

2024 – 2025

STUDENT HANDBOOK



JAMES IRWIN CHARTER HIGH SCHOOL

“Home of the Jaguars”

Our Mission:

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

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Introduction

This James Irwin Charter High School student handbook contains the expectations, policies and procedures that direct the school in the fulfillment of its mission. Students and parents or guardians are responsible for knowing and following all school policies and procedures. The success of a student at JICHS is an expressed agreement on his/her part and the part of the parents or guardians to understand and comply with these policies and procedures. This handbook is meant to be a guide as it is impossible to cover every situation that may arise during the school year. Students who continually press the boundaries of the rules and procedures stated herein place themselves under a burden of consequences for their own choices. The following expectations, policies, and procedures maintain a community where students honor and respect the rights of others and foster an environment where students can excel in all areas. The rules in this handbook are subject to interpretation and modification by the school administration and faculty as needed.

To contact the JICHS front office, you may call 719-302-9109. If you would like to make a donation to our program, you may do so in person, by mail, or through our website by clicking on the JICS PARENTS tab, then clicking the SUPPORT JI link. Remember to note that the donation is to JICHS and specify for what purpose. JICHS is grateful for any donations that support our student programs or assist JICHS community members in need.

DAILY SCHEDULE (Monday – Thursday)

Period 1	7:45 – 8:42	
Period 2	8:47 – 9:44	
Period 3	9:49 – 10:46	
Period 4	10:51 – 11:48	
Period 5a	11:48 – 12:18	<i>Lunch</i>
	12:23 – 1:20	<i>Class</i>
Period 5b	11:53 – 12:50	<i>Class</i>
	12:50 – 1:20	<i>Lunch</i>
Period 6	1:25 – 2:22	
Period 7	2:27 – 3:30	

***Class periods 1-6 are 57 minutes and period 7 is 63 minutes.
Passing periods are 5 minutes.***

DAILY SCHEDULE (Friday)

Period 1	7:45 – 8:25	
Period 2	8:30 – 9:10	
Period 3	9:15 – 9:55	
Period 4	10:00 – 10:40	
Period 5a	10:40 – 11:10	<i>Lunch</i>
	11:15 – 11:55	<i>Class</i>
Period 5b	10:45– 11:25	<i>Class</i>
	11:25 – 11:55	<i>Lunch</i>
Period 6	12:00 – 12:40	
Period 7	12:45 – 1:30	

***On Fridays, periods 1-6 are 40 minutes, and period 7 is 45 minutes.
Passing periods are 5 minutes. Students are dismissed at 1:30 p.m.***

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Guidelines for Success

Honesty * Integrity * Respect * Responsibility * Excellence

I will put honesty first. This includes:

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

I will put integrity above all. This includes:

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

I will respect others and myself. This includes:

- Showing self-respect with personal boundaries, personal hygiene, personal modesty and 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 and develop a school and team spirit;
- Listening carefully to ideas and perspectives different from my own; agreeing to respect others' ideas and beliefs; and,
- Showing courtesy to others at all times.

I will act responsibly and accept responsibility. This includes:

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

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

- Showing respect for my work and 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.

Our Character Program

James Irwin Charter High School, as part of fulfilling our mission, utilizes a variety of ways to develop students' character. While the following list is not exhaustive, it includes the main components of our character development program.

- *Faculty and Staff as Role Models*
- *Jags Uncaged! Annual All-School Retreat*
- *Required Character and Ethics Course*
- *Focus on the Five Character Pillars*
- *Student Leadership in National Honor Society, Student Council, and Link Crew.*
- *Dress Code*
- *Homework*
- *Judicial Committee*
- *Positive Classroom Management*
- *Focus on Personal Responsibility*
- *Campus-wide Video Cameras*
- *SmartPass Digital Hall pass System*
- *Limited Cell Phone and Personal Electronics*
- *Athletic Team Program*
- *Extra-curricular Activities and Clubs*

It is the student's responsibility to engage in these components to study and develop their character so they can make a positive impact for their school and community in college, career, and life.

Who was James Irwin?

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

He barely received a commission into the Naval Academy at Annapolis, squeaking in by a fraction of a grade point. Yet he disliked the Navy, ships, and the idea of sitting on a ship for a long period of time. At graduation he was commissioned into the newly established United States Air Force. He did not like flying, at least not in the beginning, and almost left flight training. Jim discovered his love for aviation after his first solo flight. If he had quit the application process for the Naval Academy, quit while at Annapolis, or quit flight training, Jim never would have walked on the moon. Once, while serving as a flight instructor, his student crashed a plane resulting in two compound leg fractures, a broken jaw and temporary memory loss for Jim. He not only survived, but also overcame these health impairments to become a test fighter pilot.

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

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

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

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

Academic Information & Procedures

Course Description Book

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

Course Schedule Changes

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

Schedule changes could affect a student's athletic or activities eligibility.

Changes are made for the following reasons only:

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

Examples of unacceptable requests include:

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

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

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

Students are urged to carefully consider their alternate course selections, as they may be registered for the alternate courses if their first selection is not available. If a schedule includes any alternate course selections, there will NOT be schedule changes made.

Remember, students must always attend the classes listed in Infinite Campus. The new schedule is not in effect until the Schedule Change Permission Form is returned with all signatures and the admissions office has entered the new schedule into Infinite Campus. A hard copy of the schedule will be given to the student when this is completed so they will know when their new schedule begins.

Graduation Requirements

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

English – 8 credits

Speech and Logic – 1 credit

Science – 6 credits (starting with Biology)

Mathematics – 8 credits (starting with Algebra 1)

History – 8 credits

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

Music – 1 credit

Art – 1 credit

P.E. or JICHS Sports – 2 credits

Character – 1 credit

Electives – 6 credits

See the Course Description Book for details on specific course requirements. Students must have earned a minimum of 70% in mathematics and/or foreign language by the end of the school year in order to meet the prerequisite for the next level.

Beginning with the Class of 2026, the State of Colorado has implemented new graduation guidelines. Therefore, in addition to the above credit requirements, students must demonstrate college or career readiness in English and mathematics based on at least one of the following board-approved measures. This menu lists the minimum scores required:

ACCUPLACER NEXTGEN

English: 236 on Writing NGWR

Mathematics: 240 on QAS NGQA

ACCUPLACER NEXTGEN is a computerized test that assesses reading, writing, math and computer skills. The results of the assessment, in conjunction with a student's academic background, goals and interests, are used by academic advisors and counselors to place students in college courses that match their skill levels.

ACT

English: 20

Mathematics: 22

ACT is a national college admissions exam that measures four subjects: English, reading, math and science. The highest possible score for each subject is 36.

ADVANCED PLACEMENT (AP)

English: 2

Mathematics: 2

AP exams assess the students' ability to perform at a college level. Scores range from 1 to 5 with a score of 5 being the highest.

ASVAB

English: 40 (AFQT)

Mathematics: 40 (AFQT)

The Armed Services Vocational Aptitude Battery (ASVAB) is a comprehensive test that helps determine students' eligibility and suitability for careers in the military. It also serves as an excellent general career aptitude test for all students, regardless of military service interest. Students who take the ASVAB are not required to join the military.

CONCURRENT ENROLLMENT (CE)

English: 75%

Mathematics: 75%

Concurrent enrollment provides students with the opportunity to enroll in post-secondary courses simultaneously earning high school and college credit. Eligible courses are only offered on the JICHS campus.

SAT

English: 535

Mathematics: 535

The SAT is a national college entrance exam. The highest possible score for each section is 800.

Diploma of Distinction

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

Fifth-Year Senior Student Procedures

Fifth-year senior students will participate in graduation activities with the senior class of their fifth year of JICHS coursework. These activities include walking during the Commencement Ceremony, having their name listed on the wall mural in the Senior Commons, and having their senior poster displayed in the hallway. JICHS does not offer a summer graduate program.

Concurrent Enrollment Courses

JICHS has partnered with Pikes Peak State Community College to provide free concurrent enrollment (CE) courses to qualifying students. CE courses are offered based on the availability of qualified professors. Some CE courses offer more college credit than others, some CE courses earn students high school core class credit, and others offer high school elective credit. Students are responsible to check with their Academic Advisor or College and Career Counselor about CE details and how these courses impact graduation. Students enrolled in an official JICHS concurrent enrollment course who pass with a 70% or higher will earn both college and high school credit. CE courses are calculated on a 5.0 GPA scale. James Irwin Charter High School only grants credit for concurrent enrollment courses that are hosted by JICHS on its campus during school hours. JICHS will not grant credit for courses taken during the summer or after school hours which are not a part of the JICHS official program. Students must have qualifying scores on either the ACCUPLACER or PSAT/SAT, and receive approval granted by a JICHS faculty selection

committee based on academic and behavioral performance. Concurrent enrollment courses are the most rigorous JICHs offers. Therefore, a great deal of maturity and dedication is required of students who participate. Students whose final grade is less than a 70% (C-), or who withdraw from the course, must pay the full college tuition and fees balance according to JICHs Concurrent Enrollment Tuition Re-Payment guidelines. The repayment amount can be substantial, so careful consideration by the parent/guardian and serious scholarly responsibility should be applied by the student, when enrolled in a CE course. The parent/student is responsible for repayment of the full college tuition based on the community college tuition rate, set by SBCCOE (State Board of Community Colleges & Occupational Education). Fees are established by the institution of higher education and are included in this repayment to JICHs. In addition, a student who withdraws from a CE course through PPCC when the JICHs course change deadline has passed will have to remain in the course at JICHs, take a comprehensive final exam, the final course grade will be based on a 4.0 scale, and the transcript will reflect a regular, non-CE course. Details about policies and procedures may be found in the Concurrent Enrollment Student-Parent Agreement, a document which is required to be signed by the student and one parent/guardian.

Advanced Placement (AP) Courses

Students can earn college credit by taking an AP course and passing the AP exam for that course. **AP** courses are calculated on a 5.0 GPA scale. Once enrolled in an AP course, all students commit to taking the AP exam through an online registration process early in the fall. Each AP exam fee is approximately \$95.00, which is added to the student's account balance in Infinite Campus. If a student withdraws from an AP course, after the fall course change deadline, or does not take the AP exam while still enrolled in the AP class in the spring, a \$40.00 cancellation fee will be added to their account balance in addition to the exam fee. If the student does not take the AP exam, and it is past the course withdrawal deadline, the student must remain enrolled in the AP class, take a comprehensive final exam, the final course grade will be based on a 4.0 scale, and the transcript will reflect a regular, non-AP course of the same or similar subject. Any student can take any AP exam, at their own expense, without having to enroll in an AP course at a school.

Note: Students can take a combination of Concurrent Enrollment (CE) and AP courses. These courses are extremely rigorous and demand a high level of student organization, commitment, and home-academic study. AP college credit is not guaranteed by JICHs or The College Board. Prior to enrolling in a JICHs advanced course, students are strongly encouraged to contact the admissions department of any college or university of interest to inquire about their policies concerning the transfer and/or acceptance of AP and CE courses.

UCCS Pre-Collegiate Program

The Pre-Collegiate Development Program (PCDP) at the University of Colorado-Colorado Springs (UCCS) is a system-wide, academic program for college-bound high school students. It is designed to motivate and prepare first-generation college students in pursuit of their higher educational goals. PCDP is structured to ensure that students are academically prepared to enroll in, and be successful at UCCS, the University of Colorado system or any other postsecondary institution of the students' choice. Up to 20 qualifying freshmen students are selected annually to be part of this program. Students could earn up to 17 credit hours upon successful completion. For more information, see a JICHs college and career counselor.

Course Placement

To ensure students are placed in courses for academic success, several data points are considered to determine appropriate course placement. These data points can include test scores from state assessments, NWEA MAP, placement exams, and final grades from the previous school year.

Grading System

The academic year is divided into two semester periods. A letter grading system is used. The grade for each semester is based on such components as class work, daily assignments, quizzes/tests, and semester exams. **Student attendance, tardiness, participation and behavior may also affect grades.** Grading guidelines for each course are outlined in the course syllabus. Copies of syllabi for all classes are in the front office.

Homework

The requirement to complete homework promptly with integrity and excellence prepares students to be responsible with their learning. James Irwin Charter High School students are assigned approximately 20 minutes of homework daily for each class as necessary practice for concepts learned in class. Courses which require a higher commitment level, like honors, AP, and CE, will have additional homework expectations. One of the ways James Irwin Charter High School fulfills its mission is through assigning homework because completing it with excellence and submitting it promptly builds students' character and academic potential.

Final Exams

Therefore, students must take their final exams during the posted, regularly scheduled times. In rare cases, an exception may be made to take final exams early for extenuating circumstances. Early final exam approval must be obtained from the principal, who will review the reason and determine if an approval is warranted. Students will not be given approval to take final exams early for reasons such as vacations or for the sake of convenience. Parents/guardians should plan their vacations around the posted academic calendar. Students who miss a final exam without Principal approval will receive an unexcused absence and a zero (0) grade for the missed final exam.

Students must be in attendance for all periods of their final exams, except for study hall periods.

Progress Reports, Report Cards, & Official Transcripts

- Parents/guardians can access their student's academic, behavior and attendance progress at any time through the Infinite Campus Parent Portal.
- Report cards can be accessed through the Infinite Campus Parent Portal twice a year at the end of each semester after the final staff day listed on the school calendar. Report cards are no longer mailed to parents/guardians. A printed copy may be given to a parent/guardian upon request.
- Official transcripts will not be issued to any families with outstanding account balances.
- Students not completing course work by the end of a grading period will receive a failing grade, whether due to failure to turn in assignments, take a test and/or fulfill other requirements. The only exception to this will be in extenuating circumstances where illness or some other legitimate reason keeps a student from completing assigned work. In such cases, the student will receive an "I" or incomplete. Two additional weeks will then be granted to complete all course work, including tests and semester exams. If the work is not completed by the two-week period, the grade becomes an "F".

Academic Probation

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

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

Faculty Office Hours & After-School Support

To ensure students get the additional instructional support they need to be academically successful, JICHS faculty will have posted office hours before or after school on a particular day of the week. It is the student's responsibility to self-advocate and take advantage of this opportunity. Students are welcome to seek the support of faculty who are not their classroom teachers. Teachers may be available at other times and days outside their posted office hours according to the course syllabus and availability.

Pledge of Allegiance and National Anthem

To honor and show proper respect for our great country, all faculty, staff, students, parents, guardians, and visitors are required to respectfully stand during the Pledge of Allegiance and National Anthem.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age certain rights with respect to the student's education records. An Annual Notification of Rights under FERPA document, which details how JICHS handles student records and personal information, is included each year for parents/guardians in the Yearly Registration paperwork. A copy of this notice may also be obtained from the front office.

Grade Point Average (GPA) Scale

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

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

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

JICHS Grading Scale

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

Academic Letters

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

Honor Roll

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

Star Honor Roll: GPA of 3.7 or above

Scholar Honor Roll: GPA of 3.3 – 3.69

Honorable Mention: GPA of 3.0 – 3.29

National Honor Society

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

- Must be a current member of the sophomore, junior or senior class.
- Prospective members must have attended JICHS for at least one full semester; or, submit a letter from their former principal supporting their NHS application.
- Must have a cumulative GPA of 3.5 or above.
- Must have evidence of good moral character, leadership, and service within the school and/or community.
- Must fulfill service hours and duties, as prescribed and required by the NHS advisor(s).

A faculty council, composed of up to five members and in accordance with the NHS Constitution, conducts selection for membership annually in the fall. Selection is based on outstanding scholarship, character, leadership and service. Invitations to apply will be mailed during the summer months each year so that students will have time to work on NHS chapter candidate requirements. The procedure determined for the selection of members is as follows:

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

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

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

- In case of flagrant violation of school rules or civil laws, a warning is not necessarily required. The member is notified in writing of the violation and the possibility of dismissal, after which he/she is allowed to appear before the faculty council to explain his/her situation.
- If a member is dismissed, written notice of the decision must be sent to the member, their parent and the principal, and their emblem and membership card returned to the advisor.

Withdrawal From School

If a parent/guardian decides to withdraw their student from school for any reason, the administration will obtain transfer grades and complete the necessary paperwork within a reasonable time. The student must follow the checkout procedure and complete a withdrawal form. All outstanding fines and fees must be paid before scholastic records will be provided. A parent's/guardian's signature is required on the withdrawal form. Once a student is officially withdrawn from JICHS, the parent/guardian is responsible for seeking another education option to be in compliance with any applicable state and district attendance laws.

James Irwin Student Email Addresses

All students are assigned an official James Irwin Outlook email address (firstname.lastname@stu.jamesirwin.org) which is listed in the Family Information section under the "More" option in Infinite Campus. Students are required to use their JI email address for all schoolwork, Google Classroom access, 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.

Technology Expectations

Because the main mode of communication between the school and families is via Infinite Campus, parents/guardians should plan to have technology access at home. Minimum requirements for technology:

- 1.) Internet service
- 2.) Laptop, tablet, or other device that can connect to Infinite Campus, etc.

Personal Devices are not required in the classroom however, some teachers will utilize Infinite Campus to be used for turning in assignments.

Discipline

Judicial Committee and Administrative Judicial Committee

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

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

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

The Judicial Committee consists of two or more faculty, and two or more students selected through an application process. This committee meets every Wednesday after school. Students appearing at JC are seen on a first-come/first-served basis. Students that appear with their parents will have priority in the schedule.

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

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

During the week, teachers or staff enter any discipline infractions into Infinite Campus so that parents/guardians may review or receive notification of these infractions online through the Parent Portal. **A notification to appear before the JC preempts all other academic, sports, club and social commitments. If you are unable to appear before JC, you must contact the Dean of Students in advance and provide a note from your parent/guardian. Failure to appear at the JC may result in elevated consequences.** During probation and disciplinary restriction the student must avoid any further infractions. If another infraction should occur, then the student may appear before the Administrative JC for more serious disciplinary consequences.

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

Students who are an accessory to a violation may receive a JC referral, which could lead to suspension and/or expulsion. An “accessory” is defined as one who has aided and/or abetted another person committing a violation.

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

Summary of Consequences

Citations

- Citations are issued for the most minor offenses (Level 1).
- Cited students are not required to attend JC if they accept the citation and consequence(s). Failure to appear at JC deems the citation valid.
- Students may challenge citations by appearing at the next Judicial Committee meeting, scheduled weekly on Wednesdays.
- Generally, students who receive a citation will have a probation period and one (1) hour of community service and/or detention.

Detention/Community Service:

Hours may be served in behavior detention or by performing community service (Level 1 infractions only). **All detention hours must be served before the second Wednesday from which they were assigned or by the due date as assigned by the Judicial Committee. All community service hours must be approved by the Dean of Students. If the student opts for community service hours, it is the student’s responsibility to notify the Dean of Students of his/her plan prior to completing community service and to provide written documentation from a supervising adult as to the service performed (type, date and time).** This documentation cannot come from a parent/guardian or household family member of the student. Community service hours cannot be a duty or activity in which the student already participates or gets paid (chores, job, volunteer work, etc.) In some cases detention may be mandatory (Level 2 infractions and above).

Students assigned to In-School Suspension (ISS) and/or Saturday Detention will complete a character packet before working on any missing or current classwork. Students assigned to Out-of-School Suspension (OSS) will be given (or emailed) the suspension packet to complete at home. Students will not be permitted to return to class until all parts of the packet are correctly completed (as determined by an administrator).

A student may be assigned lunch detention for behavior violations. If the violation occurs before lunch, the student must serve their time on that day. If the violation occurs after lunch, the student is required to serve their time on the following school day during lunch period.

To honor academic learning time, a student may be given detention on a Saturday. The student must serve by the second Saturday that the detention was assigned. It is the student's responsibility to be in regular Monday-Thursday dress code and arrange transportation to and from school for Saturday detention.

Failure to serve lunch detention, after-school detention, Saturday detention or submit community service hours may result in a suspension.

Uniform Consequences for 3 Dress Code Citations:

Any student who has 3 dress code citations within a single semester, whether they have accepted the citation or is found to have violated the dress code after appearing at JC, will be required to wear the designated uniform: plain white polo shirt (tucked in), white undershirt if appropriate, khaki pants, and a belt. No accessories are allowed. The only permitted outerwear is a solid-colored navy blue or solid-colored gray sweater or sweater vest (Hoodies are not authorized)...NO EXCEPTIONS.

Students will be required to wear the uniform for up to nine consecutive weeks or a time designated by the Judicial Committee or Administrative Judicial Committee. While on uniform consequence, if a student violates the uniform dress code, they will be required to wear a uniform for up to the remainder of the school year or a time designated by the Judicial Committee or Administration. Failure to comply with the uniform requirement is a violation of the behavioral contract and may result in separation from the school. At the beginning of each semester, the count for dress code violations will reset. However, if a student receives a third violation near the end of one semester, the consequence of wearing a uniform for up to nine weeks will extend into the following semester.

Other Forms of Discipline

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

Verbal Warning

- A verbal warning may be issued by a teacher as a step prior to a student receiving a JC referral. After given a verbal warning, the student is expected to make any necessary behavior adjustments to avoid a written referral.

Written Warning

- In some cases, the Dean of Students may convert a behavior referral into a written warning in the student's discipline record in Infinite Campus. When this occurs, it serves as a reminder that the student's behavior must change or a disciplinary consequence to deter that behavior will be forthcoming.

Behavior Probation

- Notification of parent and/or guardian via Infinite Campus Parent portal and Summary of Consequences slip provided to student to give to parent;
- Elevated status in discipline. Any Level 1 infraction committed while on probation will be elevated and treated as a Level 2 infraction; and,
- Additional hours as deemed appropriate by the JC.

Behavior Contract (BC)

- Contract is drafted by the Dean of Students which outlines specific behavioral expectations for the student;
- Required meeting with parent and/or guardian;
- Parent and/or guardian, student and administrator are required to sign the behavior contract prior to returned to the student population;
- Any infraction committed which violates the contract may be grounds for disciplinary restriction, suspension or expulsion.

Disciplinary Restriction (DR)

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

Suspension

- Separation from the school community or campus for a stated time period, up to, but not exceeding 10 days, and student remains enrolled at JICHS;
- Academic ramifications: *In-class worksheets, assignments, 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 assigned to the student (via in-person, email, Google Classroom, etc.) that is not turned in on the first day the student returns to class will be a permanent zero (0). Quizzes, tests, and exams are designed to test the student's mastery of a particular subject area; and therefore, they will be scored for full credit. Missed quizzes, tests, or exams will be given on a student's first day back in class.* While there is a negative academic impact resulting from a suspension, students are strongly encouraged to keep up on their coursework so that their transition back into the classroom is as smooth as possible;
- In-School Suspension (ISS) is only provided in limited circumstances or when deemed appropriate by the JC; student may not attend any school-sponsored events (clubs, athletic practices/games, activities, etc.) for the duration of the suspension;
- Out-of-School Suspension (OSS) is reserved for more serious violations where temporary separation from the school campus is deemed necessary; student may not attend any school-sponsored events (clubs, athletic practices/games, activities, etc.) for the duration of the suspension;
- Notification of parent and/or guardian; and,

- Student may return to the JICHS community with probationary conditions or a behavioral contract.

Expulsion

- Student is separated from the school community for a minimum of 1 day up to a maximum of 365 days.
- Student must re-apply to JICHS and be accepted by the administration to be enrolled again;
- Student recommended for expulsion hearing;
- Notification of parent and/or guardian;
- Student may not attend any school-sponsored activities or be present on the JICS campus;
- No credit may be earned during the expulsion period;
- If the student is permitted to return to JICHS during the same semester of the expulsion, any grades while expelled are a zero (0);
- Notation on permanent school records; and,
- Student may not attend another District 2 school or attend any District 2 extracurricular activities.

Generally, after four appearances at the Judicial Committee or a Level 3 or 4 violation, the student reaches the level where separation (suspension and/or expulsion) from the JICS community becomes probable, either due to multiple violations or serious nature of the violation.

Summary of Infractions

Level 1 Offense = Citation

1. Tardies – Four or more instances of arriving less than 10 minutes late to class. Three citations of excessive tardiness in one quarter (12 unexcused tardies) will be deemed chronic and result in Saturday detention.
2. Failure to clean up lunch area. This could apply to an entire table, not just one student.
3. Chewing gum at any time on school grounds.
4. Non-academic note-writing or passing notes during class, study hall or other designated work times.
5. Eating or drinking in class, in a computer lab, or the library.
6. Failure to settle personal accounts with the café or other food service provider.
7. Dress code: 1st violation = warning; 2nd violation = detention and warning letter; and, 3rd violation = required to wear a uniform for up to nine (9) weeks.

Possible Consequences: Probation or Citation.

Chronic behavior may result in a Level 2 offense.

Level 2 Offense = General Judicial Committee

1. Disruptive Conduct – Conduct that interferes with the educational process or demonstrates a lack of respect for teachers, staff or other students.
2. Abusive Language – See “**Abusive Language**”.
3. Cell Phone / Electronics Violation – Cell phones, headphones and other electronic devices are required to be in cell-phone sleeves in classrooms. Chronic (2 or more) electronics violations may result in a loss of privileges. See “**Electronics Use**”.
4. Gambling – gambling during classes, anywhere on the school campus, or at school-sponsored events.
5. Misbehavior – Continued willful disobedience or open resistance of proper authority.

6. Behavior that is unfavorable or hostile to the welfare, safety or morals of other students or members of the school community.
7. Public display of affection (PDA).
8. Lying – conduct that includes not telling the truth, withholding the truth, or telling a partial truth.
9. Continual dress code violations.
10. Failure to complete JC hours or JC assignments.

**Possible Consequences for Level 2: Detention with probation. This includes Saturday Detention.
Chronic behavior may result in a Level 3 offense and/or Behavior Contract.**

Level 3 Offense = General JC and/or Administrative JC

1. Extortion, bribery or coercion in any form.
2. Insubordination – Continued disrespect or use of abusive language to coaches, faculty or staff.
3. False Fire/911 Alarms – Tampering with a fire alarm, fire extinguisher, reporting a false alarm of any kind, and accessing emergency exit doors.
4. Obscene Materials – Possession or display of books, writing notes, or electronic media which contain obscene language or pictures.
5. Cheating/Plagiarism (see “Cheating/Plagiarism”) – Results in a “0” grade in addition to JC consequences. This includes but is not limited to any AI assistance. Any breaches of the Honor Code (see “Honor Code”) will be treated as cheating. Plagiarism results in an automatic administrative JC.
6. Leaving Campus – Going off campus without permission from the principal and/or parent/guardian.
7. Detrimental Behavior – Behavior that is detrimental to the physical, emotional, or mental well-being of other students, and which disrupts the learning environment.
8. Unauthorized Computer Access – Any unauthorized attempt to gain access to another’s computer account, computer system, profile and/or software; or attempt to alter another’s profile, account, etc.; sending unauthorized messages or images without the express consent of the owner or supervisor; “hacking,” altering or manipulating the computer system, program and/or software for any unauthorized reason or purpose.
9. Fighting – Physical or verbal fights between students at school or any school-sponsored event.
10. Threats – Any threat (implied, spoken, electronically, written, etc.) to a staff member and/or student.
11. Retaliation – Any retaliation (implied, spoken, electronically, written, physical, etc.) against a victim of a threat, bullying harassment or assault.
12. Pornographic Materials – Possession, display, or viewing of such materials within the school community, including websites and other electronic media.
13. Racial Discrimination or Ethnic Intimidation – Initiating or participating in ethnic humor or conversations that exhibit racism (to include offensive words clearly designed to be racist) may constitute racial discrimination. If bullying is accompanied by a specific intent to intimidate or harass the victim based on his or her actual or perceived race, color, religion, ancestry, or national origin, physical or mental disability, or sexual orientation, such behavior may constitute ethnic intimidation. (From The Colorado School Violence Prevention and Student Discipline Manual, pg. 42; updated Jan. 2009.)
14. Truancy – Absence from school or class, *including lunch* and school assemblies, without permission of parents and school administration.
15. Continual electronics violations.

16. Reckless driving, as deemed so by school personnel, parents, or the Colorado Springs Police Department.
17. Unauthorized Access: Accessing restricted areas of the school without direct permission and supervision of a faculty or staff member, and/or leaving areas where students are supervised, or entering into the school building after business hours without a legitimate purpose, i.e. Sports, Club, or other scheduled school activity.

**Possible Consequences for Level 3: Detention (this includes Saturday detention), In-School-Suspension, Out of School Suspension, Expulsion.
Chronic behavior may result in a Level 4 offense.**

Level 4 Offense = Administrative JC and/or Appropriate Authorities

1. Stealing – Unlawfully taking the property of any member of the school community or goods from any agency employed by the school.
2. Vandalism – Willful defacement or damage of school property.
3. Alteration of Records – The falsifying or altering of any school record or communication between home and school, or the forgery of a parent’s/guardian’s signature.
4. *Illegal Drugs/Controlled Substances – Possession, transmission of, use of any illegal drug, controlled substance, and/or paraphernalia* at any time on campus or at school-sponsored events.*
5. Alcoholic Beverages – The use, transmission, or state of being under the influence of alcoholic beverages during school hours, on school grounds, or at any school-sponsored events.
6. *Tobacco – Possession, transmission of, use of tobacco or nicotine products, and/or paraphernalia* at any time on campus or at school-sponsored activities. [C.R.S] Sec. 18-13-121(5)(a)(II) Classifies all E-cigarette and vapor paraphernalia*, to include pens, pipes, liquids, etc. as tobacco products in a school setting.*
7. Bullying or intimidation of any student or staff.
8. Weapons/Dangerous Instruments – Possession of, carrying, or transmitting any object that can reasonably be considered a weapon on school grounds at any time or at any school-sponsored event.
9. Unlawful Activity – Participation in unlawful activity either on or off campus; potential criminal offenses are subject to be reported to the police.
10. Bomb Threats or Threats of Community Violence – This can be a criminal offense and is subject to being reported to the police with the possible result of a fine, a jail sentence or both.
11. 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.”
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. (From The Colorado School Violence Prevention and Student Discipline Manual, pg. 37; updated Jan. 2009)
13. Sexual Harassment (see “**Sexual Harassment**”).
14. Violation of a uniform requirement consequence due to chronic dress code violations.

15. "Gang-related activities in school, on school grounds, in school vehicles, or at school activities or sanctioned events" (Colorado Revised Statute [C.R.S.] 22-32-109.1 (2)(a)(VI).

* *The term paraphernalia is defined by JICHS as any accessory that is used for ingesting, inhaling, applying, charging, etc. any substance that is illegal/controlled to include THC, tobacco, nicotine, etc. This can include, but is not limited to, batteries, modules, pipes, storage containers, etc.*

Possible Consequences for Level 4: In School Suspension, Out of School Suspension, or Expulsion.

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." (C.R.S. 22-33-106(1)(c)). The Colorado School Violence Prevention and Student Discipline Manual (updated January 2009) is used as a discipline guide and is available on the school's website.

Definitions

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

Cheating/Plagiarism

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

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

The school provides extensive orientation and ongoing review of plagiarism. All new students are given an opportunity to develop a full understanding of the meaning of plagiarism and its seriousness in an academic community. **Copying homework completed by someone else is plagiarism and unauthorized aid.** A zero (0) grade that results from an incident of cheating or plagiarism will not be dropped from the student's grade record, even if a teacher chooses to drop the lowest grade.

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

Any cell phone, headphones, *smart devices*, or other electronic devices confiscated during a test may result in the violation being elevated to “Cheating”, which is a Level 3 offense.

Bullying

Bullying is defined in C.R.S 22-32-109.1(1)(b) as “Any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance; or against whom federal or state laws prohibit discrimination upon any of the bases described in section 22-32-109(1)(II)(I).” This definition is not intended to infringe upon any right guaranteed to any person by the first amendment to the United States Constitution or to prevent the expression of any religious, political, or philosophical views.

Bullying in any form will be dealt with at an administrative level. Students who feel that they are being bullied should immediately inform a faculty member and/or the Dean of Students. School disciplinary consequences may result for off campus, night or weekend instances of bullying whether it is physical, verbal, electronic/digital (e.g. social media) if the off campus action causes a disruption at school, violates the rights of other students while in school, or inhibits the ability of JICHS to meet its objectives as an educational institution. **Bullying that occurs off school grounds, outside of school hours, and/or not during school-sponsored events needs to be reported to local law enforcement by the student or parent/guardian.**

Sexual Harassment

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

Sexual harassment may include, but is not limited to:

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

Any person who believes another student or employee of JICS has victimized him/her should report the alleged acts immediately to the Principal. The school will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation relating to the complaint. The school will take the disciplinary action it deems necessary and legally appropriate to end the sexual harassment and prevent its recurrence.

Title IX and Sex Discrimination

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

student to student, employee to student, and employee to employee. Title IX does not apply to interactions between any person that is not a current student or employee. If a case needs to be reported, the JICS Title IX coordinator may be contacted: Meghan Martin, Title IX Coordinator, 5525 Astrozon Blvd., Colorado Springs, Colorado, 80916, meghan.martin@jamesirwin.org, 719-302-9000, extension 1202.

Abusive Language

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

Personal Searches

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

Behavior & Conduct

Honor Code

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

Electronics Use

Electronic devices are prohibited during class unless approved by the teacher. Any unauthorized use of electronics will result in confiscation of the device(s) and the student will be referred to the JC for appropriate consequences.

Cell phones cause significant disruptions to the learning environment. Therefore, all student cell phones must be turned off or silenced and kept in the designated cell phone sleeve. Students may only use cell phones before school, during passing periods, lunch, and after school, provided that they do not become a distraction to others and do not result in being tardy to class. Music played on personal electronic devices must be played through headphones during non-class times. **Students are not permitted to use cell phones during class periods while using the restroom, going to their locker, in the hallways, etc. Having a hall pass does not grant permission for a student to use a cell phone during a class period.**

Parking

Students may not return to their vehicles during the school day unless supervised by a staff member. On-campus may be revoked for failure to follow safe driving practices and rules of the road while on campus. All non-visitor vehicles parked on the high school campus during school hours must have a valid parking pass visibly displayed.

Conduct in the Classroom

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

Note-writing, eating, drinking, electronic use and gum chewing 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. To avoid damage to school property, students are not permitted to sit on desktops or tables.

Conduct at Lunch

JICHS offers a hot lunch service available to all students through a district food program. Details on how to participate may be found on our website or through the JICS business office.

JICS has a closed campus; therefore, all students are expected to eat lunch on campus in the following designated areas: Café, Commons, Senior Commons, or outside in the courtyard. Any student found outside these areas without express permission from an administrator will be considered truant. Students are not permitted to order food to be delivered to the school.

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 (see Level 1 offenses). Food/drink consumption is not allowed in the classrooms or the library. Students who display inappropriate behavior during lunch will have their lunch privileges restricted to the café or other appropriate area.

All lunchtime games involving balls, bats, Frisbees etc. are to be played in the courtyard on days designated for high school students. Administration reserves the right to deem a game inappropriate and prohibit such games. Students are responsible for returning any borrowed game supplies in good condition.

Conduct in the Senior Commons

The Senior Commons is an area set aside as a privilege for 12th grade students. The privilege of using the Senior Commons may be suspended if the area is not kept clean and tidy, character reasons, or senior lockers are left open as a convenience. Only seniors are allowed to be in the senior commons.

False Alarms & Vandalism

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

Assemblies

Students will be directed as to where they are to be seated. Assemblies are part of student life at JICHS and all students and faculty are required to attend. Personal electronic devices are prohibited during assemblies. The JICHS administration reserves the right to make exceptions for specific events. Students are expected to show the utmost respect to any guests, fellow students, or staff who are responsible for the presentations. Students that have made prior arrangements to be checked out during the assembly will wait in the front office. **It is extremely disruptive and difficult to search for a student during an assembly, so parents/guardians must check out their student prior to the assembly start time.**

Conduct at Social Functions and School-Sponsored Events

The parent/guardian and Colorado Springs Police Department will be contacted immediately if there is any evidence of inappropriate behavior, possession or use of drugs, tobacco, smoking and/or vaping products/paraphernalia, and/or alcohol, or other illegal items/behavior. As a consequence, the student may be suspended or expelled.

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

There are several types of school-sponsored events at JICHS. Non-JICHS students or outside guests may only attend the following events: Graduation, music concerts, talent shows, athletic games, NHS Induction, and the Veterans Day Assembly. For the Homecoming and Prom formal dances, only JICHS employees and their spouses (with permission from the administration) may chaperone; parents/guardians and other adults are not permitted inside the venue. In addition, for Homecoming and Prom, outside student guests must be pre-approved through an application process. The administration reserves the right to deny admittance to any person for all JICHS school-sponsored events. All students need to be picked up or off campus within fifteen (15) minutes of the stated event end time. Parents/guardians who pick up after the allotted time may be charged a childcare fee of \$25 per incident.

It is a class 3 misdemeanor for any person on or near the premises or facilities of any educational institution [including any building or facility used by any educational institution] to willfully deny students or school employees lawful freedom of movement or use of the facilities, to impede the staff or faculty in the lawful performance of their duties, or to willfully impede students in the lawful pursuit of their educational activities through the use of restraint, abduction, coercion, or intimidation or when force or violence are present or threatened. Section 18-9-109(1) and (2), C.R.S. (2002). It is also a violation for any person to refuse or fail to leave the property of an educational institution [including any building or facility used by any educational institution] when requested to do so by the school's chief administrative officer or his designee if such person is committing or threatening to commit any act which would disrupt or impede the functions of the school. Section 18-9-109(3), C.R.S. (2002).

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

Guest Policy for Dances

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

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

Conduct at Athletic Events

Excellent sportsmanship at all athletic events is expected from coaches, players and spectators who must comply with the rules of the host school. Family members and other guests of JICS are required to follow the same rules of conduct as students. Any spectator who exhibits poor sportsmanship will be asked to immediately leave the event premises and may lose the privilege of attending future events.[See "**Conduct at Social Functions and School Sponsored Events**".] Any player who is guilty of misconduct during an event may be suspended from that sport for up to one year.

Attendance

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

Building Access

Students enter through the gym lobby doors which will open at 7:30 AM and close at 7:43 AM. School doors open at 7:30 a.m. and will close at 4:00 p.m. (2:00 p.m. on Fridays). All students must be picked up by 4:00 p.m. (2:00 p.m. on Fridays). Supervision will not be provided after 4:00 p.m. (2:00 p.m. on Fridays), unless the student is in a school-sponsored activity supervised by a member of the faculty or staff. Therefore, students who remain on campus after hours do so at their own risk. JICS may also refer to or call law enforcement or any other appropriate course of action for any unauthorized access, if deemed necessary.

During severe weather conditions, students may be allowed in the building early at the discretion of the administration, as long as the student's behavior is appropriate and there is ample supervision.

Absences

Students are expected to be in attendance at school every school day, in their assigned classroom seats promptly 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, the administration reserves the right to determine whether or not an absence is excused.

A student who has a planned absence (field trip, athletic event, college visit, medical appointment, etc.) and misses the day that a long-term assignment was due or a test was administered must turn in the assignment or take the test on the next day he/she is present at school.

Habitually Truant – The State of Colorado reporting guidelines require JICHS 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 JICHS 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.attendanceworks.org/resources/handouts-for-families-2/>)

Excused Absences

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 two (2) days to make up missed work for each excused absence. Weekends count for two (2) make-up days. (Ex. If a student is absent on Friday, he/she needs to turn in the missing work on Monday, not Wednesday.)

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.

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

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

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

Unexcused Absences

Unexcused absences are those due to reasons not mentioned above. Students will not receive credit for assignments missed because of an unexcused absence. However, students can earn a maximum of 75% of the grade received on exams and major projects. Missed quizzes, tests, or exams will be given on a student’s first day back in class.

A student who is either late to class after the first ten (10) minutes or leaves the class for an excess of ten (10) minutes, will receive an unexcused absence. Exceptions to these rules may be made at the discretion of the principal (*e.g., emergencies of a one-time nature*). JICHS does not sanction any school days as “skip days” and treats these as unexcused absences (see the Notification of Absence section below). JICHS expects its parents/guardians to be truthful when it comes to notifying the school of a reason for an absence.

Absences and Tests

At their discretion, teachers may modify a test for a student who has an absence during a test day. In this case, the test may have additional prompts or material due to the advantage of any extended time the student had to study. It is the responsibility of the student to get any study materials and/or notes missed during an absence.

Notification of Absence

The parent/guardian must notify JICHS of a student absence. Until properly reported, the absence is considered unexcused, regardless of its nature. A call or note reporting the absence must reach the office the morning of the absence. The note will become part of the student’s permanent file. JICHS may require suitable proof of illness, including written statements from any medical sources. Students who are checked out or arrive late due to an appointment, must return with a note from the official appointment site in order for the absence to be changed from unexcused to excused.

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

Truancies

A student is truant if he/she is absent from school, not in class or another location approved by the teacher or leaves school grounds without parental or school permission.

Number of Absences Permitted

When a student has more than eight (8) absences, **excused or unexcused**, from any class during a semester, JICHS reserves the right to withhold credit for that class. Students will receive a letter, which will become a part of their permanent file. Extended illness may be a mitigating circumstance. Vacations and trips during the school year will count toward these absences. **If a student acquires fifteen (15) absences in a class, excused or unexcused, semester credit will not be awarded, and the class must be repeated. Repeating classes for credit can adversely affect whether or not a student graduates on time. As previously mentioned, any student who is absent from school, whether excused or unexcused, for eighteen (18) days or more in a single school year is considered to have chronic absenteeism by the State of Colorado.** It is the responsibility of the parent/guardian and student to stay current and be aware of the number of excused and unexcused absences and tardies that are recorded in each class.

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

Tardy Policy

Tardies are recorded by the teachers for each period of the day. A student will be considered tardy if he/she is not in the classroom when the final bell rings. A tardy will be considered unexcused unless the student has approval with a pass from a teacher or the office staff.

Students must obtain a pass prior to coming late to class. Tardies are only counted for the first **TEN MINUTES** of class time. Unless the student has a pass excusing the tardy, after ten minutes, the student will receive an **unexcused absence for that class**.

We follow a progressive consequence system depending on number of tardies.

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

Hall Pass Policy

Students may not leave class, except in the case of emergencies or rare circumstances prescribed by the teacher. Each student must have a pass when outside the classroom after the bell has rung. If the student needs to meet with a teacher, use the library during his/her study hall time, it is necessary to receive a pass from the academic teacher prior to the student's study hall. For safety and accountability, students are required use SmartPass system.

Leaving Campus during the Day

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

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.

Dress Code

The JICHS dress code is designed to support our mission to develop each student's character. All students are expected to dress appropriately at all times while on school premises or at any school-sponsored activity. If a student has any questions about whether or not certain clothing is appropriate, he/she should bring the clothing in to the Dean of Students before wearing it to school.

Parent/guardian support of the dress code policy is important. The parent/guardian must ensure that their student comes to school or school-sponsored activities appropriately dressed. Failure of the faculty or staff to spot dress code violations is not implied permission for approval of the inappropriate clothing. Parents and students are responsible to do their due diligence in dressing appropriately for school. Students may make an anonymous dress code report to the Dean of Students. Failure to comply with the dress code may necessitate calling the parent/guardian who may be required to take the student home to change or bring the appropriate clothing to school. Any class time missed in mitigating dress code issues will be considered unexcused and, if chronic, could adversely impact the student's course credits or GPA.

For safety and security, physical education classes (P.E.), athletic teams, and clubs may require a variation of the dress code (e.g., large jewelry that could get snagged and injure a student).

Any student who needs a medical or religious accommodation for the dress code must first receive permission from the Principal prior to non-compliance with the dress code.

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

VIOLATION OF DRESS CODE

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

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

Students who have violated the dress code three times in one semester will be required to purchase, at their own expense, and wear the designated uniform for up to nine weeks or a time designated by the JC. See **"Uniform Consequences for 3 Dress Code Violations."** At the beginning of each semester, the count for dress code violations will reset. However, if a student receives a third violation near the end of one semester, the consequence of wearing a uniform for up to nine weeks will extend into the following semester. Appropriate loaner clothing is stored in the administrative wing for convenience and is available on a first come, first-served basis. If the school is out of appropriate loaner clothing, it is the responsibility of the student to choose an alternative remedy. All students are encouraged to be proactive and familiarize themselves with the dress code and attendance policies to avoid any negative consequences resulting from improper dress.

STANDARD DRESS CODE

1. Students are expected to wear collared shirts, pants, dresses, skirts, and shorts that do not inappropriately expose undergarments or the body. Skirts, dresses, and shorts must come to at least the top of the knee-cap.
 - a. Pants with large exterior pockets are not allowed.
 - b. Sweatpants, yoga style pants, and athletic style pants are not allowed.
2. Students may not wear clothing or expose tattoos with writing, slogans, pictures, or symbols that depict or imply alcohol, tobacco, or drugs (or their manufacturers), obscenities, vulgarity, racism, sex, sexual innuendos, violence, or gang affiliation.

3. Shoes must be worn at all times. (No slippers, flip-flops, and wheeled shoes)
4. Students may not wear, carry, hang, or display hats, caps, beanies, stocking caps, and bandanas and must have their hoods down while in the school building. Head coverings are acceptable for religious reasons. Acceptable examples are: headwraps, skull caps, scarves
5. Students may not wear or carry blankets.
6. Students may not wear chains hanging down or used as belts. Students may not wear accessories with spikes and skulls. Jewelry must not pose a safety concern.
7. Students may not wear sunglasses while in the school building.
8. Tee shirts, camisoles, and tank tops must not be visible anywhere except for the neck, collar, and waistline when worn under an acceptable top. *Full-zip hoodies, jackets, cardigans must be zipped up or buttoned up so that they comply with this rule*
9. Pants of any color (including jeans) are allowed Monday-Friday except for blue jeans which may only be worn on Friday for \$1. Regardless of the type of pants, they must be free of holes, frays, and rips.

Jags Uncaged! Dress Code

1. Modesty rules always apply.
2. Tee shirts are allowed. However, all clothing, accessories, backpacks, etc. must not display any offensive or inappropriate slogans, text, images, logos, meanings, etc. (i.e. references to sex, tobacco, death culture, illegal substances, alcohol, or any advertising, images, or messages inconsistent with the school's philosophy). Shirts showing midriffs, are low-cut, or sleeveless are not permitted.
3. *Swimwear must be:*
 - a. *Always modest.*
 - b. *Gender-appropriate based on the student's biological birth gender.*
 - c. *Opaque (not sheer, see-through, translucent, or transparent).*
 - d. *Full fabric with no cut-outs.*
 - e. *Modest swimsuit shorts (any color/pattern); or,*
 - f. *Modest one-piece swimsuit with or without swim shorts (any color/pattern).*
 - g. *Tee shirts are not required while swimming.*
4. Denim shorts, sweatpants, and jeans are allowed, if the length, fit, and condition meet regular dress code. Cut-offs are not allowed. Leggings, yoga pants, or other form-fitting exercise pants/shorts are not permitted.
5. Hats, sunglasses, and flip-flop sandals are allowed.
6. *Jags Uncaged!* dress code is the minimum dress code for afterschool activities or school-sponsored events such as games, non-formal dances, game nights, the annual retreat, etc.

Field Trip Dress Code

All field trip participants must wear, at a minimum, regular Monday-Thursday dress code. Students are expected to dress in formal dress code for more professional events.

Formal Dance Attire Policy

The purpose of the Formal Dance Attire Policy is to ensure our students maintain modesty at all formal dances, whether on campus or at an off-campus venue, and to prepare students for formal settings later in life. Students are strongly encouraged to be responsible with the Formal Dance Attire Policy by selecting attire that is modest, displays proper respect for self and others, and honors the formality of the event. Attending a JICHS formal dance is acknowledgement and agreement by the student to follow the policies and procedures of JICHS concerning behavior, dress, etc. as outlined in this document and the JICHS Student Handbook.

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

Formal dresses, with or without straps, must conform to the following parameters:

1. Cleavage may not show from any angle at any time. Low cut dresses or tops are not allowed.
2. The backs of dresses may not be lower than the bottom of the shoulder blades.
3. The highest part of the opaque hemline of a dress or skirt, including any slits, must be no higher than the top of the kneecap in front, on the sides, and in the back while standing straight. Opaque is defined as not transparent or translucent; not allowing light to pass through. If an opaque slip is worn to lengthen a short hem, it must remain at the required height for the entire event.
4. See-through and/or excessively tight-fitting dresses or skirts are not allowed.
5. Dresses and attire must be compliant without sweaters, shawls, scarves or other accessories.

Dress Shirts, Pants, Belts, Shoes, etc.

1. Collared, long sleeved dress shirts must be worn. Shirts must be tucked in and buttoned for the duration of the dance and while on the property of the dance site. The top button may be unbuttoned and sleeves may be rolled up, if desired.
2. If wearing a dress shirt, ties, bowties, or neckpieces must be worn.
3. Dress pants must be worn unless noted by admin.
4. See through and/or excessively tight-fitting clothing are not allowed.
5. Jackets are optional and may be taken off during the event.

Make-up and jewelry: dress code policies still apply.

If students have any question or doubt whether an item of clothing, jewelry, make-up, etc. is acceptable, they must show it, in person, to the Dean of Students or their designee for approval at least two weeks prior to the dance.

Violations of the Formal Dance Attire Policy any time during the dance and while on the property of the dance site may result in the student being denied entry to the dance or removed from the dance with no refund. It is the responsibility of the JICHS student to inform a guest of the dress code policy.

Anyone (student, guest, parent/guardian, family member, etc.) who displays rude or disruptive behavior as a result of a faculty or staff member directive will be asked to leave the premises immediately, without a refund, and can be charged with a Class 3 Misdemeanor according to state law (C.R.S. 18-9-109).

Faculty/staff members will be on site during the dance to ensure only those students who are following this policy are permitted into the dance.

IMPORTANT: JICHs and its representatives are not financially responsible for any issues related to the non-approval of, or denial of admission to a dance due to, inappropriate dresses, clothing, etc. JICHs formal dances are considered "closed" events. Once a student exits the facility or venue, he/she will not be permitted to return to the dance for any reason. Formal dances end at 11:00 p.m. All students need to be picked up or off campus no later than 15 minutes after the event ends. All drivers who are picking students up need to be on campus or at the venue by 11:00 p.m. Parents/guardians who do not pick up their student by 11:15 p.m. may be charged a childcare fee of \$25. Since Prom is generally held at a venue that is not exclusive to JICHs, James Irwin Charter Schools and its employees or agents are not liable for any student activity outside of the rented event area (i.e. ballroom and lobby) and rented event time. Any inappropriate behavior which takes place outside the rented area can be reported to the proper authorities (CSPD, CSFD, etc.) at the discretion of the establishment's owner. All students are strongly encouraged to be cautious with their safety and personal items when traveling to and from any off-campus school-sponsored.

Blue Denim Jeans Day Fridays

At the discretion of the JICHs staff and administration students may participate in a school fund-raiser and wear dress-code blue denim jeans on designated Fridays for \$1. All blue denim clothing must be free of holes, frays, tears, tatters, threadbare spots, bleaching, stains, or rips. Blue denim clothing must conform to all acceptable fit and style requirements, with the exception that denim bottoms may have exterior pockets. Students may also wear a JICHs related tee shirt for no additional cost on Jeans Day Fridays. Not paying for denim bottoms on Jeans Day Fridays or wearing a non-JICHs related tee shirt constitutes a dress code violation. All proceeds will go directly to the *Jags Uncaged!* fund or other designated fundraiser. On Fridays, students who do not pay \$1.00 must wear the regular Monday through Thursday dress code, except for JICHs-related tops, as explained above.

General Policies

Student Parking

Student parking is provided in the south lot. Students are permitted to return to their vehicle during the school day only if accompanied by a JICHs staff member. On-campus parking is a privilege and may be revoked if abused. All student vehicles must have an official JICHs parking permit. Any vehicles improperly or illegally parked may have the vehicle towed at the owner's expense. Students must show a valid Driver License, current insurance, and proof of registration to obtain a parking permit or when asked by the administration to insure legal use of vehicle on school grounds.

Vehicle Searches

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

Student Drop-Off and Pick-Up

All drivers must pull completely forward as far west as they can, allowing as many vehicles as possible to fit into our incoming lanes. Drivers who want to park their vehicles may do so in a designated parking space or in the south parking lot. At the request of our business neighbors, all drivers should not drive through the warehouse parking lot access to enter and exit our campus and instead use Aviation Way to the south of the warehouses or Zeppelin Road.

NOTE: For the safety and welfare of our students, parents/guardians, and staff, it is critical that all drivers follow JICHS drop-off and pick-up procedures. JICHS reserves the right to deny on-campus driving privileges to anyone who continually disregards the traffic laws, procedures, posted speed limit or directions of any JICS employee.

- All three lanes are one-way only with vehicles exiting around the south side of the upper parking lot. The below lane assignments must be strictly followed:
 - North Lane (closest to building) – Pick-up and drop-off with students entering or departing vehicles to the **north**.
 - Center Lane – Through traffic only; use with **extreme caution**. (No pick-ups or drop-offs.)
 - South Lane – Pick-up and drop-off with students entering or departing vehicles to the **south and using the crosswalks**.
- For safety, while on campus all drivers must observe the posted speed limit of 10 MPH.
- The south lot is available for parents and visitors to use, provided all vehicles are parked in lined spaces, keeping lanes free for ingress and egress.
- Everyone must use the designated crosswalks when crossing the road between the south lot and the school buildings. Failure to comply may result in disciplinary action.

Standardized Testing

JICHS utilizes a variety of standardized tests (state, ACT/SAT, PSAT, MAP, etc.) which assists the administration in determining student proficiency in core academic areas. The data gleaned from these tests is then used to place students in remedial, regular, advanced, honors, or AP courses or labs. **Therefore, it is critical that students strive to always do their best on standardized tests so that they are placed in the appropriate courses which reflect their achievement level and skill set.** All standardized testing and final semester grade data will be considered valuable benchmarks in determining placement and qualification in courses.

NOTE: Standardized test scores will appear on all transcripts to reflect the students' level of proficiency and encourage academic accountability.

Parents may choose to excuse their student(s) from participation in the state mandated standardized tests by submitting the Assessment Refusal Form available in the school's main office no less than 3 days before the day of testing.

Students testing below proficient may be disqualified from advanced, honors, CE or AP courses and instead may be assigned a remedial course or lab in order to strengthen their skills. If a student tests at a below proficient level, the parent/guardian may be required to sign a contract agreeing to provide the accountability necessary to support their student's success.

If the school receives the John Irwin Schools of Excellence Award (or equivalent) from the state, an extra day of winter break may be awarded by the CEO. The John Irwin Schools of Excellence Award is given to

schools ranked at the top in the state and is based on spring state assessment scores for grades 9th through 11th, factoring in achievement and longitudinal growth.

For NWEA MAP testing throughout the year, students receive special acknowledgement if they show adequate growth from the previous testing cycle. To encourage students to do their best with NWEA MAP testing, special incentives are offered for various score benchmarks.

Protests by Students

- Students participating in a protest during the school day, must be signed out and signed back in by a parent/guardian (even if 18 years of age or older) or will be considered truant. Truancy is a Level III offense and the student will receive disciplinary consequences as a result.
- By signing out a student for a protest, the parent/guardian is acknowledging that there will be no adult supervision provided by JICS, just like before and after school; and, that the parent/guardian is liable for the safety of their student once he/she leaves the building.
- Parents/guardians need to be aware that events which are not school-sponsored, and therefore do not have JICS employee supervision, may be dangerous to the health or safety of the students participating.
- Students who participate and have been signed out by a parent/guardian will receive an excused absence. The excused absence will still count towards the 14-absence limit for credit, per class/per semester, as outlined in the current Student Handbook. Students will be responsible for making up any non-graded work that was missed (e.g. notes) while out of class during the time of the protest.
- The student will forfeit their graded work for any test, quiz, project, classroom participation, etc., that was being done at the time the student left class for the protest, and will be graded based on the work that had been completed prior to leaving class. This may result in the student receiving a low or zero (0) grade. Students will not be allowed to make up any missed, in-class assignments occurring during the time of the protest while the student was not in class.
- To minimize classroom interruptions, students may be required to wait in the front office until the bell rings for their next class.
- Any participant in a protest, whether a student or adult, who creates a disruption to school operations can be charged with a Class 3 misdemeanor crime according to CRS 18-9-109.

Visitor Policy for Campus and School-Sponsored Events

All visitors who are on campus during school hours must first sign in at the front office to receive an identification badge. At all times, visitors to the campus or at a school-sponsored event must adhere to the behavior and dress standards and expectations of JICHS. It is the responsibility of the visitor to be informed of any policy expectations prior to visiting the campus or school-sponsored event. Visitors may be denied admission into the school or at a school-sponsored event if not properly behaving, if immodestly or inappropriately dressed, or if there is a past record or current suspicion of behavioral issues. The JICHS administration makes the final determination for approval of all visitors to campus and/or school-sponsored events.

All visitors on campus or at school-sponsored events must behave in a manner which is respectful and dignified. Limited access is where a person may only be on campus or at a school-sponsored event with the escort of an administrator.

Any visitors who are disrespectful or disregard the school rules and policies will be asked to immediately leave the campus or a school-sponsored event. Any visitor who does not follow the direction of a JICHS faculty or staff member may be committing a misdemeanor criminal offense under **C.R.S. 18-9-109 Interference with staff, faculty, or students of educational institutions**. [See **“Conduct at Social Functions and School Sponsored Events”**.]

Student Health

Health Requirements & Immunizations

Currently, Colorado’s immunization laws for school-aged children require the following:

1. Diphtheria-Tetanus– 5 doses
2. Polio – 4 doses
3. MMR – 2 doses
4. Chickenpox (varicella) – 2 doses
5. Hepatitis B series – 3 doses or more, depending on valid does with minimal age/minimal interval requirements.
6. Tdap – 1 dose

Contact the El Paso County Health Department at 719-578-3199 for any questions about immunizations. State law requires parents/guardians to show evidence of immunization ten days after the beginning of the school year. Students who have not been vaccinated or whose parents/guardians have not signed a waiver will be denied attendance in accordance with C.R.S. 25-4-902. Parents/Guardians wishing to waive immunization requirements may do so for personal, medical or religious reasons. In order to waive these, parents/guardians must **sign an updated form yearly** for each student enrolled at JICHS and submit a statement to the school office within ten days of the beginning of the school year. This form is required under Colorado Law (C.R.S. 35-4-903).

Communicable Diseases and Extended Illness

School attendance by a student with a communicable disease will be dealt with on a case-by-case basis in accordance with guidelines for that disease by both state and local health departments, including the Center for Disease Control.

In such cases as chicken pox, measles, or mumps, etc., students will not be allowed to return to school until the school receives parental assurance and/or a doctor’s notification as to the risk of infecting another student.

School Clinic

If a student becomes ill during the school day he/she should obtain permission from the teacher to report to the office. Illnesses will be dealt with on a case-by-case basis. Any student with a persistent fever will have their parent/guardian contacted and be sent home to avoid contaminating other students or staff. For other clinical issues, the parent/guardian may be called to pick up the student if the health aide (or designee) deems it necessary.

Prescribed Medications

ALL prescription medications, including inhalers and Epi-pens, and any over-the-counter medications, including cough drops, must be stored in the school clinic office. Exceptions can be made to self-carry certain medications if approved by a parent/guardian, a physician, and a school nurse. A signed contract

must be on file to define expectations and limitations. All medication to be taken at school must be accompanied by paperwork, filled out by the student's physician.

Office & Library Policies

Financial Obligations

Each semester all financial obligations and any debt must be met, or some satisfactory arrangement must be made with the high school front office before a student can register for the following year. All financial obligations to JICHS must be met before official transcripts are issued. Seniors with an outstanding balance after 2:00 p.m. on the Friday before graduation will not be allowed to walk at graduation nor will they receive their diploma or official transcripts until the balance is paid in full. The deadline for submitting personal checks to pay a senior student balance is fifteen (15) business days prior to graduation. This ensures sufficient funds are available for payment. Due to limited office personnel and resources, 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.

Messages and Deliveries

Messages and deliveries from parents are to be left in the office to respect the educational opportunity of all students. Students are not to use the school's telephones without prior permission from a JICHS staff member.

School Property

Vandalism on the part of any student is grounds for disciplinary action and may include fines for reparation or replacement. Sitting on desktops or tabletops is strictly forbidden. Skateboarding is not allowed on JICS property or at school-sponsored events at any time.

Use of School Name and Logos

At no time may any member of the JICS community use the school name or logos 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 Principal. 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 Principal.

JICS Library

Generally, the JICHS library will be open 7:30 a.m. – 4:00 p.m., Monday through Thursday and 7:30 a.m. – 2:00 p.m. on Fridays.

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

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

The computers in the library are for class research projects and word processing only. **Students are not allowed to participate in non-academic activities on the computers (i.e. play games, surf the Internet, access email, etc.). The librarian reserves the right to assign students to specific computers to maximize a quiet learning environment and computer resources.**

Check-out and return of borrowed books:

- Books can be checked out for a period of two (2) weeks.
- There is an overdue fee of .10¢ per day, per book.
- Books returned damaged are subject to a minimum repair fine of \$5.00 (fee may be higher depending on the amount of damage).
- If the book is lost or damaged beyond repair, the fee charged is the price of the book plus a \$5.00 restocking/reprocessing fee.

JICS Textbooks

Students are responsible for the care of each textbook issued to them. A list of fines for damaged or lost textbooks can be found below. A new book will not be issued until the fines are paid.

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

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

Fines:

- Students who have lost a textbook should check first with the librarian. If a lost book has been turned in, a fine of .50¢ is required before retrieving the book.
- A damaged book or a book with scribbles and writing has a starting fine of \$5.00. The fine will be determined by the librarian based on the extent of the damage or markings.
- A lost book has a replacement cost plus a restocking/reprocessing fee of \$5.00. This means that the total cost may be \$18.00 or higher.
- The fee for a broken book spine is \$25.00.
- If a fine has been paid for a lost book, a refund will only be issued if the book is returned within six (6) months of the posted payment.

Student Life

Handbook

This handbook is provided for a fee, as an educational and organizational tool. If lost, a replacement may be purchased at a cost of \$10.00. Students are required to carry the handbook to all classes and meetings and use the planner for hall passes, effective organization of assignments, and events.

Lost and Found

JICHs and its employees and agents are not responsible for lost, damaged or stolen property. However, an effort is made to assist students in the recovery of lost or stolen property. The lost and found area is located on a table in the Commons by the courtyard exit doors; all property found should be turned in there. Any valuables should be turned in and claimed in the office.

Unclaimed clothing and other items will be donated to a charitable organization at the end of each month. Students are strongly encouraged to leave valuable items, including electronics, expensive jewelry and large amounts of cash, at home.

Lockers

Student lockers are assigned individually at the beginning of the school year. It is a student's responsibility to keep the locker clean and free of excess paper and waste. Posters, pictures, and/or other content that are inappropriate or offensive will be removed. With permission from the Dean of Students or his/her designee, students may temporarily decorate the exterior of their locker for special occasions. Students need to ensure their locker door closes flush with the frame and that their lock is engaged at all times. Students may go to their lockers only during passing periods and may not loiter near lockers while classes are in session. Students may not prop open their lockers or tamper with the locking mechanism, and are required to keep lock combinations confidential. Students may not transfer their assigned locker. For the safety and security of the school's resources and our students' property and valuables, any locker that is found to be kept open, or its locking mechanism tampered with for the sake of convenient access, before school, during classes, or afterschool, may have access to their locker denied (the latch either zip-tied or padlocked) until there is a discussion with an administrator concerning this policy.

Costs to repair damaged and defaced lockers, or school property inside the lockers, are billed to the student to whom the locker was assigned. All lockers are subject to search by school officials at any time without prior notice. At any time during the school year, a student may be asked by the administration to clean their locker if it is not in order.

Solicitation

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

Camera Policy

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

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

Since JICHs has an active photo-journalism department that publishes the yearbook and photos in print and digitally, it is the responsibility of the parent/guardian to submit a signed form to JICHs prohibiting

the student's image from being used in publications. If a signed form is not submitted to JICHS by the parent/guardian, permission is implied for JICHS to use a student's image in print or online.

Field Trips

Field trips are privileges afforded to students; no student has an absolute right to take part in a field trip. Students can be denied participation if they fail to meet academic and/or behavioral requirements. To be eligible for a field trip, a student must have no "F" grades ("D/F" in math and foreign language), have at least a 2.0 overall GPA, and no more than eight (8) excused/unexcused absences for the semester. A form provided by the school is to be completed by the parent/guardian granting permission to the student. For planning, reservation and transportation purposes, students who fail to submit the proper form by the stated deadline will not be allowed to participate in the field trip. Students on field trips must be in regular Monday through Thursday Dress Code and may be denied attendance if dressed otherwise. Students who are eighteen (18) years of age or older are required to have a parent/guardian sign a permission slip.

Clubs

If available, students are encouraged to seek membership in one of the recognized school clubs. All clubs must have the approval of the principal and/or designee, and be sponsored by an approved member of the faculty or staff. Clubs meet after school and must be self-supporting.

College and Career Planning

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

It is the responsibility of the student and his/her parent/guardian to ensure all college admissions deadlines for applications and scholarships are met.

Student Government

The Senate is a leadership organization of students, nominated by their peers who meet on a regular basis during school to plan events and represent the student body. Senators must meet JICHS academic eligibility requirements.

In addition to academic expectations, candidates/officers are also required to meet reasonable social, behavioral and character standards within the school community. Any student in violation of their behavioral or academic contract is subject to being removed from Student Government. Students who are selected to participate in Student Government will be required to sign a contract which outlines their responsibilities for service and membership.

School Photos, Student IDs, and Lunchcards

At the beginning of the year students' pictures will be taken and ID cards issued. Notice will be given prior to picture day. Students must dress appropriately (in dress code) for school pictures. Students are required to keep their ID on their person and will be required to present their ID at school-sponsored activities. The cost of replacing a lost, damaged or stolen ID/Lunch card is \$5.00.

Students are required to have and produce their lunch card every day to receive a school lunch. You may not use a friend's card if you have lost yours. See the front office for replacement process immediately.

Activities/Athletics

Athletic Fees

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

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

Athletic Uniforms and Equipment

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

Athletic Dress Code on Game Days

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

1. Uniform top with dress code pants and shoes. If a uniform top is sleeveless (i.e. basketball jersey), a plain t-shirt must be worn underneath.
2. Team-issued warm-ups. If the team is not issued a complete set (tops and bottoms) bottom must be nylon material in navy blue or gray (school colors).
3. Formal dress code.

Athletic & Activities Eligibility

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

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

JICHS Athletic & Activities Eligibility Standards:

All students must maintain a 2.0 grade point average (GPA) and have no failing (F) grades in any courses to participate in activities. An academically ineligible student may not regain eligibility until the next grade check. Any student receiving a Judicial Committee ruling of "Disciplinary Restriction" will be ineligible to participate in games or activities and cannot be dismissed early from school for the period of the restriction. Violations of the Code of Conduct may result in suspension from athletics and activities.

P.E. Credit for Athletic Participation

In some cases, students may earn P.E. credit for participating in an entire season of a CHSSA sport offered by JICHS. Prior to pursuing P.E. credit for a sport, a student is required to meet with an Academic Advisor to fully understand how this program works. If given approval to pursue P.E. credit for participating in a CHSSA sport at JICHS, and the student quits the team or the team dissolves due to a lack of participation, no credit will be offered.

Weather & Emergency Information

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

If the school will be closed for the day, or on a delay, you can find that information from the following sources generally no later than 6:00 a.m. If school is delayed, parents/guardians are encouraged to continue checking these sources in case a closure is called after a delay.

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

Storm Alerts

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

Emergency Drills

JICS conducts safety drills throughout the academic school year, as required by district policy and state law. JICS holds student safety as one of its top priorities. To ensure that our students and staff are effectively trained in the appropriate responses to a multitude of emergency situations, JICS does not pre-announce the date or time of the drills to the public. Parents and guardians 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, if necessary. In any emergency (drill or otherwise), students will be directed to follow procedures that are designed to maximize their safety. Full cooperation is necessary and expected for the proper execution of drills. At times and without notice, JICHS may bring drug-sniffing dogs on campus to perform a routine check to ensure our campus remains drug-free. Results of these checks will remain confidential.

Parent/Guardian Notification

JICHS utilizes Infinite Campus to notify parents/guardians of closures/delays, missing assignments, 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.). JICHS also uses other digital portals like SchoolMint (enrollment) and our website to communicate important information. 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 our front office for login support.

Calendar of Events for 2024-2025

Semester 1

July 30	Mandatory New Student Orientation, 9:00am
August 6	Back to School Night, 6:00 - 7:15pm
August 7	*First Day of School
August 7-16	*Friday release days – students release at 1:30
August 12-16	School Retreat – Jags Uncaged (grade specific)
August 26	Student Picture Day
September 2	Labor Day - No School
September 12	**MAPS data day 11:05 dismissal
September 26-27	**Parent-Teacher Conferences 11:05 dismissal
October 1	Student Count Day (All Students Present)
October 7	Picture Retakes
October 11	Staff Day – No students/ Homecoming dance 7pm
October 14	All JI schools closed
November 22	**MAPS data day 11:05 dismissal
November 25-29	Thanksgiving Break - No School
December 10	MS/HS Choir Concert 7:00pm
December 11	MS/HS Band Concert 7:00pm
December 13-17	**Final Exams, 11:05 dismissal
December 18	***7th Period Final Exam, 9:15am dismissal
December 19	Staff Day - No Students
Dec 20 – Jan 3	Winter Break

Semester 2

January 6	Staff Day - No Students
January 7	Students Return
January 20	Martin Luther King, Jr. Day - No School
February 17	Presidents Day - No School
February 20	** Parent Teacher Conferences 11:05 dismissal
March 24-28	Spring Break - No School
April 18	Staff Day - No Students/Prom 7pm
April 21	All JI schools closed
May 6	MS/HS Choir Concert 7pm
May 7	MS/HS Band Concert 7pm
May 12-15	Senior Final Exams
May 16	*Senior Line and Awards
May 19-21	**Final Exams, 11:05am Release
May 22	***7th Period Final Exam, 9:15am Release
May 22	Last Day for Students
May 22	Graduation Ceremony, 1:00pm
May 23	Staff Day – No Students

School Hours

Monday – Thursday, 7:45 A.M. – 3:30 P.M.

Friday, 7:45 A.M. – 1:30 P.M.

*Early Release at 1:30 P.M.

**Early Release at 11:05 A.M.

***Early Release at 9:15 A.M.

9th Grade	Math							
	65%	70%	75%	80%	85%	90%	95%	
	Fall	234	237	240	243	247	252	259
	Winter	236	239	242	246	249	254	262
	Spring	238	241	244	247	251	256	264
	FALL	Goal	Actual					
	WINTER	Goal	Actual	±				
	SPRING	Goal	Actual	±				
	Reading							
	65%	70%	75%	80%	85%	90%	95%	
	Fall	226	229	232	235	239	243	250
	Winter	228	230	233	236	240	245	251
	Spring	229	231	234	237	241	246	253
	FALL	Goal	Actual					
	WINTER	Goal	Actual	±				
SPRING	Goal	Actual	±					

Language							
65%	70%	75%	80%	85%	90%	95%	
Fall	223	225	227	230	233	237	242
Winter	224	226	229	231	234	238	243
Spring	225	227	229	232	235	239	245

FALL	Goal	Actual	
WINTER	Goal	Actual	±
SPRING	Goal	Actual	±

Science							
65%	70%	75%	80%	85%	90%	95%	
Fall	217	219	221	223	226	229	235
Winter	219	221	223	225	228	232	237
Spring	220	222	224	226	229	233	238

FALL	Goal	Actual	
WINTER	Goal	Actual	±
SPRING	Goal	Actual	±

10th Grade	Math							
	65%	70%	75%	80%	85%	90%	95%	
	Fall	237	240	243	246	250	255	262
	Winter	239	242	245	249	253	258	265
	Spring	241	244	247	250	254	260	267
	FALL	Goal	Actual					
	WINTER	Goal	Actual	±				
	SPRING	Goal	Actual	±				
	Reading							
	65%	70%	75%	80%	85%	90%	95%	
	Fall	228	231	234	237	240	244	251
	Winter	230	232	235	238	241	246	252
	Spring	231	233	236	239	242	247	253
	FALL	Goal	Actual					
	WINTER	Goal	Actual	±				
SPRING	Goal	Actual	±					

Language							
65%	70%	75%	80%	85%	90%	95%	
Fall	225	227	229	232	234	238	244
Winter	226	228	230	233	236	240	245
Spring	227	229	231	234	237	241	246

FALL	Goal	Actual	
WINTER	Goal	Actual	±
SPRING	Goal	Actual	±

Science							
65%	70%	75%	80%	85%	90%	95%	
Fall	219	221	223	225	228	232	237
Winter	221	223	225	227	230	233	239
Spring	221	223	225	228	231	235	240

FALL	Goal	Actual	
WINTER	Goal	Actual	±
SPRING	Goal	Actual	±

11th Grade	Math							
	65%	70%	75%	80%	85%	90%	95%	
	Fall	240	243	246	249	253	258	266
	Winter	242	244	248	251	255	260	268
	Spring	230	232	235	238	241	245	252
	FALL	Goal	Actual					
	WINTER	Goal	Actual	±				
	SPRING	Goal	Actual	±				
	Reading							
	65%	70%	75%	80%	85%	90%	95%	
	Fall	230	233	235	238	242	246	253
	Winter	231	234	237	240	243	247	254
	Spring	232	234	237	240	244	248	255
	FALL	Goal	Actual					
	WINTER	Goal	Actual	±				
SPRING	Goal	Actual	±					

Language							
65%	70%	75%	80%	85%	90%	95%	
Fall	226	228	231	233	236	240	245
Winter	228	230	232	234	237	241	247
Spring	228	230	233	235	238	242	248

FALL	Goal	Actual	
WINTER	Goal	Actual	±
SPRING	Goal	Actual	±

Science							
65%	70%	75%	80%	85%	90%	95%	
Fall							
Winter							
Spring							

FALL	Goal	Actual	
WINTER	Goal	Actual	±
SPRING	Goal	Actual	±