking software. If you suspect that a virus has been introduced into the network, notify the IT Department immediately. Attempts may be made to recover your data, but we do not guarantee data will not be lost. Back up regularly.

No Expectation of Privacy. Users should have no expectation of privacy in anything they create, store, send or receive using the company's computer equipment. Users expressly waive any right of privacy in anything they create, store, send or receive using the company's computer equipment or internet access. Users consent to allow company personnel access to and review of all materials created, stored, sent or received by users through any JICS network or Internet connection.

Account Sharing Prohibited. Internet or network access is only to be used when logged in under the user's own login name. There is never a reason to be logged in under someone else's username (except the network administrator for testing/repairing). The user who is logged in will be responsible for sites visited while logged in. This pertains to inappropriate sites with sexual content as well as politically questionable sites which might come to the attention of government officials under the Patriot Act. (It is the responsibility of the user to keep their username and password confidential.)

Tampering, Hacking and Destructions. Under no circumstances should users attempt to hack into or violate the network, accounts, servers or files. Tampering with and/or destruction of physical hardware including but not limited to mice, keyboards, servers, cables, and networking will not be tolerated and is considered vandalism. Knowingly spreading computer viruses or any attempt to compromise the network integrity are also prohibited.

Acknowledgement of Understanding

I have read and agree to comply with the terms of this policy governing the use of JICS's computers, network and internet. I understand that this access is designed for educational purposes. JICS has taken precautions to eliminate inappropriate material, and students will not access unfiltered materials. I also recognize it is impossible for JICS to restrict access to all inappropriate materials, and I will not hold JICS responsible for materials acquired on the network nor will I hold JICS responsible for any financial obligations arising from unauthorized use of the internet or school email accounts. Further, I accept full responsibility for my child's technology use when not in a school setting, or when using personal technology devices while on or near school campus, in school vehicles, and at school-sponsored activities. I hereby give permission for my student to use the internet/network/email accounts and certify that the information on this form is correct. I understand that any violation of this policy may result in disciplinary action, including possible termination, expulsion, and civil and/or criminal liability.

Signature_____ Date_____

Student Email Address Contract

All students are assigned an official James Irwin Outlook email address (firstname.lastname@stu.jamesirwin.org). Students are required to use their JI email address for all schoolwork, communications with faculty and staff, and remote learning. The JI email address account is securely monitored by a third-party vendor which immediately reports inappropriate content to the administration. If a student is found sending any inappropriate content, disciplinary consequences will apply. The JI email address also serves as the primary contact for any school messages or communications sent to students.

Uses for student email

- Students must check their email daily.
- Teachers will email their students to communicate reminders, course information, pose questions related to class work, and so forth.
- Students should email their teachers directly with questions or comments regarding class.
- Students may email other students.
- Students must use only their JI assigned email address to communicate with teachers.

General email guidelines for students

- Use only school email for school-related communication.
- Do not send harassing email messages or content.
- Do not send offensive email messages or content.
- Do not send spam email messages or content.
- Do not send email to share test answers or promote cheating in any way.
- Do not use the account of another student.

Student email etiquette

- Label your email with a professional subject line. Address the recipient by name (Mr., Miss, or Mrs.).
- Check grammar, mechanics, and tone, and double check spelling and punctuation.
- Use complete sentences, and do not use abbreviations or slang.
- Review your email before sending.

Email login and student password

- Use the web browser (www.outlook.com), or
- Use the school website (www.jamesirwin.org). Click on Student Email (top right corner).
- Password will be provided by your school. Students will reset it upon first login. If you forget password or are unable to login successfully, please visit the front office.

Expectation of Privacy

- Email messages are not secure or private. Confidential information should not be sent via e-mail.

A student email account is a privilege, not a right. Any misuse of email will result in an administrative consequence.

Signature_____ Date_____

Math Lab / Study Hall Contract

PURPOSE: Math Lab/Study Hall period is solely for the purpose of what it is set up for: to study. Students who are assigned to study hall are required to take advantage of this time to assist in lessening the homework load at home and to stay ahead in scheduled classes. Students assigned to math lab must complete math assignments before moving to other subjects. The following guidelines and policies will be enforced strictly to benefit the student, to ensure proper use of this period, and to avoid abuse of this valuable time.

1. Students will meet in assigned classrooms for math lab or study hall.
2. Tardy policies from the student handbook still apply.
3. Upon arriving, students must have all the necessary materials such as planner, approved device, textbooks, notebooks, pencils or pens, paper, etc., for work and study. Allowing students to return to their lockers and/or backpacks once the tardy bell has rung should occur one student at a time only during the last 10 minutes of class.
4. **Study Hall:** If a student does not have homework or study material, the student must have a book to read.
Math Lab: If a student does not have math homework, the student must work on the next math lesson, math facts worksheets, or math worksheets. Once the student provides proof of being ahead one lesson, the student may work on homework in another content area.
 - Students are expected to ask questions and seek support from the math lab teacher.
 - Students are expected to pre-grade completed homework using a highlighter. Expectations for pre-grading must be followed.
5. Math Lab / Study Hall is strictly a no talking period. In addition, students will not use study hall to sleep, write notes, draw, color, or any other activity that violates the intended purpose of this time.
6. No partner or group work during study hall. This is an independent work time. (Math lab exception: Occasionally, the math lab teacher may designate a peer tutor to support other students in a designated area of the classroom away from other students to avoid disrupting others.)
7. Food, drink, and/or gum are not allowed in class. Water in a clear container is allowed.
8. If a student needs to meet with a teacher at an appointed time or use the library during study hall, it is necessary to receive a gold pass from the academic teacher prior to the student's study hall. For safety and accountability, students are required to sign-out when they leave class with a pass and sign-in upon their return, recording their name along with the time of their departure and return. If it becomes evident that library and computer usage is being abused, that student may jeopardize his/her future use of the library and/or computer for the remainder of the quarter.
9. If a student arrives to math lab or study hall without work or a book, the student may be required to write the math lab / study hall contract or may be assigned another special assignment by the instructor.
 - I read and understand the policies and guidelines for math lab and study hall.
 - I understand that misbehavior or disruptions may result in a Level 1 – 4 offense.
 - I understand that all policies stated in the JICMS Handbook are in effect.

Signature_____ Date_____

Advanced Class: Guidelines and Policies

Advanced classes are provided for students who want to benefit from a rigorous, more challenging academic learning environment. Students who are chosen to participate in advanced classes will be expected to adhere to all policies listed in the JICMS handbook, as well as policies provided by individual course teachers.

The administration and faculty at James Irwin Charter Middle School are interested in setting students up for success. We want each student to know what is expected and required to succeed in all advanced classes before the commitment is agreed upon and signed.

Homework is considered late if it is not completed and turned in before class begins. Work must be complete, legible, and of high quality and will not be graded until it is. The late policy will be applied.

- I understand that being part of an advanced class may include one or more of the following:
 - Required independent advanced quarterly project (not optional) with a display – Students who do not complete the advanced project will be moved to a non-advanced class for the rest of the year.
 - Additional reading
 - Additional writing
 - Additional presentations
 - Higher standards & expectations
 - Additional projects
 - Additional labs

	7 TH GRADE	8 TH GRADE
Q1	Writing Display: Oct. 18-19	History Display: Oct. 18-19
Q2	Science Display: Jan. 10-11	Writing Display: Jan. 10-11
Q3	Literature Display: March 13-14	Science Display: March 13-14
Q4	History Display: May 14-15	Literature Display: May 14-15

- I understand that all homework must be turned in on time and that late work will receive a 50% deduction. Homework is considered late if it is not completed before class begins. I understand and am fully aware that missing/late work and/or below mastery grades is cause for removal from my advanced class.
- I understand that I am responsible to put forth my best effort and strive for excellence.
- I understand that my teacher is willing to give extra support if I ask for it. I will ask!
- I understand that it is my responsibility to check Infinite Campus weekly and, in the event of absences, it is my responsibility to get and complete any work that was assigned during my absence. Work that was due on the days I was absent is due immediately upon return to class to avoid the late penalty.
- I understand that my actions, choices, and overall behavior at school dictate my ability to remain in an advanced class.
- I understand that changing courses will be the decision of the teacher and the administration.
- As a parent, I agree to support my child and the teacher. I will also check Infinite Campus at least once every week and will support the Missing Assignment Policy.
- I understand that internet access (home/library) is essential for research projects.

Signature_____ Date_____

Academic Information and Procedures

Grading Scale

A+	=	97-100	4.0		C+	=	77-79	2.0
A	=	93-96	4.0		C	=	73-76	2.0
A-	=	90-92	4.0		C-	=	70-72	2.0
B+	=	87-89	3.0		*D+	=	67-69	1.0
B	=	83-86	3.0		*D	=	63-66	1.0
B-	=	80-82	3.0		*D-	=	60-62	1.0
Advanced Class = +.5 GPA					*F	=	0-59	0.0

*failing grade/not passing

Report Cards

Report cards will be posted on Infinite Campus at the end of each quarter for parents to view/print.

Honor Rolls

Principal's List: GPA 3.70-4.5

Dean's List: GPA 3.30-3.69

JAGS Pride List: GPA 3.0-3.29

Grades Policy

At the end of the year (all four quarters), an average score of 70%/C- or higher in each grade level class will be considered passing; students must pass 6 out of 7 required classes—PE, history, literature, math, science, writing, and art or keyboarding—in order to be promoted to the next grade. Students who are in a **below grade-level** math class must have a minimum average score of 70%/C- in order to move into the next grade level regardless of grades in other classes. Students who average below a 70%/C- in two or more grade level required classes (or below grade-level math) will be offered the Gift of Time in the same grade and will not be promoted to the next grade.

Academic Probation

All students sign both a behavioral and an academic contract as a condition for enrollment. If, at the end of any quarter, a student receives a grade below 70% in any class or below a 2.0 Grade Point Average on any quarterly report card, the student is placed on academic probation. The student's activity period may be modified to maximize academic success. The parents and student must meet face-to-face with the student's teacher(s) to review the student's academic performance with the goal being to remediate areas needing improvement, obtain paid tutoring as required by the teacher and/or JICMS, and develop consistent homework habits. (An overwhelming number of the students who are on academic probation are not completing assigned homework on time—or at all.) To be removed from academic probation, students must earn at least a 70%/C- average (with no Fs) during the following quarter. If a student remains on academic probation through the end of the 4th quarter, or does not have a combined 4 quarter average of at least 70%/C- in 6 out of 7 grade level required classes—PE, history, literature, math, science, writing, art or keyboarding—he/she will be offered the Gift of Time in the same grade level or will lose his/her good standing as a student of JICMS.

Eligibility for Athletes

Participation in activities is a privilege, not a right. All athletes must maintain proper academic standing to be eligible. The minimum academic requirement at JICMS is to maintain a 2.0 grade point average and not be failing any course. Grades are tracked on Thursday of each week by the Athletic Director, and a student found to be ineligible for academic reasons will be unable to play in games and cannot be dismissed early to attend games. If a student is found ineligible, he/she will be ineligible beginning that Friday through the following Thursday and will be eligible to play again the following Friday if grades permit. Refer to the athletic handbook for additional details.

Athletes: During the academic probation period after a report card, the student will be allowed to participate in sports and other extracurricular activities at school if the following stipulations take place:

- First, parent and student must meet face-to-face (in person or virtual) with the student's teacher to work together on strategies to ensure the student's success. This meeting must take place before the first practice.
- Second, all grades are a 70%/C- or better every Thursday throughout the quarter. If the student has any grade (in any subject including band, choir, art, etc.) below 70%, he/she will become ineligible to play sports through the end of the quarter.

Gift of Time

For a variety of reasons, some students need another year in the same grade in order to be academically successful in their future. Gift of Time is when a student is retained in the same grade instead of moving to the next grade.

Final Exams

All 6th – 8th grade students will take exams at the end of quarters 2 and 4. Students must take their exams during the posted, regularly scheduled times. In rare cases, an exception may be made by the principal for extenuating circumstances.

PSAT 8/9

All 8th graders will take the PSAT 8/9 in the spring to establish a baseline for college and career readiness.

National Junior Honor Society 6-9

As noted on the National Junior Honor Society website, the NJHS is the nation's premier organization established to recognize outstanding middle school students who demonstrate excellence in Scholarship, Leadership, Service, Character, and Citizenship. Chapter membership not only recognizes students for their accomplishments, but, through monthly meetings, it challenges them to continue to develop through regular involvement in school activities and community service. Information specific to the James Irwin Charter Middle School Chapter of the National Junior Honor Society can be found on the middle school website.

NJHS Selection Process

To be considered for membership, 6th grade students and all new students must attend JICMS for at least one semester or have a letter of recommendation as a current NJHS member in good standing from their previous school. Following the 1st and 2nd Quarters, the selection process for our NJHS inductees will begin. There is a process by which students are selected for membership into the National Junior Honor Society. Students are invited to seek admission into the National Junior Honor Society based upon at least a 3.5 grade point average (GPA), 0-3 unexcused tardies, 0-2 Level 1 Infinite Campus write-ups, teacher nominations, and exemplary behavior.

The process of selection is as follows:

1. A completed information form is received from the student by a preset deadline.
2. Three teachers submit faculty recommendations.
3. The Faculty Council of JICMS National Junior Honor Society Chapter meets to discuss, review, and make proposals based upon the faculty recommendation forms, the student's completed information form, and the predetermined criteria based upon the Constitution of the National Junior Honor Society.
4. Faculty Council members vote on each candidate individually, and those student's receiving a majority vote are to be received into the society. The selections made by the Faculty Council are final.

Students selected for membership are expected to continue to demonstrate the qualities of scholarship, character, leadership, service, and citizenship, exemplary behavior, and maintain at least a 3.5 GPA.

Once inducted, members are expected to attend all meetings, pay yearly dues, and participate in group service projects in addition to doing other service projects to total five service hours per quarter. Please visit www.njhs.us for more information.

Washington, DC

On “even” calendar years, the National Junior Honor Society hosts a trip to our nation’s capital in Washington, DC. All students who will be in 8th or 9th grade during the “even” year have the opportunity to participate on this cross-country trip through an application process which includes two short-response paragraphs, as well as administrative and teacher recommendations based on academics and behavior. Once approved, students’ success in both academics and behavior is monitored and may impact their continued acceptance. “Individual” fundraising opportunities can help motivated students raise money to offset the cost of their trip or pay for it entirely.

Attendance

Returning to the standard

- Return to realization that school is not optional, and attendance is important
- Regain culture of attendance focusing on systems to achieve goal

What is the goal for student attendance?

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

Why? Regular attendance is of utmost importance for academic achievement, school engagement, and social acclimation. No single factor may interfere with a student’s progress more quickly than frequent tardiness or absence. We can’t teach them if they are not here. Students miss much more than an assignment when they are absent from class.

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

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

“GOALS -You can’t set the course for where you’re going until you know where you are.”

- Author unknown

Attendance Policies

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

Absences

Students are expected to be in attendance every school day (including times of remote learning). Once on school property, students are required to report to the designated waiting area and not leave campus unless signed out by a parent or guardian. Students are expected to be in their assigned seats, ready to work when the bell rings at the beginning of each class period. A note or phone call from the parent/guardian explaining a student's absence does not necessarily excuse that student. In all cases, administration reserves the right to determine whether an absence is excused.

Habitually Truant – The State of Colorado reporting guidelines require JICMS to deem a student “habitually truant” and begin truancy proceedings if a student accrues four (4) or more unexcused absences in one month and/or ten (10) unexcused absences in one school year. Therefore, it is crucial that parents/guardians report the absence(s) to the JICMS front office within 24 hours, including a reason and any supporting documentation.

Chronic Absenteeism – The State of Colorado defines chronic absenteeism as being absent from school, whether excused or unexcused, 10 percent or more of the scheduled days in a school year. For example, a student who has 3 absences in the first 30 school days will be reported as chronically absent. Therefore, it is important to plan around the posted school calendar to avoid unnecessary prolonged or frequent absences.

(<https://www.cde.state.co.us/dropoutprevention/schoolattendancefactsheet2018>)

Absences (Excused)

Excused absences are normally those resulting from illnesses, injury, family emergencies, family funerals, and court responsibilities. An excused absence gives the student the opportunity to make up work that has been missed during the absence. Students will have one day to make up missed work for each excused absence. Weekends count for two make-up days.

If a student is present when work is assigned, he/she is responsible for turning in the work upon his/her return to school, regardless of how many school days were missed. If a student is absent during the day a major project is due or test is given, the student must turn in the project and/or take the test on the first day he/she returns.

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

Absence (Notification of)

A parent or guardian must notify JICMS of a student absence within 24 hours (719-302-9108). Until properly reported, the absence is considered unexcused, regardless of its nature. A call or note reporting the absence must reach the office within 24 hours and will be part of the student's permanent file. JICMS may require proof of illness, including written statements from medical sources. Three or more days of consecutive absences due to illness requires a doctor's note to be excused. After 72 hours, an unexcused absence will not be reversed.

To meet the school's requirements for reporting absences to the state department of education so that a student's absence may be excused, we are required to have a signed note from a physician any time a student needs to leave school for a medical appointment. This note needs to state that the student was at an appointment requiring a school absence, not the reason for the appointment. This note must be brought into the front office following the appointment.

If a student must be released early from school for medical/dental appointments, a parent/guardian must sign the student in and out.

Absences (Number Permitted per Quarter)

When a student has more than seven (7) absences, excused or unexcused, from any class during a quarter, credit will not be awarded and the class must be repeated. 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. This means the student will be subject to the Gift of Time in that grade level since all subjects, except math, offer no alternatives in the next grade level.

If a student is passing the class at the time the student exceeds the allotted number of absences, the transcript will reflect “NG” for the quarter and no grade will be granted. If the student is failing the class, the transcript will reflect the “F” for the semester and will negatively impact the student's GPA.

Absences (Scheduled Absence Plan)

We ask that parents/guardians do not plan to have more than 3 days off in a quarter for religious holidays, family vacations, special family events, etc. Parent/guardian is required to submit a Scheduled Absence Plan form a minimum of 2 (two) weeks in advance to be considered for an excused absence. It is the student's responsibility to obtain all homework assignments in advance from his/her teachers. The decision of the administration, based on the circumstances of the case, will determine whether the absence is excused or unexcused (maximum 3 days excused). The Principal or Attendance Manager will designate a deadline by which the student must complete missed work. Work not submitted by the designated deadline will receive a zero and may not be turned in late for a grade.

Absences (Unexcused)

Unexcused absences are those due to reasons not previously mentioned. The student will earn a maximum of 75% of the grade received on homework. Quizzes, tests, exams, and projects are designed to test the student's mastery of a particular subject area and will be scored for full credit. Tests/quizzes must be taken on the student's first day back in class.

If JICMS 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.

Attendance for Athletics and After School Activities/Events

Every athlete must be in school for more than half their classes to be eligible to play in a game that day. Middle school students have an 8 period schedule and must be in school before period 5. Exceptions: Students who have a doctor appointment—a doctor's note is required—but are here before and after the appointment. Students who have a major family emergency (i.e. funeral) may be given permission to attend and participate in games, activities, or events. Any student that comes in after the listed times will not be eligible to play that afternoon.

Tardy Policy

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 over the threshold when the final bell rings. A tardy will be considered unexcused unless the student has approval by a note from a teacher or the office staff. A note from the parent/guardian does not necessarily excuse the student and must be given to the office staff prior to going to class. The staff, in turn, sends the student to class with a pass.

A tardy is 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 may receive a Level 1 offense or be referred immediately to the Dean of Students.

- Students who arrive more than 10 minutes late without a legitimate pass from a teacher will be marked absent and will receive a Level 2 offense for skipping class.

Students who are late to school must have a parent sign them in at the front office and get a pass before going to class. A student who does not have a parent to sign him/her in, signs a tardy sheet and states the reason for being late. The tardy is marked as unexcused. Students who fail to report to the office will be subject to disciplinary action. JICMS reserves the right to excuse or un-excuse a tardy. Carline or snow will not ordinarily be accepted as an excuse for tardiness.

6 UNEXCUSED TARDIES = Every time a student is late to school or class six (6) times, the student will be required to serve a detention on the assigned date. The first detention will be 90 minutes after school; all subsequent detentions will be a 180 minute (3 hours) Saturday School from 7:00 a.m. – 10:00 a.m. (Skipping a detention will result in a Saturday School; skipping a Saturday School will result in two (2) days OSS, and the student will be rescheduled for original detention.)

By listing these consequences, JICMS does not limit its right to take further steps as may be warranted. Students who are habitually tardy (more than 12) will be required to sign the JICMS attendance contract stating that they understand the serious consequences that come with truancy and tardiness. Additionally, every 6 tardies will result in a Level 1 detention on an assigned Friday. Excused tardies are given for extreme weather conditions and medical appointments only, barring extenuating circumstances as defined by a school administrator. For 2-hour delays, where there is extra time to get to school, students must be in class by 9:45 or will receive an unexcused tardy.

Truancies

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

After 3 consecutive unexcused absences, or 4 unexcused absences within the same calendar month, or 10 unexcused absences within a school year, JICMS reserves the right to initiate the filing of truancy.

Discipline

James Irwin Charter Schools prides itself on developing character in our students. The guiding principles for student character development are the Five Pillars of Character – Honesty, Integrity, Respect, Excellence, and Responsibility. We know that choices have consequences and when choices are made that violate one or more of the JICMS character pillars, consequences must be given. When a student makes a poor choice, he or she will be counseled on their choice and how it violated one or more of the character pillars.

Students are responsible for knowing and following all classroom rules and expectations for behavior in school and at school activities. It is the responsibility of each student and their parents to know our school's policies and the consequences that will follow if an expectation isn't being met. The rights of all are protected when students exercise responsibility and follow the rules.

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 or 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 is available on the Colorado Department of Education website.

Behavior Contract

- Contract is drafted by the Dean of Students which outlines specific expectations for student.
- A behavior contract may be implemented at any time at the Dean's discretion.
- Required meeting with parent/guardian.
- Parent/guardian, student, and administrator are required to sign the behavior contract prior to the student's return to class/school.
- Any infraction committed which violates the contract may be grounds for disciplinary restriction, suspension, or expulsion.
- Students who return after an expulsion will be placed on a behavior contract for 365 days.

After School Detention (Not Optional) → Saturday School → OSS → Repeat

The purpose of detention is to put a consequence in place that encourages students to maintain positive, appropriate behavior in class, and to be on time to school/class. During each detention, students will be required to follow all instructions given by the detention adviser. Students will not be allowed to leave the classroom. Napping, drawing, and any other activity not specifically permitted by the adviser are all prohibited. Detention is 90 minutes on the assigned day. (Athletes must serve detention before participating in practices/games.)

- Students who do not attend their assigned detention or do not serve the entire 90 minutes will be assigned to a 3-hour Saturday School from 7:00-10:00 a.m.
- Students who arrive after 7:00 a.m. or do not attend their assigned Saturday School will receive two (2) days OSS and will be reassigned to complete the original detention. (Students cannot enter after 7:00 a.m. Late = absent)

Suspensions (1-9 days in length) “A separation from the school community for a stated time period.”

- Students in ISS will complete a character packet before working on missing or current classwork. Students in OSS will be given (or emailed) the character packet to complete at home. Students will not return to class until all parts of the packet are completed correctly (as determined by an administrator).
- Any student who receives a suspension, ISS or OSS, within 2 weeks of an extracurricular school event may be restricted from attending the event.
- In the event of a suspension, students are exempted from missed bell work and participation points. In-class worksheets and homework must be completed and returned at the beginning of class on the first day the student returns for a maximum of 75% of the grade earned. Any work given to the student (via school or email) that is not turned in on the first day the student returns to class will be a permanent zero.
- Quizzes, tests, and exams are designed to test the student’s mastery of a particular subject area and therefore will be scored for full credit. Missed quizzes/tests will be given on student’s first day back in class.
- A student may not attend any school-sponsored activity during an OSS period.
- There will be notification of the student and parents and/or guardian, and a concerted effort will be made to talk to the parent/guardian directly. If after two attempts, the parent/guardian is not available, a voicemail or email will be used to notify the parent/guardian of the student’s consequence.
- Students will return from an OSS to the JICMS community on probationary conditions and may be placed on an administrative behavioral contract. Upon return, a reintegration meeting may be required.
- Habitually Disruptive Students - Colorado School Law states students are considered “habitually disruptive” when they have willfully caused a “material and substantial disruption in the classroom, on school grounds, on school vehicles, or at school activities or events, and the child was suspended three (3) times during the school year for the disruption” §C.R.S. 22-33-106 (c.5)(II). Students will be deemed “habitually disruptive” on a case-by-case basis and lose their “student in good standing” status. Disruptive students will be placed on an administrative behavioral contract when deemed necessary by administration.

Expulsions (10-180 days in length) The consequence for Level 4 offenses is expulsion. It is also the last step taken after several attempts to deal with a student who has become habitually disruptive.

- The student is recommended to the school administration for an expulsion hearing.
- Notification of parents and/or guardian; student may not attend any school-sponsored activities.
- Notation on permanent school records; student may not attend another District 2 school or attend any District 2 extracurricular activities.
- Student is no longer allowed on school property.
- During short-term expulsion periods, class work, homework, and projects must be made up and turned in by assigned deadlines; the student will earn a maximum of 75% of the grade earned. Work not turned in by the assigned deadline will receive a 0%.
- Quizzes, tests, exams, and projects are designed to test the student’s mastery of a particular subject area and, therefore, will be scored for full credit. Students are required to come to school to take quizzes, tests, and exams. Class projects are due by noon on the due date and must be dropped off at the front office.
- Following the outcome of the expulsion hearing, the school will recommend options to the student’s parent/guardian for completing education during the expulsion period.

Students who return after an expulsion will be placed on a behavior contract for 365 days.

Summary of Infractions

At all levels, behavior as determined by an administrator may increase the consequence to the next level.

All write-ups become part of the student’s middle school permanent record.

LEVEL 1 OFFENSE = Detention (not optional) — 90 minutes on assigned weekday

1. Unexcused tardy to school or class (every 6 times)
2. Gum/Eating in Class - Chewing gum anywhere on campus at any time or eating, drinking, or having food present in class, the computer lab, or the library. Water in a clear container (no glass) is the only permitted drink in class.
3. Note-writing and passing during school hours
5. Cell phone or any electronic device violation (See Cell Phones & Electronic Devices policy.)
6. Dress code violation after 8:00 a.m.
7. Book not covered (Students may not use a cover that stretches.)
8. Horseplay

9. Throwing anything in the building, classroom, café, or parking lot
10. Materials on floor in hall and/or backpacks unzipped/open
11. Face mask, when worn, that is not worn properly over mouth and nose
12. Other minor infraction as determined by the Dean of Students

LEVEL 2 OFFENSE = In School Suspension (ISS) and/or Administrative Consequences

1. Repeated Level 1 offense
2. Inappropriate behavior during an assembly or with any guest/guest teacher/speaker/etc.
3. Throwing anything in the lunchroom, tampering with someone else's food, or other inappropriate lunch behaviors as determined by the administration
4. Disrespect/Disruptive Conduct – conduct that interferes with the educational process or demonstrates a lack of respect for teachers, staff, guests, speakers, or students
5. Cursing – abusive/obscene language during classes, anywhere on the school campus, or at school activities, including anything written, verbal, or gestures
6. Gambling – gambling during classes, on the school campus, or at school activities.
7. Walking out of class without permission and a pass (exception: illness requiring immediate front office support)
8. Behavior that is unfavorable or hostile to the welfare, safety, or morals of others
9. Public display of affection (PDA) – All PDA, regardless of gender, will NOT be tolerated at school, on school grounds, or school activities (i.e. holding hands, front to front hugs, kissing, sitting on laps, arms around each other, etc.).
10. Lying/Dishonesty – withholding truth, telling a partial truth, or giving misleading information.
11. Skipping class or school – arriving more than 10 minutes late to class without a legitimate pass; absence from school, class, or school assemblies without permission of parents and administration.
12. Possession of any OTC medication (without use)
13. Cheating/Plagiarism (automatic administrative referral) – results in a “zero” grade in addition to other consequences. This pertains to homework, class work, quizzes, tests, AI, and projects.
14. Students outside of gym (in halls, at lockers, in café, etc.) during home and away during games without parent or coach.

LEVEL 3 OFFENSE = Out of School Suspension (OSS) and/or Administrative Consequences/Expulsion

1. Repeated Level 2 offense.
2. Failure to complete Saturday School hours results in 2 days of OSS. In addition to OSS, student will still be required to serve the original detention the following week. (Late students will not be admitted.)
3. Defiance/Misbehavior – continued, willful, and/or bold disobedience/arguing; open resistance to authority
4. Extortion, Bribery or Coercion – in any form
5. Insubordination – use of abusive language and/or continued disrespect toward coaches, faculty, staff or students.
6. Abusive language – verbal/written language that is cursing or obscene in nature during class, anywhere on school grounds, or at school-sponsored activities. It may include words that emphasize disabilities, preferences, social/cultural difference or sexual orientation in a derogatory manner. It can occur on any electronic media.
7. False Fire/911 Alarms – tampering with a fire alarm, fire extinguisher, or turning in a false alarm of any kind.
8. Obscene gestures/literature/pornographic material/music with inappropriate theme – sexting, possession of books, materials, websites, or written notes containing obscene language or pictures (includes cell phones)
9. Fighting – physical or verbal fights between students on school property or any school sponsored event
10. Bullying as defined in this handbook
11. Leaving Campus – going off campus (including, but not limited to, 7-11) without permission from an administrator and accurately dated written permission from a parent/guardian that is submitted to the front office in advance
12. Threats – any physical retaliation or threat (implied, spoken, or written) to a staff member and/or student
13. Violation of the JICS Computer Use Agreement
14. Locker Violation – opening another student's locker; moving/removing items from another student's locker
15. In an “off-limits” area at any time (during and after school)...halls after 3:45 (1:45 on Fridays), unsupervised classrooms, courtyard, etc.
16. 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/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)
17. Videos and photographs – Students may not use a phone or other equipment to video or photograph themselves or others during the school day or at school events—on or off campus (sports, dances, field trips, etc.)—without permission. (L3 offense)

LEVEL 4 OFFENSE = Expulsion / Administrative Consequences

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 (Student will be responsible to pay for repair.)
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 or other student's signature
4. Illegal Drugs/Controlled Substances – possession, transmission of, use of any illegal drug, drug paraphernalia, or controlled substance (including prescription medication) on or off school grounds or at any school-sponsored events. The abuse of over-the-counter medication, even if not a controlled substance listed under Federal Code, is a Level IV Offense. Any commercial or homemade product that is laced, infused, or mixed with a controlled substance or OTC medication is included.
5. Vaping, Alcoholic Beverages, or Marijuana – the use, transmission, or state of being under the influence of alcoholic beverages or marijuana, or holding/possession of/using vaping products, on or off school grounds, or at any school-sponsored events.
6. Tobacco – in possession of, smoking, chewing, and/or sniffing at any time on campus or at school-sponsored activities. This includes paraphernalia or products for e-cigarettes and vapor smoking CRS Sec. 18-13-121(5)(a)(11)
7. Cyber Harassment or Cyber Bullying – According to STOP Cyber Bullying (2012), “Cyber bullying” is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones.”
8. 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.
9. Sexual Harassment – as defined in this handbook
10. Unlawful Activity – participation either on or off campus (Potentially criminal offenses are subject to being reported to the police.)
11. Weapons/Dangerous Instruments – branding, carrying, possession, or transmitting any object that can reasonably be considered a weapon or threat on school grounds at any time or at any school function. This includes any facsimile (3D printing, toy/replica, etc.), or the use of any object used as a weapon.
12. 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. (This information is taken from The Colorado School Violence Prevention and Student Discipline Manual).
13. Gang-related activity in school, on school grounds, in school vehicles, or at school activities or sanctioned events. CRS 22-32-109.1(2)(a)(VI). Includes dress, graffiti, talk, signs, etc. CSPD Definition: “a group of individuals, juveniles, or adults who associate on a continuous basis, form an allegiance for a common purpose, and are involved in delinquent or criminal activity”.

PLEASE NOTE: Public school students have certain rights guaranteed by the Constitution and Colorado state 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.” CRS 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 schools website.

Guidelines and Policies

Assemblies

Assemblies are part of student life at JICMS, and all students and faculty are required to attend. Visitors are welcome to attend assemblies.

Building Access

School doors open at 7:30 am (9:30 on 2-hour delay days) and will close at 3:45 pm (1:45 pm on Fridays). Students must dress appropriately. All students must be picked up by 3:45 pm (1:45 pm on Fridays). Supervision will not be provided after 3:45 pm (1:45 pm 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 will remain outside at their own risk. Students who remain in or re-enter the school building outside of school hours without permission or without the direct supervision of staff for a planned, scheduled activity (i.e., club activity, athletic practice or game,

or House event) will be considered to be in an off-limit area (may result in OSS). If the behavior continues, it will be considered willful disobedience and the student may be suspended. JICS may also refer to or call law enforcement or take any other appropriate course of action for any unauthorized access if deemed necessary.

Bullying

Bullying is defined as “any written or verbal expression, or physical or electronic act or gesture, or pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student.” (Section 22-32-109.1(b), C.R.S. 2016). Bullying in any form, including cyberbullying, will be dealt with at the administrative level. Students who feel that they are being bullied should inform a faculty member and/or administration immediately.

Types of Bullying

There are three types of bullying: physical, verbal, and relational. Physical bullying occurs when a student is bodily harmed and includes behaviors such as hitting, kicking, spitting, or pushing. In contrast, verbal bullying can be harmful written or verbal communication such as name-calling or threatening another student. The third type of bullying is relational bullying. Sometimes referred to as social bullying, the purpose of relational bullying is to harm a student's relationships or social status. This can include behaviors such as spreading rumors or posting embarrassing information online. Damaging a student's property has been suggested by some researchers as a fourth type of bullying.¹ This would include acts such as theft or deleting the student's personal electronic information.

According to the Centers for Disease Control and Prevention, cyberbullying, or electronic bullying, is a location where bullying occurs and not a type of bullying itself.² Cyberbullying occurs when students use technology to verbally or relationally bully others. This can occur during online instruction on or off school property. For example, students may create private electronic document in which they verbally engage in bullying, then delete the file shortly after; all while appearing to be completing assignments. The lines between in-person bullying and cyberbullying can often blur. For example, physical bullying that results in a fight being recorded and posted online or the spreading of rumors using electronic means can be both in-person and cyberbullying. Often, cyberbullying occurs outside of school hours, off school property, and on personal devices. These behaviors are still within the scope of the school to respond to when it affects a student's welfare, their ability to access their education, and/or the behavior has a nexus, or connection, to the school.

Camera & Video/Surveillance Policy

JICMS acknowledges that all students and school personnel have a right to image confidentiality and a general, limited 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 on the internet. JICMS students who knowingly take photographs or video images of students/staff and post them on any internet site (such as, but not limited to, Snap-chat, Instagram, Twitter, YouTube, Facebook, etc.) without permission from student/staff will be held responsible under 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...” To exclude student images from being used by JICMS, parent/guardian must sign a Media Opt Out obtained from the front office. On campus, the school maintains a video/camera system for safety, security, and discipline incidents.

Cameras will be used in classrooms for research-based teacher training. Recorded videos may be posted on Infinite Campus but will not be posted publicly. Videos will also be analyzed to improve and enhance teacher performance and student behavior.

Carline Procedures

- Never use the front lane for dropping off or picking up students. During morning drop off and afternoon pickup, this lane is part of the students' safe crossing area.
- Use only the second and third lanes for picking up and dropping off students.
- During carline, DO NOT stop or park on Astrozon or Powers. Do not leave vehicle parked in carline.
- When exiting the carline area, please only make a left turn onto Astrozon. Eastbound Astrozon is used for elementary traffic only.
- If you have both an Elementary and MS/HS student, we recommend coming at 3:40 p.m. and instructing your MS/HS student(s) to wait for you at the middle school pickup area after picking up the elementary student. Thank you for your understanding and support as we operate dismissal in a safe, efficient manner.
- JICMS may call law enforcement for students who are not picked up by 4:00 p.m. (Monday-Thursday) / 2:00 (Friday) and are not involved in an after-school activity.

Cell Phones and Electronic Devices

In case of a family emergency, contact the front office to reach your student. The JICMS Cell Phone and Electronic Devices Policy is based on respect, legitimate student discourse, and safety on campus. Students may bring a cell phone/electronic device to use during class as directed by their teachers. From the time students enter the building until after dismissal announcements, devices may not be used for personal use including, but not limited to, contacting parents/friends, responding to parent/friend texts/emails, etc. Cell phones/devices must be left in the classroom organizer or drop zone until the teacher directs usage and may never be taken to the locker room or restroom. Cell phones/devices are subject to confiscation and constitute a cell phone violation. If confiscated, it must be retrieved by the parent. Parents need to be supportive of school staff and should understand that if a phone/device has been confiscated, the student was in violation of this policy. Students may take a cell phone to away games to take pictures; however, headphones and audio may not be used during athletic events or school functions. Cell phones may not be taken on field trips. Students who are discovered or admit to using the cell phone/device for personal use without permission from school staff will receive a Level 1 offense the first time and Level 2 or 3 after that. Student will also be required to turn in phone to front office as follows: 1st offense = 1 week, 2nd offense = 9 weeks, 3rd offense = rest of year.

- This includes calls/texts to parents or others without going through the front office.
- If a cellphone is carried into the locker room or restroom, the student will be required to drop off and retrieve their cellphone from the front office for the rest of the year.

Cheating / Plagiarism

The website, <https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism>, defines plagiarism as presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed, or electronic form, is covered under this definition, including AI. This includes any work turned in that is not from the student's mind.

Wilfred Stone and J.G. Bell, *Prose Style: A Handbook for Writers*, "Plagiarism is literary burglary.... Whenever you borrow another writer's words or ideas you must acknowledge the borrowing." Copying the words or paraphrasing the ideas of another without giving him or 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 students are given an opportunity to develop a full understanding of the meaning of plagiarism and its seriousness in an academic community. A zero resulting from an incident of cheating or plagiarism will not be dropped from the student's grade.

Conduct at Athletic Events

Coaches, players, and spectators at an athletic event must comply with the rules of the host school. AT ALL TIMES, James Irwin students are expected to follow the JICMS Code of Conduct and Dress Code. Students may wear modest non-uniform clothing to sporting events. Family members and other guests of JICMS are required to follow the same rules of conduct as students.

- Any player who is guilty of misconduct during an event may be suspended for the remainder of the season.
- JICMS students will direct cheers to JICMS students. Students will not engage in derogatory cheers directed toward the rival teams or referees or engage in the use of noisemakers or stomping intended to distract rival players.

Conduct in the Café (6-8)

The café offers the Student Federal Lunch Program that accommodates all students including those who qualify for a free or reduced lunch. JICMS is a closed campus and all students are expected to eat lunch in the café.

Students who display inappropriate behavior during lunch will have their lunch privileges restricted. They will be assigned a seat and given additional clean-up duties.

Food/drink consumption is ONLY allowed in the café (or hallways during passing periods). 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.

Gum chewing is not allowed in the building.

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 or the Dean of Students. In accordance with C.R.S. 22-32-109.1 (2), a teacher has the right to remove a disruptive student from the classroom. Upon the third such removal by the teacher, the student will be placed on a Multi-Tiered System of Support (MTSS) and may be removed from the teacher's classroom for the remainder of the term, pending due process by school administration. (Third incident is considered "habitually disruptive.")

- Note writing, food, chewing gum, 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.
- Students who fall asleep in class after a warning will be sent home.

Conduct at Social Functions

Students must be present at school for the equivalent of at least 4 class periods to participate in school-sponsored activities that day. Administration reserves the right to make a final determination of student eligibility for activities. Faculty is required to be present for all school-sponsored dances. If chaperones are requested, they must be approved by the school prior to the dance. Students are to be modestly dressed and are to conduct themselves appropriately at school dances. There is to be NO suggestive dancing or behavior at JICMS social functions. The parent/guardian and Colorado Springs Police Dept. will be called immediately if there is any evidence of possession or use of drugs or alcohol, and suspension or expulsion will result.

NO OUTSIDE GUESTS other than parents/guardians are permitted for 6-8 grade dances or class field trips.

Email Address (Student)

Every JICMS student will be assigned an email address (firstname.lastname@stu.jamesirwin.org) to use for all school communication. This email address will also serve as the contact for any school messages to students. Students may use only their school email (not a personal email address) to contact teachers. To reset a student email, please contact the front office. All emails are monitored by a third-party vendor. (See email contract.)

Face Masks

Masks, when worn, must cover the mouth and nose. All masks must be JI appropriate—no skulls, crossbones, blood, scary, etc.

Field Trips (Academic & Non-academic)

Each grade-level has one academic field trip each year that is mandatory (Zoo, Cave of the Winds, etc.). Non-academic Field Trips are privileges afforded to students and are not mandatory; no student has an absolute right to take part. Students can be denied participation in non-academic field trips if they fail to meet academic and/or behavioral standards. 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, and a forged, parent signature carries significant consequences. Students on field trips must be in school approved dress code. No cell phones allowed on field trips. Students may take cameras. (Student accounts must be paid-in-full before students can participate on field trips. See Financial Obligations.) Students who are picked up more than 15 minutes after the group returns to school may not be allowed to attend future field trips or events without a parent.

Hall Pass Policy

Students are only allowed to leave the classroom during the last 10 minutes of class with permission. Each student must have a signed planner hall pass or gold pass when outside the classroom or study hall after the bell has rung. In case of sickness, passes should be issued to the front office. As part of time management, students have a limited number of planner passes. Gold passes are used in cases of emergency or by a requirement from the teacher. If a student needs to meet with a teacher at an appointed time or use the library during study hall, it is necessary to receive a gold pass from the academic teacher prior to the student's study hall. For safety and accountability, students are required to sign-out when they leave class with a pass and sign-in upon their return, recording their name along with the time of their departure and return.

Handbook / Planner

This handbook is provided for a fee. If lost, a replacement must be purchased at the front office. The student planner is expected to be always with the student for effective organization of assignments and events, as well as passes. No planner = No Pass

Infinite Campus

It is important for every family to include an EMAIL address on their Infinite Campus account. IC is used for important school reminders, grade concerns, upcoming events, and teacher communication through both personal emails and group/class messages through IC Messenger. Access is available from the school website. You will find the Infinite Campus Parent Portal on the school website. The front office can supply your activation code. (PHOTO ID is required.) Student information is only available to parents/legal guardians listed on Infinite Campus. Students should also have their own Infinite Campus account so they can access their personal updated class grades, to receive information from their teachers, and to turn in work on IC as required.

Internet

Students must have access to the internet (home/public library) in order to take online assessments and various assignments on Infinite Campus. Electronic devices may be borrowed through the JICS library on a first come, first served basis.

Late Work / Missing Work Policy

Students and parents must check Infinite Campus for late or missing work; it is the student's responsibility to get and complete any missing absent work. Work turned in late (other than for excused absences) will not be given full credit. Homework and all other assignments will be due at the beginning of class on its due date in order to receive full credit. An assignment turned in after it has been collected in class through the end of the day will be deducted 10%; the next day 20%, and later 50%. For advanced classes, all late work will be deducted 50%. For excused absences, students will have 1 day to make-up work for each day absent. (The weekend counts as 2 days.) For unexcused absences, there is no extension for missed work, and the late penalty applies immediately. Missing work is most often the cause of poor grades. Parents/Students should check IC weekly to review grades.

- Missing Assignment Report Parents of students who do not turn in assigned work on time (or have been absent) will receive a Missing Assignment Report email after school each Thursday. All missing work must be completed and turned in electronically (via Infinite Campus) by the following Sunday (3 days later) to receive any credit for the assignment. Late assignments that are not turned in by the deadline (after receiving a missing homework report) will result in the student receiving zero credit.

Leaving Campus During the School Day

JICMS is a closed campus. Students may not leave campus during school hours unless a parent or guardian accompanies them and has signed them out. 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 front office so the parent/guardian can be contacted. Students must call from the front office; students are not permitted to use their cell phone to contact parents directly.

Leaving Campus at Dismissal

After dismissal, students may be picked up by a parent/guardian or may stay in a designated area while they wait for their event to begin. Students may not leave campus and return (unless a parent/guardian has picked them up).

- JICS may call law enforcement for students who are not picked up by 4:00 p.m. who are not involved in an after-school activity.

Lunch Visitors

Parents and grandparents (only) may eat lunch with students in the café during regular lunch times.

Locker Room

Students may not use a cell phone or any other equipment to video or photograph themselves or others during the school day or at school events—on or off campus—assemblies, sports, dances, field trips, etc. (Level 3 offense)

- If a cell phone is carried into the locker room, the student will be required to drop off and retrieve their cell phone from the front office for the rest of the year.

Lockers

The Locker Contract, which is signed by the PARENT/GUARDIAN AND STUDENT, states the following: Take care of your locker because you will be responsible for emptying and cleaning your locker at the end of the year. You will also have to pay for any damage to your assigned locker. There may be random locker checks throughout the year.

Consequences will be given if any of the following are found in or on your locker:

- Stickers or tape (Magnets and magnetic stickers are allowed.)
- Inappropriate or offensive posters, pictures, or magnets
- Marker or ink of any kind (Dry erase marker does not wipe off lockers.)
- Any disgusting odor
- Spilled food or drink
- A lock that has been disabled by a pen cap, eraser, etc.

In addition, students may not change/exchange lockers or share a locker with another student without permission from the office.

Lost and Found

The school cannot be responsible for lost or stolen property, but an effort will be made to assist students in the recovery of lost or stolen property. A lost and found container is in our entry hallway. All property, except valuables, 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 quarter. Students are strongly encouraged to leave valuable items, including electronics, cell phones, expensive jewelry, and large amounts of cash, at home.

Meeting with the Administration

Students may request a meeting with the Principal, Assistant Principal, and/or Dean of Students by getting a pass from their teacher and going to the front office. Students will be directed to sign in with a reason for the meeting. When available, an administrator will call for the student.

Movies

The principal must approve all movies above the G rating. Movies are used sparingly in class to educate, complement, or relate to the academic subject at hand.

Parent Community Facebook Page

The purpose of the JICMS Parent Community Facebook page is for parents to have a place to engage with other parents for the good of their middle school child(ren).

- Grievance Clause: Please contact the office to settle any grievance and/or negative complaint. The Facebook page is designed for positive support for and from parents and JICMS staff.
- Must be the parent/guardian and must answer all questions.

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, but not before the search has occurred in order to maintain confidentiality. 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, Revised 2009 available on the CDE website for details.

Pledge of Allegiance and National Anthem

To honor and show proper respect for our great country, all faculty, staff, students, and visitors are required to respectfully stand during the Pledge of Allegiance and National Anthem. It is not permitted to disrupt the educational environment while on campus or during school-sponsored events.

Restroom

During class periods, students must sign out in the classroom and take their planner pass with them to the restroom. Students may not take a cellphone into the restroom or use a cellphone or any other equipment to video or photograph themselves or others during the school day or at school events—on or off campus—assemblies, sports, dances, field trips, etc. (Level 3 offense)

- If a cellphone is carried into the restroom, the student will be required to drop off and retrieve their cellphone from the front office for the rest of the year.

Saturday School

Assigned detentions are not optional. Detentions are a last resort for minor infractions. Before a detention is given to a student, the class and/or student has been reminded of expectations. (Some infractions are assigned immediately including, but not limited to, gum, cell phone, etc.) Students who do not serve their scheduled detention will be assigned to attend Saturday School from 7:00 a.m. – 10:00 a.m. Students who arrive after 7:00 a.m. will not be allowed to enter, and all students who do not attend will receive a 2-day OSS and will then be reassigned to the original detention.

School Photos

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 be in dress code or NJHS Dress for school pictures (see "Dress Up Days").

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,

- Any pressure for sexual activity whether expressed verbally, in writing, or through text messages, cell phones, or social media;
- Unilateral PDA (Public Displays of Affection) including patting, touching, poking, 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, gender, or sexual orientation; offensive or suggestive comments (to include calling another student gay, lesbian, transsexual, or homosexual).

Any person who believes a student or employee of JICS has victimized him/her should report the alleged acts immediately to the Principal or Dean of Students. Upon receipt of a report, the principal and/or Dean will respect the confidentiality of the complainant and the individual against whom the complaint is filed and take appropriate, immediate action consistent with JICS's legal obligations 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 administration will take the disciplinary action it deems necessary and appropriate to end the sexual harassment and prevent its recurrence.

Signs and Posters

All signs and posters must be approved by the administration and should be removed by the end of the school day (including staples) 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. This includes, but is not limited to, Girl Scout Cookies, Go Fund Me pages, baked goods, candy, etc. There can be no personal gain from sales taking place inside/outside of the school building and/or at school events/activities.

Student Valuables

Students should not bring large amounts of money, music players, cameras, electronic games, phones, jewelry, etc., to school. Students are to keep track of their personal electronic devices, glasses, watches, retainers, and other valuables at all times. Students, not the school, are responsible for their personal property. In the exceptional circumstance that it is necessary to bring a valuable item to school, please bring it to the office for safekeeping.

Title IX

“No person in the United States shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

- Title IX applies to interactions between Student/Student, Employee/Student, and/or Employee/Employee.
- Title IX does not include interactions between any person who is not a current student or employee.

To open a case, contact the Title IX Coordinator:
Ginger Brining, Executive Administrative Assistant
5525 Astrozon Blvd
Colorado Springs, CO 80916
ginger.brining@jamesirwin.org
719-302-9000 ext.1210

Videos and Photography

Students may not use a cellphone or other equipment to video or photograph themselves or others during the school day or at school events—on or off campus (sports, dances, field trips, etc.)—without permission. (L3 offense)

Visitors on Campus (6-8)

JICMS is a closed campus. Parents/Guardians may sign in and visit students. Students who left in good standing may return to school to visit teachers with administrative approval only. Visitors are highly encouraged to dress modestly so as to not be a distraction in the middle school halls, café, and/or classrooms. The school always reserves the right to refuse admittance during public health/executive orders and/or for the safety and welfare of the student body as per state law.

Withdrawal from School

The parent/guardian and student must follow the checkout procedure and complete a withdrawal form. All outstanding fines, fees, borrowed devices, and books must be paid before scholastic records will be provided. All student fees must be paid in full for students to participate in any end-of-year activities including, but not limited to, field trips and promotion activities. *Student recommendations will only be written if the student's account is paid in full.*

DRESS CODE / UNIFORM POLICY

The JICMS uniform policy is designed to produce an environment that is conducive to learning by requiring all students to dress with respect and modesty, and as such students are not allowed to attend class until they are in dress code. It is a character pillar in the JICMS overall mission to set a higher standard of excellence, not only in conduct, safety, and achievement but also in dress. This policy is in force to facilitate the education of the JICMS students, to ensure their safety, and to allow our teachers to focus on the education of our students. This policy will be updated as deemed necessary by the JICMS board, staff, and administration. If an item is not mentioned as part of the acceptable dress code, it is NOT dress code approved.

Approved Uniform Items

The following items have been selected as the acceptable uniforms for students at JICMS. All items may be worn year-round as appropriate. Acceptable uniform items may be purchased from various stores such as French Toast, Old Navy, and Land's End. If you have uniform questions, please contact the middle school administration for clarification before purchasing uniform items.

NOTE: The JICMS staff, with the support of the JICMS Board, reserves the right at its discretion to deny any item that is noticeably different in style, color, or fabric. Items considered inappropriate, dangerous, or a distraction from the learning environment are subject to review by the administration. The administration, classroom teachers, and classroom aides all enforce the dress code. Students will be required to be in dress code before attending class. The JICMS staff reserves the right to contact parents for a change of clothes if necessary.

ACCEPTABLE UNIFORM TOPS:

POLOS

- Solid in color
- White polo with undershirt/tank top
- Loose fitting, modest in cut and style
- Must have functional buttons up to the collar
- Logos or emblems that are smaller than the size of a quarter
- Only have the top button undone
- Long or short sleeved
- Must be tucked in at all times

SWEATERS AND SWEATSHIRTS

- Sweaters, sweater vests, and crew neck sweatshirts worn over tucked in polos
- Uniform sweaters or sweater vests that are solid navy blue, gray, or white in color
- JICMS school sweatshirts--navy blue or gray
- Solid plain navy blue or gray crew neck sweatshirts
- Must come to hip level and worn properly
- JICS spirit-wear may be worn on Fridays only

ACCEPTABLE UNDERSHIRTS:

- Solid long/short sleeved T-shirts, turtlenecks, camisoles and tank tops that are only visible at the neck/collar (The sleeves of long sleeved shirts may be visible)

ACCEPTABLE UNIFORM BOTTOMS:

PANTS

- Pants must be loose at calves, ankles, and hemlines; undergarment lines must not be visible
- Uniform styles with inside back pockets
- Cotton twill blend
- Modest in cut and style
- Solid color khaki, black, and navy blue (Thread must match the color of the pants material)
- Clean condition without holes, or frays
- Any side slit pockets must be permanently sewn closed.
- Pant legs may not be tucked inside any footwear

ACCEPTABLE BELTS:

Not having a belt is the most common dress code violation

- Leather, woven, braided or ribbed web are mandatory
- Solid in color
- Plain buckles
- Must be worn with all clothing that has belt loops

UNACCEPTABLE TOPS:

POLOS

- Form-fitting or see through tops
- Button down dress shirts
- Stripes, prints, or other designs
- Sleeves that extend past the wrist
- Thumb holes
- Pockets

SWEATERS AND SWEATSHIRTS

- Hoodies, of any kind
- Ponchos, fleece, or fleece-type materials
- Stripes, prints, or other designs
- Wearing sweaters/sweatshirts backwards, just over the arms, or tied around the waist
- Sleeves that extend past the wrist
- Oversized or tight fitting
- Thumb holes

UNACCEPTABLE UNDERSHIRTS:

- T-shirts, camisoles and tank tops that are visible anywhere other than the neck/collar
- Designs or labels on shirts worn under polos
- Thumb holes

UNACCEPTABLE BOTTOMS:

PANTS

- Pants that cannot move independently of the whole leg, top and bottom
- Pants with a pocket on the outside
- Jean (denim) fabric or dress slacks
- Corduroy, carpenter style, or cargo style
- Sagging pants
- Tight fitting, tapered leg, stretch material
- Pants that snap back against the outer thigh when pulled away
- No holes, frays, embroidery or designs
- Pants that touch the ground

UNACCEPTABLE BELTS:

- Spikes or any raised designs
- Decorative buckles with logos, designs, or letters
- Yarn or string
- A belt's excess cannot be more than 5 inches from the buckle

ACCEPTABLE UNIFORM SHORTS, SKIRTS, SKORTS, JUMPERS, & CAPRIS

- Cotton twill blend uniform
- Khaki, black, navy blue in color
- Jumpers, shorts, skirts, and skorts length should be no shorter than the top of the knee and the crease in the back of the knee when standing upright
 - Exception: Uniform clothing that is slightly shorter than the top of the knee (maximum of 3" above the top of the knee) may be worn with opaque, non-designed, solid-colored navy blue or black tights or ankle length leggings
- Jumpers must be worn with a solid colored polo
- Slits in knee-length uniform skirts must be permanently sewn closed
- Capris must be hemmed

ACCEPTABLE SHOES:

- Closed-toe shoes
- Must wear tennis shoes during PE
- Sandals and open toe shoes for girls are allowed for Dress-up days
- Lace up shoes must be laced and properly tied at all times
- Lace up shoes that extend above the ankle must be covered by the pant leg
- Matching shoes

ACCEPTABLE MISCELLANEOUS ITEMS:

- Students must present a neat and clean appearance
- Students must leave the school campus (building/parking lot) in their uniform unless they are involved in an after-school sport (P.E. uniform is not acceptable)
- OPAQUE Black/Navy blue (not sheer or see-through) tights/leggings may be worn under skirts, skorts, or jumpers that are the proper length

ACCEPTABLE OUTERWEAR:

- Coats and winter jackets may only be worn prior to school and after school and must be properly stored on hooks or in lockers
- Hats of any kind must be removed upon entering the building

UNACCEPTABLE SHORTS, SKIRTS, SKORTS, JUMPERS, & CAPRIS

- Skirts cannot be tight or form-fitting
- Safety pinning of slits for skirts (must be sewn closed)
- Gym shorts under uniform shorts
- May not be rolled or cuffed
- No denim or dressy fabric
- Ankle-length, non-uniform, skirts
- Pencil skirts

UNACCEPTABLE SHOES:

- Sandals, flips-flops, beach shoes, open-toe shoes, moccasins, or slippers
- Stilettos, high-heeled shoes (over 2 inches high)—even on Dress up days, wheelies
- Light up shoes
- Lace-up shoes that extend above the ankle are not allowed with skirts, skorts, or shorts
- Print design that is **JI** inappropriate
- Mismatched shoes

UNACCEPTABLE MISCELLANEOUS ITEMS:

- Buttons, stickers, face painting, visible tattoos (Henna, temporary, or permanent)
- Writing or drawing on any part of the body at any time
- Inappropriate face mask
- Fishnet stockings and extreme hosiery
- Scarves/bandanas as they distract from the uniform and could become a safety issue. (They may not be worn as headbands either.)
- No chains or lanyards of any kind on top of clothing or hanging from pockets
- Sunglasses may not be worn in the building
- Colognes, perfumes, body sprays, hairspray, etc. are not to be applied or sprayed in classrooms or hallways

UNACCEPTABLE OUTERWEAR:

- Jackets and winter coats in classrooms
- Hoodies of any kind
- Gloves in classrooms

ACCEPTABLE HAIRSTYLES:

- Hair must be clean (washed), neat, well-groomed, and out of eyes
- Natural colors, colors that would grow naturally out of a person's head
- Girls may wear hair accessories that are not distracting in color and size
- Hair covering part of a student's face must be fastened back—out of face

The CROWN Act, which stands for "Creating a Respectful and Open World for Natural Hair," is a law that prohibits race-based hair discrimination, which is the denial of employment and educational opportunities because of hair texture or protective hairstyles including braids, locs, twists or bantu knots.

**ACCEPTABLE MAKEUP AND NAILS
GIRLS ONLY**

- Makeup must look natural.
- Nail Polish color and decorations must not be a distraction
- Acrylic/Gel/Press-on nails may not be pointed or longer than 3/8" from fingertip

ACCEPTABLE ACCESSORIES:

- Modest jewelry
- Earrings no larger than 1 inch. Measured from the top to the bottom of the earring, not at the piercing
- Two earrings per ear
- No more than 2 necklaces
- No more than 2 bracelets per wrist, each 1/2 inch or less in width
- If one bracelet is worn, width must be no more than 1 inch
- Digital/analog watches count as a bracelet with bands not to exceed 1 inch
- Hairband/Scrunchy must be worn in hair and have no visible logo (i.e., Nike)

ACCEPTABLE CASUAL DRESS:

- Pants must be loose at calves, ankles, and hemlines; undergarment lines must not be visible
- T-shirts are allowed but may NOT display offensive language, slogans, or images
- Length and fit of shorts, capris, and jeans must meet regular dress code listed above (see "pants")
- Belts must be worn when belt loops are visible
- Zippers at ankle must be zipped and loose-fitting
- Warm up style pants must be loose-fitting down the whole leg with no snaps
- Hoodies, hats, sunglasses are allowed for outside activities only
 - There will be announced special days when casual items will be acceptable.

UNACCEPTABLE HAIRSTYLES:

- Hair colors of a non-natural color
- Designs, names, lines, or shapes shaved in the hair
- Mohawks of any type
- Bangs/hair falling into or over eyes

UNACCEPTABLE MAKEUP AND NAIL POLISH:

- Shiny body glitter, un-natural makeup
- Boys may not wear makeup or nail polish

UNACCEPTABLE ACCESSORIES:

- Non-jewelry items worn as accessories or jewelry (i.e. animal chains, animal-like collars, spiked chokers, safety pins, or specialized ear jewelry)
- Gauging of the ears
- Studded bracelets or wristbands
- Sweatbands, bandanas, scarves
- Scrunchy/hairbands on wrist
- Smart Watches or activity trackers with photo/camera, internet, text, or phone capability (ex: Gizmo, Misfit, Fitbit, Apple, etc.)
- Do-rag, bandanas, tongue rings, barbells, visible evidence of tattoos, henna, or other body piercings
- Accessories that could potentially distract from the mission and vision of JICMS

UNACCEPTABLE CASUAL DRESS:

- Offensive T-shirts includes references to sex, tobacco, alcohol, illegal substances, vampires, skulls, zombies, blood, or any advertising inconsistent with the school philosophy
- Midribs, low cut, or sleeveless shirts
- Jogger style pants, sweatpants
- Warm up pants that are tight-fitting
- Cutoffs, cargo pockets, tights, or leggings
- No writing on buttocks

ACCEPTABLE JEANS DAYS:

- Pants must be loose-fitting with no visible undergarment lines
- Denim blue, black, gray, khaki in color (*solid, consistent color only*)
- Five pocket jeans to include the coin pocket
- Worn with belt and a polo shirt or JICMS spirit wear
- Jean capris of appropriate length
- Clean boots may be worn with loose jeans
- Jeans may be tucked in boots

ACCEPTABLE ATHLETIC/GAME DAYS:

- Team jersey (must wear t-shirt with sleeveless)
- Uniform pant
- Acceptable Dress Up Days clothes

ACCEPTABLE DRESS UP DAYS:

Mandatory dress for National Junior Honor Society ceremonies, picture day, away games for sports, school dances, award ceremonies, and other events, as designated by the administration

Girls

- Dress slacks must be able to move independent of the whole leg when walking
- Dresses or skirts no higher than the top of the kneecap (This means the solid layer of a skirt or dress must come to the top of the kneecap.)
- Dresses/tops must have long or short sleeves and a conservative neckline (no straps showing)
- Dress shirts with dress slacks or skirt
- Dress shoes or sandals with heels no more than 2" high
- Denim jacket (no holes/frays) over dressy outfit

Boys

- Collared dress shirt, long or short sleeved and tucked into pants
- A tie, properly knotted for the duration of the school day
- Dress slacks with a belt
- Dark dress shoes with dark dress socks
- May wear clean solid black tennis shoes

Students must remain in full dress throughout the school day.

UNACCEPTABLE JEANS DAYS:

- Tapered style, hip-huggers, low-rise, tight-fitting, spandex, or stretch material
- Cargo, painter style, baggy, sagging
- Pants that snap back against the outer thigh when pulled away
- Jeans with holes, frayed patches or edges
- Rolled legs/hems
- Overalls

UNACCEPTABLE ATHLETIC/GAME DAYS:

- Hoodies, Sweatshirts, Jackets
- Sweatpants of any kind

UNACCEPTABLE DRESS UP DAYS:

Girls

- Neckties
- Pencil or any form-fitting skirts or dresses
- Spandex or stretch material
- Shorts
- Spaghetti straps, tank top style
- Stilettos or heels greater than 2 inches
- Sneakers, Converse, Vans, etc.
- Denim pants, dresses, skirts, jumpers, etc.

Boys

- Ties not around neck properly
- Shorts
- Tennis shoes that are not solid black
- Denim pants, shorts, shirts, etc.

ACCEPTABLE CONCERT ATTIRE:

Choir

-- Boys

- Black pants/slacks
- White long-sleeved button-down shirt
- Black tie (straight or bow tie)
- Black dress shoes

-- Girls

- Black dress pants or ankle length skirt
- Solid white dress shirt (short or long sleeved with conservative neckline) with white undershirt
- Black dress shoes

Band

- Black dress pants/slacks/socks
- Solid black polo or dress shirt (short or long sleeved with conservative neck line)
- Black socks
- Black dress shoes
- Optional: Tie (any color or pattern that is JI appropriate) for boys wearing dress shirt

UNACCEPTABLE CONCERT ATTIRE:

Choir

- Denim pants, sweatpants
- Tennis shoes, converse, vans, moccasins, flip flops
- Spaghetti straps, tank top style
- Sheer clothing

Band

- Denim pants, sweatpants
- Polo with tie
- Tennis shoes, Converse, Vans, moccasins, flip flops
- Spaghetti straps, tank top style
- Sheer clothing

At the discretion of the JICMS administration, students may participate in a school fund-raiser and wear blue, black, gray, khaki denim on designated Fridays by making a \$1.00 contribution to JICMS. Please note that jeans days are a privilege, not a policy. If a student is out of dress code, an option will be given from the uniform closet, and it will be considered a dress code violation.

Fun Fridays take place once a month with "themed dress." Like Jeans Fridays, students pay \$1.00 to participate. Guidelines are given to students in advance. Every Wednesday is Support-Your-House-day. Students may wear their House shirt with uniform pants.

Dress Code Violation Policy

Students who are out of dress code will not be permitted to attend class until they are dressed correctly. Students will first need to check uniform closet (front office) before calling home for different clothing. If nothing is found to correct the violation, the student will then have to call home and wait in the front office for their parent/guardian to bring the appropriate item. Time outside of class due to dress code issues is considered unexcused and may impact grades and GPA.

Between 7:30am and 8:00am, a student's dress code violation will be recorded in the front office. After 8:00 a.m., the violation will be recorded in the front office and the teacher will give a Referral Form for a Level I offense. At 3 violations, a courtesy phone call (or email) will be made to parents/guardians. Any student who has (5) dress code violations within the same school year will be required to wear the following designated uniform for 9 weeks: a red polo, black pants, and a brown or black belt. **No jewelry is allowed.** The only permitted outerwear is a gray uniform sweater or sweater vest. **No sweatshirts. No exceptions.**

Students will be required to wear the uniform for nine consecutive weeks at school and ALL school activities (jeans days, dances, games, clubs, carnival, etc.) The only exception will be choir/band required performances. Any student who violates the dress code (even once) after the mandatory uniform contract will be required to wear the designated uniform for the rest of the school year. Failure to comply with the uniform requirement is a violation of the behavioral contract and can result in separation from the school.

8th Grade End of Year Events

Promotion Ceremony

At the end of a successful completion of middle school, our eighth graders are honored through a special celebration called the Eighth Grade Promotion Ceremony. To give this event the prestige it deserves, the dress code will be ACCEPTABLE DRESS UP DAYS attire, and students will wear a graduation gown over their dress clothes for the ceremony. Gowns (and NJHS stoles) must be returned at the end of the ceremony or the parent will be billed. Students are encouraged to wear any medals they receive in middle school. Parents will be notified concerning other preparations for the promotion ceremony so that this special occasion can be enjoyed fully by all who attend.

Student Celebrations

All students have the opportunity to participate in required and voluntary field trips. At the end of 8th grade, the boys and girls will have a special luncheon together. The dress code will be Dress Up or uniform dress.

Student Health

Health Requirements & Immunizations

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

1. Diphtheria, Tetanus, Pertussis (DTap, DTP) – 5 doses
2. Polio (IPV, OPV) – 4 doses
3. Measles, Mumps, Rubella (MMR) – 2 doses
4. Chicken Pox (Varicella) – 2 doses
5. Hepatitis B series (HepB) – 3 doses (or more if needed as defined by the CDC)
6. Tetanus, Diphtheria & Acellular Pertussis (Tdap) – 1 dose (**required on DAY 1 of 6th grade**)

State law requires parents to show evidence of immunization within ten days of the beginning of the school year. **Students who have not been vaccinated or whose parents have not signed a waiver by the deadline will be denied attendance (suspended/unexcused absences)** in accordance with Colorado Revised Statute 25-4-902. Parents wishing to waive immunization requirements may do so for personal, medical, or religious reasons. In order to waive these, parents/guardians must sign an updated form yearly for each student enrolled at JICMS and submit the form to the school office within ten days of the beginning of the school year. This is required under Colorado Law (CRS 25-4-903). Contact the El Paso County Health Department with any questions concerning immunizations.

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

- File the certificate of nonmedical exemption WITH a signature from an immunizing provider, OR
- File the certificate of nonmedical exemption received upon the completion of our online education module.
- Parents of students in grades K-12 claiming a nonmedical exemption must file one annually. Nonmedical exemptions expire June 30 each year. If you submit a nonmedical exemption on or before June 30, it will not be valid for the upcoming school year unless you signed the exemption during early registration.

Communicable Diseases/Extended Illness

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

Immediate Medical Concerns

If a student becomes ill or injured during the school day, he/she should obtain permission from the teacher to report to the front office. Illnesses and injuries will be dealt with on a case-by-case basis. The parents may be called to pick up the student. Students are not allowed to use their cell phones to notify their parents unless directed to do so by office personnel.

JICMS Nutrition Guidelines

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

Prescribed Medications

Only prescription inhalers may be kept with the student IF the appropriate forms are filled out. These forms are available at the front office. All medication, prescription, and/or over the counter (OTC) medications, must be kept in the front office. Students found with medication on them will receive disciplinary action/administrative consequences. This includes cold remedies, pills, gel caps, cough drops, etc. Medications must be brought in the original bottle or box. Medications, prescription and OTC, that need to be taken at school must be accompanied by a permission slip filled out by the student's physician and parent.

Office

Financial Obligations

All financial obligations and any debt must be met from the previous year before a student can register for the following year. All student fees must be paid in full in order for students to participate in any school activities including, but not limited to, field trips, Boondocks, Skate City, Promotion Ceremony practice, and the Promotion Ceremony. Additionally, student recommendations will only be written if the student's account is paid in full. Account balance disputes will only be researched for the past ninety (90) days. All parents/guardians are strongly encouraged to keep receipts and maintain accurate financial records.

School Property

Students are expected to take pride in JICMS 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. **No skateboarding or rollerblading on school grounds or in school buildings.**

Telephone

Students are not to be contacted on their cell phone during school hours. Instead, parents/guardians should call the middle school front office. Messages and deliveries from parents are to be left in the office to respect the educational opportunity of all students. Students will not be called to the telephone except in emergencies. Students are not to use the school's telephones without permission from a JICMS staff member. Telephones in the office are for business purposes. For emergencies (illness, change of athletic schedule, change of school or carpool schedule), students may use the office phones. Calls to the office can be made between 7:30 a.m. and 4:00 p.m. A message system will take messages any time before and after school.

Use of School Name or Logo

At no time may any member of the JICMS community use the school's name or logo for, or 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 administrator. If granted, the use of the school name or logos may solely be used for the permitted purposes and may not be sold, reproduced, electronically posted, or used for any reason other than the stated purpose for which permission was granted by the administrator.

Athletics & Activities

A Mandatory Parent Sports Meeting

Parents are required to attend the Athletic Director/Coach's meeting before each sport's season in order for the student to play. Dates are posted in the athletic handbook and on the website at the beginning of each year. A reminder is also sent out through Infinite Campus the week before the meeting. Parents who do not attend the meeting are still accountable for the information shared during the meeting.

Attendance for Athletic Activities

Every athlete must be in school for more than half their classes to be eligible to play in a game that day. Middle school students have an 8-period schedule and must be in school before period 5. Exceptions: Students who have a doctor appointment (a doctor's note is required) but are here before and after the appointment. Students who have a major family emergency (i.e. funeral) may be given permission to attend and participate in games, activities, or events. Any student that comes in after the listed times will not be eligible to play that afternoon.

Detention/ISS/OSS for Athletes

Detention is not rescheduled for athletic activities. Athletes must first serve their assigned detention and may then participate in a game. Athletes serving ISS may not leave school until 3:30; athletes serving OSS may not participate on the day they have OSS.

Eligibility for Athletes

Participation in activities is a privilege, not a right. All athletes must maintain proper academic standing in order to be eligible. The minimum academic requirement at JICMS is to maintain a 2.0 grade point average and not be failing any course. Grades are tracked on Thursday of each week by the Athletic Director. A student found to be ineligible for academic reasons will be unable to play in games and cannot be dismissed early to attend games. If a student is found ineligible, he/she will be ineligible beginning that Friday through the following Thursday and will be eligible to play again the following Friday if grades permit. Refer to the athletic handbook for additional details.

Athletes: During the academic probation period after a report card, the student will be allowed to participate in sports and other extracurricular activities at school if the following stipulations take place:

- First, parent and student must meet face-to-face with the student's teacher to work together on strategies to ensure the student's success. This meeting must take place before the first practice. (Students may not practice until the parent-teacher conference takes place.)
- Second, all grades are a 70%/C- or better every Thursday throughout the quarter. If the student has any grade (in any subject including band, choir, art, electives, etc.) below 70%, he/she will become ineligible to play sports through the end of the quarter.

Fees

Students participating in a JICMS sport will be required to pay a fee for each sport prior to the first game or meet. 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. If cost makes your student's participation prohibitive, please contact the Athletic Director to see if there may be other assistance available. 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.

Game Day/Practice Pick-Up Policy

Students should never be dropped off until supervision is available and should always be picked up within 30 minutes after an event has ended in order to be respectful of the supervisor of the event. It is the joint responsibility of both the parent and student to make the necessary arrangements for drop off and pick up within the event time frame. Ongoing abuse of this policy could result in restricting the student from participating in after-hours activities.

Leaving Campus

After school dismissal, students may be picked up by a parent/guardian or may stay in a designated area while they wait for their event to begin. Students may not leave campus and return (unless a parent/guardian has picked them up).

Physical

Students must have a current sports physical on file and all paperwork complete online to participate in tryouts, practice, and games. This physical must state that the student is cleared without restriction for school sports. Parents are encouraged to schedule these physicals during summer months in order to eliminate absence from class.

Uniform 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 JICMS sports equipment will be responsible for the cost of replacement or repair of that equipment. If a student does not return JICMS owned sports equipment, he/she will be responsible for the cost of the equipment.

School Safety

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

- Lockout – A school may be placed on lockout when there is an exterior threat on campus or in the vicinity of the school. Lockouts most often occur due to police activity unrelated to the school, but in the area. In a Lockout, the school is closed to all unknown visitors and anyone seeking entrance must show some form of identification. Students are supervised indoors. Once a student is removed from the care of school/safety officials, students and/or parents may not enter for personal belongings.
- Lockdown – A lockdown will be called when there is an immediate interior threat. All personnel are directed to remain confined to a room/area with specific instructions to lock all doors and seek cover.

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

Safety Drills

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

Weather, Emergency, & School Safety Information

As a commuter school, JICMS administrators will decide whether to delay or dismiss early due to extreme weather. Because of our broad geographical student base, JICMS may feel it is necessary to close because of severe weather even when District 2 remains open. In such a case, tune in to local radio and television stations for pertinent announcements; also, check the school website. In all cases of extreme weather, parents should exercise their own judgment whether to bring/send their child to school. In cases of extreme weather without a 2-hour delay, all first-period tardies and absences will be excused only when signed in by a parent. ** If there is a two-hour delay, doors will open at 9:30 and students are expected to be in class by 9:45. First period tardies and absences are not automatically excused (due to the extended time to get to school). Please arrive on time.

JICMS doors open at 7:30 (9:30 on 2-hour delay days). Please make sure students are dressed appropriately for cold or inclement weather if you drop-off before the doors open.

Storm Alerts

In case of severe weather during school hours, an announcement will be made over the PA system. In the event of severe weather, a "Shelter" directive may be given. In a "Shelter" event, such as a tornado, teachers will provide direction to the students to evacuate to the designated area.

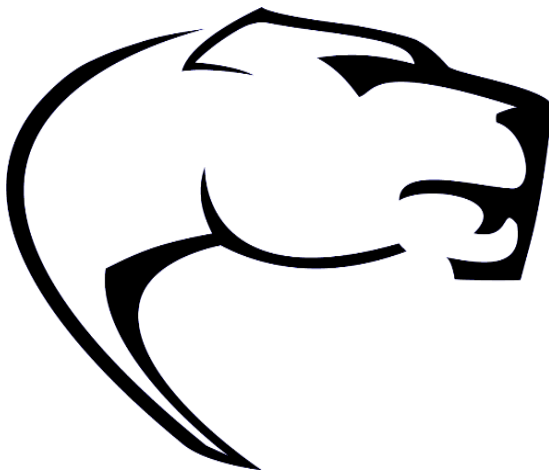
Parent/Guardian Notification

JICMS utilizes Infinite Campus to notify parents/guardians of closures/delays, missing assignments, behavioral issues, detentions, special announcements, etc. Parent/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. In order to receive school-wide announcements, it is important for every family to include an email address in Infinite Campus (IC) and to select it as one form of your choice communication; this is how newsletters and updates are sent to families. If a parent/guardian loses their login credentials, they may contact the registrar's office for login support.

Staff and Faculty Email Information

JICMS employee email addresses can be found on the website.

For your convenience, the administration can be emailed at the following:



Principal

michele.prusinowski@jamesirwin.org

Assistant Principal/Instructional Coach

mary.aquino@jamesirwin.org

Assistant to Principal/Spanish Translator

bibi.pettit@jamesirwin.org

Instructional Coach

jessica.rosenberg@jamesirwin.org

Dean of Students

carlos.lozano@jamesirwin.org

Assistant to the Dean

tammi.oakley@jamesirwin.org

Front Office Receptionist

hope.guerrero@jamesirwin.org

Attendance Manager

isabelle.smith@jamesirwin.org