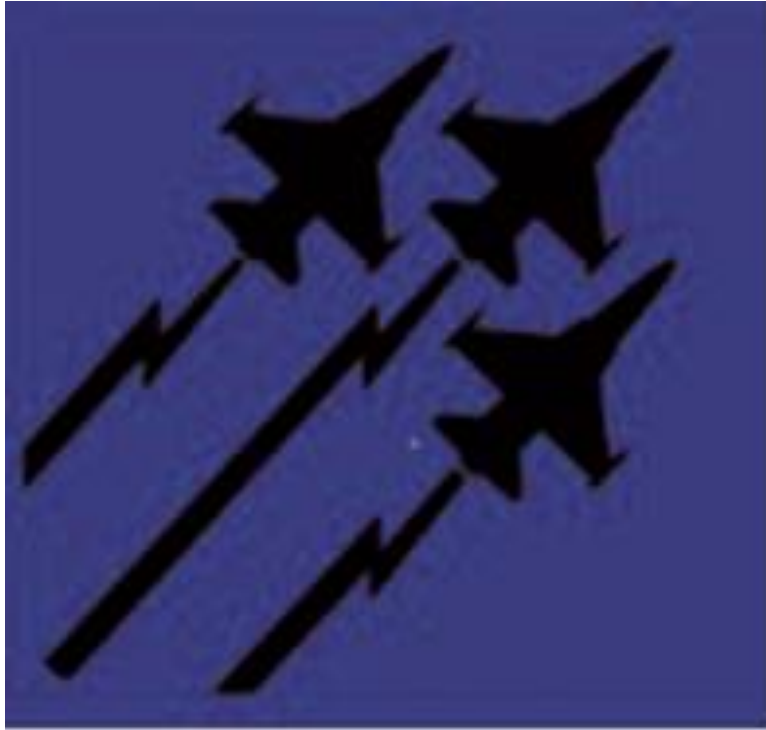


James Irwin Charter Academy



Student Handbook

2020-2021

Table of Contents

Overview	3
“Student in Good Standing” Status	4
Attendance	4
Excused vs. Unexcused Absences and Tardies	4 -5
Notification of Absence for Illness	6
Notification of a Planned Absence (Scheduled Absence Plan)	6
Tardies and Early Pick- up Consequences	7
Chronic Late Pick-up Consequences	8
Leaving Campus	8
Electronics, Toys, & Personal Items	8
Dress Code Violations	9
Homework Policy & Consequences	9
Search and Seizures	10
Grievance Process	10
Conduct & Discipline Code: Specific Rules	11
Attendance and Truancy	11
Conduct While at School	11
Academic Integrity	12
Respect for Property	12
Respect for Persons	12
Language	13
Dress and Personal Appearance	13
Unlawful Behavior	13
Bullying	13
Public Displays of Affection	13
Cooperation with Persons in Authority	13
Welfare and Safety	14
Gang Related Behavior and Dress	14
Consequence Level	14-15
Parents Right to Know	Insert
“Oops! Slip” - Sample Uniform Violation Slip	16
Parent and Student Conduct and Discipline Code - Signature Page	17
Parent and Student Uniform - Signature Page	17

James Irwin Charter Academy

Student Handbook and Conduct and Discipline Code

Overview

*Welcome to James Irwin Charter Academy. This document is intended to help you easily understand and support our expectations and partnership in your child's education. We have endeavored to be straight forward and clear in our wording. If there is something that is unclear or causes you concern in the **JICA Student Handbook**, please let us know. We want to "be the best we can be."*

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

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

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

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

JICA enforces the behavioral code so that the students and their parents or guardians understand that students be rewarded and acknowledged for demonstrating good behavior, but unacceptable behavior will not be tolerated and will be dealt with according to clear guidelines. Students who abide by the standards put in place by the JICA Conduct and Discipline Code will maintain their "**Student in Good Standing**" status.

Proper behavior of students occurs as a result of a mutual cooperation between home and school. Students, parents, teachers, and the administration all play a vital role in assuring that JICA fosters a sound educational

environment that encourages productive learning. This environment must be safe and free from unnecessary disruptions. It must also foster a positive attitude towards self-discipline and socially acceptable behavior.

“Student in Good Standing” Status

The status of “Student in Good Standing” is given when the following are in place:

- All financial obligations are met (e.g., missing books are paid for; fees incurred due to chronic late pick-up are paid; school-related activities have been paid in full, including Launch, volleyball, tutoring, etc.).
- The student has followed the JICA Conduct and Discipline Code in regards to overall behavior and attendance.
- The parents have exercised punctuality in arrival and picking up their student(s).

Attendance

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

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

Compulsory school attendance laws apply to all students age 6 (on or before August 1 of each year) through 17 in accordance with C.R.S. 22-33-104(1).

Please note that students that are sent home from school with a fever are not to return until they are 24 hours fever free without being on medication.

Excused vs. Unexcused Absences and Tardies

James Irwin Charter Academy and the state of Colorado recognizes the following as excused absence in accordance with C.R.S. 22-33-104 (2):

- **Absence due to prolonged illness or injury**
- **Absence is approved by principal**
- **Absence due to physical, mental, or emotional disability**
- **Suspension, expulsion, or denial of admission in accordance with C.R.S. 22-33-105 and 106**

- **Student is in custody of a court or law enforcement authorities**

In addition JICA recognizes the following as excused absences:

- **Funerals, religious observations, and legal obligations**
- **Scheduled Absence Plans approved by Principal (See page 6)**

Advanced notice and documentation may be required to verify these absences where applicable.

James Irwin Charter Academy and the state of Colorado recognizes the following as unexcused absences:

- **An unexcused absence occurs when a student is absent without a reason or for a reason outside of excused absences identified in the school’s attendance policy.**
- When a student has more than eight **(8) absences** and/or ten **(10) tardies, excused or unexcused, during a semester or 4 unexcused absences in one month**, the principal or the attendance assistant will take the following actions:
 - i. JICA will call the parent/guardian and express that the student may be at risk of being labeled **“habitually truant.”** In conjunction with the phone call, a letter listing the absences and/or tardies will be sent to the parent/guardian.
 - ii. If the student’s absences and/or tardies continue, a second attendance letter will be mailed to the parent/guardian.
 - iii. If the student’s absences and/or tardies still continue after the second attendance letter, a conference will be scheduled with the parent or guardian. During the meeting, JICA administrators will discuss the student’s academic standing, inquire about any situations causing the absences, and provide possible suggestions that might solve the attendance concerns.
 - iv. Chronically Absent: Students who have excessive absences (greater than 8) and/or excessive tardies (more than 10), **excused or unexcused during a semester**, may be placed on an **Attendance Contract**. The Attendance Contract will outline specific requirements for the student and parents to abide.
- Vacations (including unexcused absences that have been approved by a Scheduled Absence Plan) during the school year will count toward those absences. **It is important to plan around the posted school calendar to avoid unnecessary, prolonged, or frequent absences.**
- Excessive absences and/or tardies may hinder the student’s ability to be promoted into the next grade; therefore, the student may be required to take the “Gift of Time” option and repeat that grade.
- Colorado School Law stipulates that students will be considered **“habitually truant”** if they have **four (4) unexcused absences in a month or ten (10) unexcused absences in a school year.** [C.R.S. §22-33-[107] (3a)].
- If truancy continues, the parent and student may experience judicial consequences as appropriate to Colorado Educational Law procedures.

- Students who acquire excessive absences and/or tardies will receive disciplinary consequences according to JICA procedures.
 - i. Before-school detention at 7:15am with parent supervision
 - ii. After-school detention from 3:30pm-4:00pm with parent supervision
 - iii. One day of in school suspension
- Homework assignments missed during all **unexcused absence(s) including suspensions** will receive **zero (0%)** credit. Full credit will be received on missed test(s).

Notification of Absence for Illness

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

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

When a student is ill, parents who wish to collect the missed assignments will need to make the request to the front office before 9:00 AM to allow the staff time to prepare the materials before the end of the day.

Notification of a Planned Absence (Scheduled Absence Plan)

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

Parents/guardians are required to turn in a Scheduled Absence Plan (SAP) to the JICA office a minimum of **two weeks prior to a planned absence.** Requesting a SAP less than two weeks prior may not allow sufficient time for JICA to complete the review process and may cause the absence not to be approved. This is reviewed on a case-by-case basis, and it may be considered an "unexcused absence" for the student. ***Scheduled Absence Forms may be accessed by visiting the website.***

The principal will review the student's attendance and current grades. The principal will either approve or deny the SAP based on what is best for the student's academics.

- If the SAP is approved, the parent/guardian will receive a signed copy for their records. The parent/guardian will be responsible for the following: (1) collecting their child's assignments to be done (including making photo copies if needed), and (2) returning the completed assignments by the designated deadline.

- If a student has maintained good attendance and academic standing, this is taken into account when determining a Scheduled Absence Plan (SAP). **We ask that parents do not plan to have more than 3 days off in a school year for religious holidays, family vacations, special family events, etc.**
- Regardless of the reason for an absence, students will be required to make up all missed assignments and tests.
- For each day a student is absent, they will be allowed **2 days to complete** and turn in the assignment.
- Test and quizzes are designed to test student mastery and must be made up for 83% credit. Homework assignments missed during all **unexcused absence(s)** will receive **zero (0%)** credit.
- JICA asks parents/guardians to **abstain from planning or allowing absences during mandatory testing** (CMAS, Quarterly Benchmark Tests, and MAPS) when possible. This is especially true during state testing times. It is very difficult for students and staff to re-administer mandatory tests. Parents should consult the school calendar for these dates.

Tardies and Early pick-up Consequences

Students are expected to be punctual for class throughout the year. They need to arrive by **7:50 AM** in order to hang up their backpacks, put away their lunches, use the facilities if needed, and be **seated at their desks, ready to work at 8:00 AM**. (This also helps students learn a good work ethic of punctuality that will be useful in their future obligations as adults. Timely arrival is also an expression of Excellence and Responsibility.)

If students arrive after 7:58 AM, they will be considered tardy since they cannot be at their desks and be prepared to learn by 8:00 AM. Students who are running down the hallways at 7:59 AM and rushing to get to class are not focused and well-prepared for their best learning. Please note that the school doors will be **locked promptly at 7:58 AM**, and parents and students will need to enter through the front office for the parent to sign in the student.

- Students who are late to school must be **signed in by a parent/guardian in the main office** and are required to obtain a tardy pass before reporting to class.
- Excused tardies are given for extreme weather conditions and medical appointments only. Traffic problems will be determined on a case-by-case basis. Chronic car problems are **not** valid reasons for tardies to be excused: parents need to arrange for dependable transportation.
- JICA policy states that when the number of unexcused tardies **exceeds ten (10) per semester**, the **student is at risk of losing “Student in Good Standing”** status.
- Parents need to meet with the Principal or the attendance assistant if their child exceeds the allowable number of tardies as outlined above.
- Students who acquire excessive absences and/or tardies will receive disciplinary consequences as stipulated by Colorado School Attendance Law. Other administrative and/or legal ramifications may apply.
 - i. Ten (10) unexcused tardies will result in before school detention at 7:15 AM with parent supervision.

Early pick-up

- If your student is frequently picked up early, for a doctor's or a dentist appointment you will need to provide a note from the doctor or dentist. You may also be asked to meet with the principal.

Chronic Late Pick-up Consequences

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

Monday-Thursday: Please pick up your child no later than **3:45 PM**.

Friday: Please pick up your child no later than **1:45 PM**.

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

- After the first time students are picked up excessively late, there will be a verbal warning given to the person responsible for picking up your student.
- After the second time, a letter will be sent home informing you of the fee that will be charged if this occurs again.
- After the third time, a fee will be added to your student's IC account. You will need to pay this fee by the end of the school year in order for your student to keep his/her **"Student in Good Standing"** status.

Leaving Campus

- Students may not leave campus during school hours unless accompanied by a parent or guardian.
- At the time of departure, the student's parent/guardian must sign the check-out sheet prior to leaving campus. Failure to do so will constitute an unauthorized absence.
- Students who become ill during the day must be referred to the front office by a teacher so that the parent/guardian can be contacted by the JICA office personnel.
- Students leaving campus for special school activities must turn in a permission slip signed by the parent/guardian. Students with behavior/academic concerns may have these privileges withdrawn and may not be allowed to attend the activity.
- Students arriving at school after 10:00 AM or leaving school before 2:00 PM will be considered absent for a half day.
- Students leaving after 2:00 PM will be considered leaving early. This will affect their perfect attendance.

Electronics, Toys, and Personal Items

- Students shall refrain from bringing ALL electronic devices to school (e.g., iPods, MP3 Players, digital games, etc.).

- If a student must bring a cell phone, it shall be **turned in at the front office** immediately upon arrival. The student can retrieve the phone after school when he/she leaves. This will ensure adequate accountability of the cell phone and prevent loss or theft, as well as prevent it from being a distraction to the instructional setting.
- Students shall refrain from bringing any personal items or toys from home to include fidget spinners. Lost or misplaced toys become a distraction and are upsetting to all students involved.
 - i. Personal items found throughout the day will be confiscated and returned directly to the parent.
 - ii. Repeat offenders will have their items returned to them at the end of the school year.
- Students will not carry, bring, use, or possess instruments where the actual or intended use of the object may be detrimental to the welfare or safety of students or school personnel. This includes knives of any kind (including pocket knives or razors): firearms/guns, and other weapons will result in automatic expulsion. (See the section under “JICA Conduct and Discipline Code: Specific Rules - #5 Welfare and Safety” for more details and consequences that are attached to this behavior.)

Dress Code Violations

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

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

Cooperation and compliance with the JICA uniform policy are expected. Students who come to school out of uniform will receive a violation by their homeroom teacher (see attached “**Oops! Slip**”). Slips must be signed by the parent/guardian and returned to the homeroom teacher within two (2) days.

Homework Policy & Consequences

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

Kindergarten – 30 min.

1st grade – 30 min.

2nd grade – 30 min.

3rd grade – 40 min.

4th grade – 50 min.

5th grade – 1 hour

Consequences: Students will have appropriate consequences for every subject that has missing or incomplete homework each day.

- If there are more than 2 days of incomplete homework in a week, a phone call will be made to inform parents.
- If this behavior continues over three weeks with no improvement, the Dean of Students will be notified and a meeting will be set up to discuss academic success for the student. At this meeting, an administrator may put a Homework Contract into place for the family.

Search and Seizures

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.

Grievance Process

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

1. **Address Issue With Staff Member Directly Involved.** The parent should contact the staff member directly involved first, asking for a convenient time to meet and discuss the concern.
 - It is important when planning a meeting time to be sensitive to the teacher's duties and preparation/planning time: spontaneous meetings right before or after school may not be convenient or possible.
 - Contacting the teacher via the daily Learning Plan, e-mail, or by school phone (leaving a message with the office) are all acceptable ways to reach a teacher.
 - If the staff person is an instructional assistant or satellite assistant, the classroom teacher or lead teacher shall attend the meeting as well.
 - **“Ask questions before assuming”**: It is *always* helpful for the parent to *first* listen to the staff person about his/her perspective of a situation *before* drawing conclusions. “Could you help me understand what happened in math class yesterday regarding [my child]?” **Listen, ask clarifying questions, and take notes.**
 - **Remember to remain respectful**: All conversations should be conducted with a respectful tone, respectful words, and respectful demeanor. If the tone of the meeting becomes too intense or angry, the parent or staff member may decide to close the meeting and re-schedule it for another time with

an administrator present.

- **Is another meeting with the staff person needed?** Remember that for some matters, it may be appropriate to meet with the staff several times to see if the initial situation has improved, if it has been thoroughly addressed (i.e., homework completion, paying attention, etc.), or if other concerns have developed.
2. **Address Issue with School Principal or Designee.** If this effort fails to solve the issue, call the front office to set up a meeting with the staff member directly involved and the School Principal or designee.
 3. **Address Issue with Chief Executive Officer.** If a discussion with the School Principal and the staff member directly involved does not lead to resolution, you can contact the JICS Chief Executive Officer (CEO). Contact information is available on www.jamesirwin.org on Administrative Staff Directory page.
 4. **Prepare a Written Grievance for School Board.** If a discussion with the CEO does not lead to a resolution, prepare a written grievance for the board of directors. The grievance statement must include: the date of incident, staff member involved, description of incident, decision or practice that gave rise to the issue, and the conflict resolution strategies that have been attempted (who you have meet with to discuss the issue), and the grievant’s requested resolution. You may submit this formal grievance to the Secretary to the Board. Contact information is available on www.jamesirwin.org on the Administrative Staff Directory page.
 5. **Submit a Written Grievance to the Colorado Charter School Institute Executive Director.** If grievant is not satisfied with the school board’s determination not to review the written grievance or the written resolution reached by the school board, prepare a written grievance to Colorado Charter School Institute (CSI) within 5 days from receiving written resolution by the board. The CSI’s Executive Director will review and submit a conclusion within 15 calendar days from receipt of the written concern. The school board’s decision will not be overturned unless there are compelling grounds that the school violated an applicable law, regulation, policy, or contract provision. CSI can be contacted at (303) 866-3299 or csi_info@csi.state.co.us.

Conduct & Discipline Code: Specific Rules

1. Attendance and Truancy

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

Consequences: Levels 1 through 5

2. Conduct While at School

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

Colorado School Law states students are considered “habitually disruptive” when they have willfully caused a “material and substantial disruption in the classroom, on school grounds, on school vehicles, or at school activities or events, and the child was suspended three (3) times during the school year for the disruption” §C.R.S. 22-33-106 (c.5). Students will be deemed “habitually disruptive” on a case-by-case basis which may result in loss of “**Student in Good Standing**” status. Disruptive students will be placed on a Behavior Plan when deemed necessary by administration. Parents or legal guardian’s presence shall be requested for a re-entry meeting following an out of school suspension. According to HB 19-1194 an entity may impose an out of school suspension or expel enrolled in preschool, first grade, or second grade only if the student has engaged in conduct on school grounds, in a school vehicle, or at a school activity or sanctioned event that:

- Involves possession of a deadly weapon
- Involves the use, possession, or sale of a drug or controlled substance
- Endangers the health or safety of others

Consequences: Levels 1 through 5

3. Academic Integrity

Students are expected to be honest at all times in speech and action. Students will not cheat. Students will turn in all assigned homework when required. Students will complete all of their assignments as independently as possible. We encourage parents to verify that homework is complete. If student is struggling in a certain subject, we recommend parents talk to the teacher for guidance. If the student fails to follow the homework guidelines, the student will be placed on a Homework Contract when deemed necessary by administration. A student is able earn the possibility of coming off of a Homework Contract; however, a Homework Contract may follow a student to the next year if adequate improvement did not take place. A Homework Contract may be removed by the Dean of Students when it is evident homework remediation is no longer necessary.

Consequences: Levels 1 through 5

4. Respect for Property

Students will show respect for school property and the property of others. Students will refrain from entering all classrooms and breakout rooms without a teacher present. Students will not write on or cause damage to any James Irwin Charter Schools property, including all walls, desks, bathroom stalls, and outdoor equipment and landscaping. Students shall not handle or possess another student’s or staff member’s property without permission for any reason. When there are reasonable grounds for suspecting theft, a student’s personal items may be searched in the presence of two school officials.

Consequences: Levels 1 through 5

5. Respect for Persons

Students will show respect to others in speech and actions. Students will refrain from causing or threatening harm or personal injury to others on or off school property. Students will further refrain from creating disturbances, harassing others, or instigating mistreatment of others. This includes all school approved activities, on or off all JICA school property, and includes the use of social media and phones. Bullying is prohibited against any student for any reason.

Consequences: Levels 1 through 5

6. Language

Students will refrain from using or writing profane, vulgar, or abusive language at school or school sponsored activities. This includes “sucks,” “shut up,” “jerk,” “idiot,” “what the __,” “dang it,” “crap,” etc.

Consequences: Levels 1 through 5

7. Dress and Personal Appearance

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

Consequences: Levels 1 and 2

8. Unlawful Behavior

Students will not engage in any criminal behavior. Students will not bring any inappropriate or illegal substance or paraphernalia to school. This includes over the counter medications, prescribed medications that are not authorized for consumption at school on a Permission for Medication Form, all lighters, matches, cigarette papers, pipes, etc.

Consequences: Levels 3 through 5

9. Bullying

Bullying is unwanted aggressive behavior(s) among school age children that has a likelihood of causing physical or psychological harm or injury and is characterized by:

- 1) an imbalance of real or perceived power that favors the aggressor(s)
- 2) is repeated or has a high likelihood of being repeated
- 3) the victim(s) of bullying may feel intimidated, demeaned, or humiliated as a result of the aggression

JICA has a zero tolerance bullying policy. Offenders will be dealt with accordingly.

Consequences: Level 4 and 5

10. Public Displays of Affection

Inappropriate physical display of affection distracts from the educational atmosphere and is prohibited on school premises. This includes holding hands.

Consequences: Levels 1 through 5

11. Cooperation with Persons in Authority

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

Consequences: Level 1 through 5

12. Welfare and Safety:

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

Consequences: Levels 4 through 5

13. Gang Related Behaviors and Dress:

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

Consequences: Levels 1 through 5 or as specified in JICA Uniform Enforcement and Consequences.

Consequence Levels

These groups provide a flexible sequence of consequences for unacceptable student behavior. Repeated misbehavior will result in progressively more serious consequences based on the seriousness of the offense.

It is our goal for students to be motivated as much as possible in positive ways. Consequences are assigned to promote learning appropriate behaviors and habits. Great care is given when assigning consequences.

The principal is provided latitude in assigning consequences.

The principal need not employ all the consequences in a given group before selecting one from another group in disciplining a student.

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

Level 1

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

Level 2

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

Level 3

Conference with parent/guardian

In-School Suspension: Modified Classroom (ISS-MC)

In-School Suspension (ISS)

Development of an expectations contract (e.g., Behavior Contract, Homework Contract, and Attendance Contract)

Alternative to suspension (parental attendance at school)

Level 4

Out of School Suspension (OSS)

Alternative to suspension (parental attendance at school)

Remedial discipline plan

Charges filed or report made to law enforcement officials

Level 5

Option to withdraw

Recommendation for expulsion

(Sample)

JICA – Uniform Violation Slip

“Oops! Slip” Date: _____ Student Name: _____ Teacher: _____

Today your child did not meet our JICA uniform requirements. Please make note of the following unacceptable items and make the appropriate changes. A copy of the Uniform Policy (signed by parents at the beginning of the year) will be available for review in the front office. Please make every effort to comply in a timely manner with our uniform policy. See attached. We thank you in advance for your immediate compliance.



Parent Signature: _____ Date: _____

S
SAMPLE

James Irwin Charter Academy

2020-2021

JICA Student Handbook Signature Page

Dear Parents/Guardians,

Thank you for taking necessary but valuable time to read through the JICA Student Handbook. We find that this step helps us establish the partnership that we need together this coming year.

JICA Parent/Guardian and Student: “By signing this document I acknowledge that I have received a copy of **JICA Student Handbook**. I promise to read its contents with (or to) my student, and I agree to act according to the standards, procedures, and policies it contains.”

Parent/Guardian Signature

Date

Student Name

Date

JICA Uniform Policy – Signature Page

JICA Parent/Guardian and Student: “By signing this document I acknowledge that I have received a copy of **JICA Uniform Policy**. I promise to read its contents with (or to) my student, and I agree to act according to the standards, procedures, and policies it contains.”

Parent/Guardian Signature

Date

Student Name

Date