



**GUARDIANS OF TOMORROW'S FREEDOMS**

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**2022-2023**

**SCHOLAR/PARENT HANDBOOK**



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## Philosophy

Thomas Jefferson wrote *The Declaration of Independence* as an instrument of unity and future building for our fledgling nation — an “expression of the American mind” he called it to fellow Virginian and patriot Henry Lee. We have written these statements of philosophy, mission, and values (as expressed in our FREEDOM acronym) as an invitation to all members of the JEFFERSON PREPARATORY family to develop the inner virtues and exterior generousities (which are what Jefferson had in mind as the true “pursuit of happiness”) that will be a firm foundation for our personal and corporate successes.

The name of Jefferson has been carefully chosen to be the first impression created in the minds of our community. We believe Jefferson, particularly in *The Declaration of Independence*, represents the pinnacle of social philosophy. Though he himself humbly and readily credited ancient philosophers such as Aristotle and Cicero, and the more modern John Locke, for foundational ideas, none of them achieved the beautiful and universally impacting cadences of truth that Jefferson did:

*We hold these truths to be self-evident,  
that all men are created equal,  
that they are endowed by their Creator with certain unalienable Rights,  
that among these are Life, Liberty and the pursuit of Happiness.*

## Mission

Designed to complement the education provided at Adams Traditional Academy, Jefferson Preparatory is dedicated to partnering with parents in developing young people who are truly successful in every area of life. Using the time-proven approach of scholarship in the classics by which many of the “Great Thinkers” of history have been educated, Jefferson Preparatory is helping today’s high school scholars to be the guardians of freedom for their own generation and the generations to come.

## Values of FREEDOM

Jefferson Preparatory teaches principles that provide the foundation for critical thinking skills. We require scholars to utilize those foundational principles to think, critique, and act for themselves, thus pushing scholars toward individual success. Together, those foundational building blocks spell the acronym **FREEDOM**.

**F**amily  
**R**esponsibility  
**E**ntrepreneurship  
**E**xcellence  
**D**reams  
**O**bservation  
**M**entorship

*“If a nation expects to be ignorant and free, in a state of civilization,  
it expects what never was and never will be.”*

Thomas Jefferson

# ATTENDANCE

## General Policy

Jefferson Preparatory cannot fulfill its mission when scholars are not in the classroom. A scholar's absence from the classroom causes undue work for the teacher as well as for the scholar who must deal with missed instruction and work. Furthermore, many experiences and activities cannot be duplicated or "made up". The Jefferson Preparatory attendance policy reflects our belief that when a scholar is not in class, he or she does not earn the credit that is sought by being enrolled in class. Also, neither the administration nor teachers will give permission or say it is "OK" to miss school. It is a parent's prerogative to keep a scholar out of school. However, the scholar will not be excused from class work or assignments missed.

## Absences

Pursuant to A.R.S. 15-901(A)(1) excused absences shall be identified by the Department of Education. The department of Education defines an excused absence as, "An absence due to illness, doctor appointment, bereavement, family emergency, and out-of-school suspension." All absences in excess of a cumulative 10% of the instructional days for the school year shall be reported as unexcused. Pursuant to A.R.S. 15-803(A), in order for any of the above absences to be excused, a child who is under 16 years of age must be accompanied by a parent, guardian, or authorized person."

In order for absences relating to doctor or dental appointments to be excused, scholars must sign in at the office with a note produced by the doctor's or dentist's office. Absences relating to illness will be excused for three consecutive days upon daily parent notification. When a scholar is absent for the 4<sup>th</sup> consecutive day, due to illness, a doctor's note is required. In order for absences relating to bereavement, or school approved family travel to be counted as excused absences, the principal or office personnel must be notified prior to the absence.

Any scholar, grades 9-12, who misses ten percent (10%) or more of any class (usually five or more per semester) in any given subject, forfeits credit for that subject. This applies to all absences except those incurred while on school business.

Any scholar who is absent more than half a day may not participate in extra-curricular school activities that day or evening.

When a scholar is absent, a parent must call the school, at the beginning of the school day, to indicate that the scholar will not be in attendance. An unexcused absence will be recorded until the parent is heard from.

It is the **scholar's** responsibility to seek missed assignments and information from the teacher upon returning from an excused absence. Scholars have one day for each day missed, to turn in missed assignments. The late work policy of zero credit earned on assignments not submitted by the deadline will apply (*see page 21 for the late work policy*).

## Truancy

Pursuant to A.R.S. 15-805(B) an attendance officer may issue a citation to the scholar that is in violation of A.R.S. 15-803. A scholar that violates district attendance policies and is in violation of the law is considered habitually truant. According to Jefferson Preparatory, a habitually truant scholar is one who has five (5) days of unexcused absences, or five (5) unexcused absences from a single course, within a single school year. (RE: A.R.S. 15-803, C.1) Jefferson Preparatory participates in the C.U.T.S. program, managed through Maricopa

County Juvenile Court Probationary Services, to reduce school truancy. A scholar who is habitually truant may be required to meet with a probation officer or may be issued a criminal citation. JEFFERSON PREPARATORY will provide notifications of absences periodically to keep parents and scholars informed.

See AZ Dept. of Education Guidelines and Procedures: Excused Absences at:  
<http://www.azed.gov/finance/files/2014/06/20160607-revised-ex1.pdf>.

### **Tardy Policy**

Parents and scholars must work together to ensure that scholars arrive to school with ample time for scholars to be seated in the classroom by 7:45 am. At Jefferson Preparatory, a tardy is defined as not being in classroom when the bell rings, in the assigned seat, with all materials necessary for class to proceed. Only involvement in a traffic accident or an act of God create an excused tardy.

In recognition that complications do arise on occasion, scholars will be given three (3) tardies per semester without consequence. The 4<sup>th</sup> and any subsequent tardy will be treated as a discipline issue. Parent(s)/guardian(s) are encouraged to keep class times in mind when scheduling outside medical/dental appointments for scholars.

Scholars who are excessively tardy to a specific class may be denied credit for that class based on the excessive amount of classroom instruction missed. Scholars who are excessively tardy will be placed on an attendance improvement plan.

### **Adult Scholars**

A scholar becomes an adult in Arizona upon their 18<sup>th</sup> birthday. The new rights and responsibilities that are granted upon maturity place a greater degree of accountability upon the scholar. If a scholar wants to assume total responsibility for his/her academic decisions, the form "Scholar Acceptance of Responsibility" available in the Principal's office, must be completed and a meeting to discuss on-going scholar/school relationships must be set. Any scholar accepting full responsibility will not be exempt from school rules and policies and failure to comply may result in expulsion.

### **Early release**

Jefferson Preparatory is a closed campus. **Parents or guardians must sign out** any scholar leaving school during normal school hours. Once a scholar has arrived on campus, it is against the rules to leave campus until the dismissal bell rings. No scholar may leave school early on his/her own, nor may a scholar leave campus for lunch or for any other reason unless signed out by a parent or guardian. If a scholar drives to school and needs to be released early, their parent or guardian must call the school and speak personally to the registrar to explain the purpose of the early dismissal. For doctor appointments, scholars need to provide a doctor's note the following day. Notes from parents asking that scholars be released any reason are not permissible and will not be accepted.

### **School Days and Hours**

Regular classes begin each school day at 7:45 am. This means all scholars are to be in the classroom seated at a desk and ready for instruction by 7:45 am. Regular days end at 2:45 pm and half days at 12:00 am. Regular school days are Monday through Thursday, with a half day on most Fridays for all scholars. There will be four full-day Fridays. Scholars attend school for a full day on Friday when there is a Monday holiday.

**Scholar drop off and pickup**

Parents are asked not to bring their scholars earlier than 7:00 am unless the scholar is attending a pre-arranged tutoring session. Scholars must be picked up by 3:30 pm (45 minutes after school is out). Lounging around the campus until parents come after work will not be permitted. We do not provide a before and after-care service and parents who drop off early or can't come until after work must make arrangements to have their child picked up.



## **DISCIPLINE**

### **Jefferson Preparatory Behavior Philosophy -**

The overriding standard of conduct at Jefferson Preparatory is the *Golden Rule*.

***“Do unto others as you would have them do unto you.”***

If scholars would think through this one guideline and act accordingly, no other rules would be necessary.

Guidelines for disciplinary measures at Jefferson Preparatory are:

1. Scholars know what is basically right and wrong and are expected to use their own reasoning power to determine, in advance, whether or not an action is within the bounds of proper Jefferson Preparatory conduct.
2. Infractions infringe on the rights of other scholars and faculty. Discipline is meted out to restore the victim, to punish the offender, and to protect the rights of others.
3. Teachers and administrators have ultimate authority on campus.
4. Disciplinary measures are graduated and depend on the severity and frequency of the infraction. Many times teacher intervention is all that is needed. After that, the administration will intercede and parent support may be requested. Suspension and expulsion are the last steps that may be taken.
5. Discipline measures are intended to convince the offender that it is a poor choice to infringe upon the rights of fellow scholars and faculty by disobeying rules.
6. If a scholar is suspended from school, teachers are not obligated to provide scholar with work that he or she may miss during a suspension.
7. Expulsion is a decision that can only be made by the Choice Academies board of directors.

### **Statement of Student Rights**

Students have the right to due process. All students have the right to expect a safe, positive learning environment. Students have the right to expect the support of faculty and staff in order to achieve academic success. Students have the right to a learning environment free from bullying, harassment, and physical harm. Students have the right to make reports of bullying, harassment, and physical harm, with anonymity, to administration without the fear of reprisal and with the knowledge that all such reports will be investigated on the presented facts.

All students have the right to fair and courteous treatment. Students who are accused of actions against others are also entitled to due process. All students have the right to expect a fair hearing of all pertinent facts.

### **Discipline in the Classroom**

It is of paramount importance that each scholar feels personal responsibility for his/her actions and behavior in the classroom. Teachers help scholars become aware of their behavioral choices and how those choices affect everyone in the class by applying fairly the school rules. At the beginning of each year classroom rules and expectations are discussed. Scholars are taught that our desire is to create a climate of respect and confidence where teachers and scholars participate fully and freely in discussions within the classroom. Throughout the year, scholars receive reminders of appropriate classroom behavior. Teachers enforce consequences that help scholars realize they have breached their personal boundaries.

## **Discipline Vocabulary**

**Discipline report:** Discipline reports are sent to the principal to document any disciplinary action taken by a staff member. A copy of the report is kept in the scholar's file and the principal's office.

**Incident referral:** Incident referrals are for more serious infractions of the school behavior policy. Incident referrals are forwarded to administration for intervention, documentation, and state reporting in accordance with the AZ SAFE reporting guidelines.

**Counseling:** A conference is held between the scholar and one or more school representatives.

**Detention:** Scholars serve before or after school for a period of one hour. Scholars will work on projects beautifying campus under the direction of the front office or maintenance personnel. Teachers and administrators who issue a detention should arrange the date of service with parents as well as post-detention transportation. Scholars who report to detention late, or do not report to detention on the arranged date will be issued a second detention.

**In-School Suspension:** The on-campus placement of the scholar into an isolated area.

**Short-term Suspension:** A short-term suspension is the withdrawal of the right to attend Jefferson Preparatory or participate in extracurricular activities for a period of nine (9) days or less. Prior to imposing a short-term suspension, the scholar and the parents will be notified of the behavior deemed inappropriate and that a short-term suspension is being considered. If the scholar's presence creates a clear and present danger, the prior notification may be waived, the scholar will be suspended immediately, and the parents notified.

**Long-term Suspension:** A long-term suspension is the withdrawal of the right to attend Jefferson Preparatory or participate in extracurricular activities for a period of ten (10) days or more. Prior to imposing a long-term suspension, the scholar and his/her parents or guardians will be notified of the behavior deemed inappropriate and that a long-term suspension is being considered. At any time, the scholar, parents, or guardians may request a meeting with administration. If the parent or guardian is not satisfied that a long-term suspension is warranted, then a due process hearing may be requested for the next meeting of the Board of Directors of Choice Academies. Due process hearings will be conducted in accordance with Choice Academy's Board of Director policies. If a scholar's presence at school creates a clear and present danger, the informal hearing may be waived, parents notified, and the scholar suspended immediately. As soon as the danger subsides, the due process procedure for long-term suspensions will be initiated. The action of long-term suspension will be recorded in the scholar's permanent file.

**Expulsion:** Expulsion is the permanent withdrawal of the right to attend a Choice Academies school or participate in any school-sponsored event. Only the Board of Directors may expel a scholar. Prior to expulsion, the scholar and his or her parents or guardians will be notified of the behavior deemed inappropriate, that expulsion is being considered, and that the parents may request a due process hearing. If a request for a due process hearing is received in a timely manner, the hearing will be conducted in accordance with the procedures set forth by the Choice Academy's Board of Directors. If the scholar's presence at school creates a clear and present danger, or threatens the orderly operations of the school, the scholar will be suspended immediately, and the process for expulsion initiated. The action of expulsion will be recorded in the scholar's permanent file. Pursuant to A.R.S. 15-841 (G) (1), expulsion may involve removing a scholar from a regular school setting and providing educational services in

an alternative setting.

### **Discipline Record**

A scholar's discipline record is cumulative unless otherwise stated.

### **Progressive Discipline**

A scholar that is referred to administration on multiple occasions for the same offense or type of offense will risk immediate long-term out of school suspension. Prior to this, the scholar, parent(s), and administration will meet to establish a behavioral contract.

### **Discipline of Special Education Scholars**

Notwithstanding the foregoing, pursuant to A.R.S. 15-844, the suspension or expulsion of a scholar with disabilities shall be in accordance with the rules prescribed by the Board of Education and other applicable law.

### **Reasonable Restraint**

While corporal punishment is not allowed at JEFFERSON PREPARATORY, employees, while acting within the scope of their duties and responsibilities, may exercise the amount of physical restraint reasonably necessary to protect the safety of scholars and/or themselves.

### **Fighting**

Fistfights are considered aggressive physical contact and constitute an automatic referral to the principal. Spitting and biting are serious health hazards and will not be tolerated.

### **Cheating**

Cheating is the act of utilizing thoughts, answers, or work completed by someone else. Cheating is detrimental to the long-term success of individual learners. Scholars who are caught cheating will receive a zero on the particular assignment or test and a half-day in-school suspension. An incident referral form will be filled out and submitted to administration. Further disciplinary action will be taken for multiple incidents.

### **Plagiarism**

Plagiarism is the use of another person's work without acknowledgment citing the source, with the intent of claiming it as one's own. Not only is this cheating, it is stealing. Any scholar who wants to be honest in all things will avoid the temptation to plagiarize another person's work. Plagiarism can take on several different forms, including, but not limited to:

- a. Copying and pasting from the Internet, textbooks, or some other published source. This is very tempting to a scholar because of the vast amount of information available and the ease with which it can be used.
- b. Using another person's work with only minor word changes but still retaining the other person's thoughts and ideas
- c. Using an assignment submitted by you or another scholar for another class
- d. Submitting work as your own that has been done by a parent, a tutor, or another scholar.
- e. Copying verbatim, without crediting the source

A basic part of research is using ideas from other people. However, when using words and ideas of others it must be clear to the reader that it is from another source. Jefferson Preparatory scholars are expected to follow MLA formatting to avoid incidents of plagiarism.

The purpose of research is to experience the thrill of bringing various findings together with your own thoughts to form your own ideas and conclusions. In a paper, quotes should be used sparingly, for emphasis, or to make a specific point.

Plagiarism is a serious infraction. On the first infraction, a zero will be given for the assignment, an incident referral sent to the office, and the scholar will receive a half-day in-school suspension. The scholar will be required to re-do the assignment. Further disciplinary action will be taken for multiple incidents.

### **Prohibited Items/Substances**

Scholars are not allowed to bring to school or possess at school the following:

- Any weapon, toy weapon, or any object that could be used as a weapon, including firearms
- Any pornographic material
- Alcohol, Non-Prescription Drugs, Prescription drugs
- Tobacco, E-Cigarettes/Vaping, Marijuana, any other drug or drug paraphernalia

The policy regarding possession, use, and sale of drugs and alcohol is strictly applied.

Any scholar suspected to be under the influence of alcohol or drugs would be referred to the health aid or principal for assistance in determining whether or not the scholar is under the influence of a controlled substance. If there is a reasonable cause to believe that the scholar has used, or is under the influence of a controlled substance, the scholar shall be disciplined in accordance with district policy, with appropriate due process given.

Parents or legal guardians and law enforcement officials will be contacted in cases where it is believed that a scholar may be or is in possession of, has used, transferred, sold, offered to sell, or is under the influence of a controlled substance. In addition to a referral to law enforcement agencies, the school personnel shall investigate the scholar's case to determine the nature and extent of the scholar's involvement. Additional referrals may be necessary based on the results of the investigation.

All medications, prescription as well as over the counter, must be turned into the health office in their original containers. Scholars may not carry them on campus, except for those with severe allergies, whose parents/guardians have completed the necessary forms for their child to carry life-saving medications on his/her person (i.e. Epi pens or inhalers).

Pursuant to A.R.S. 36-601.1, as well as the evidence presented by the U.S. Surgeon General and the American Cancer Society regarding the dramatic health risks associated with smoking and passive smoke inhalation, Choice Academies prohibits the possession of, smoking of, or other use of tobacco, nicotine, alcohol, and E-cigarettes/vaping on all school premises and during school-sponsored events.

The use, possession, or sale of tobacco, nicotine, alcohol of any kind, marijuana and all other illegal substances, by a scholar on school property or at school events is strictly prohibited. Any scholar in violation of the provisions of the above paragraph shall be subject to discipline to the fullest extent of district policy as well as the law.

### **Cell phone Use**

The respectful, non-disruptive use of cell phones is permitted on campus subject to observing the practices outlined below.

**NO CELL PHONE ZONES:**

- All classrooms any time during the school day. When entering classrooms, all cell phones shall be put on sleep/airplane mode and placed in the cell phone pocket holders.
- Anywhere on campus while classes are in session.

**CELL PHONE ZONES (Allowed)**

- Cell phone use is permitted in the courtyard/hallways during passing periods and lunch time.
- Cell phone use is permitted on campus before and after school.
- Under no circumstance is photographing or video recording allowed anywhere on the school premise (unless explicitly approved by a teacher for a specific duration/activity).
- All cell phone use must be respectful and non-disruptive to students and staff.
- Phones must remain on silent at all times throughout the school day.

**Cell Phone Offense Policy**

<b>1<sup>st</sup></b>	Cell phone is taken by staff member and given to the office. Scholar may retrieve his/her cell phone at the end of the school day.
<b>2<sup>nd</sup></b>	Cell phone is taken by staff member and given to the office. The cell phone may only be picked up by parent / guardian.
<b>3<sup>rd</sup></b>	Suspension of all cell phone use privileges while on campus for the rest of the school year.
<b>Use during test/quiz:</b>	Immediate suspension of cell phone use privileges while on campus and zero grade on the test or quiz.

***Disclaimer: Jefferson Preparatory does not accept responsibility for the loss or theft of a scholar’s personal electronic device.***

**Discipline Ladder**

- 1<sup>st</sup> – 3<sup>rd</sup> minor offense (i.e. being disrespectful, breaking any classroom/school rules, 3 or more dress code violations, 3 or more tardies) will result in a detention. The scholar with 3 or less detentions at the end of the 1<sup>st</sup> semester will reset on the discipline ladder at the beginning of the 2<sup>nd</sup> semester. 4<sup>th</sup> and all subsequent offenses will move a scholar to suspension level.
- 4<sup>th</sup> offense – ½ day in school suspension, discipline levels will not reset for the following semester within a given school year.
- 5<sup>th</sup> offense – 1 day in school suspension.
- 6<sup>th</sup> offense – 1 day out of school suspension and behavioral contract created.
- 7<sup>th</sup> offense – 3 day out of school suspension.
- 8<sup>th</sup> offense – 5 day out of school suspension and mandatory parent meeting.
- 9<sup>th</sup> offense – 10 day out of school suspension.
- 10<sup>th</sup> offense – consideration for school expulsion.

Not all situations are equal. Administration reserves the right to override the discipline ladder as warranted by the specific situation.

Scholars who are members of the scholar council (STUGO), NHS, or other leadership bodies will be removed from office at the 4<sup>th</sup> offense. Scholar council serves as an example of good school leadership. Scholar members who frequently break school rules do not exemplify good leadership, therefore forfeit their right to serve.

**Social Media Code of Conduct**

- ❖ All members of the Jefferson Preparatory community are expected to follow the same rules

for good and respectful behavior online as well as offline.

- ❖ Respectful use of the school brand, logo, culture, and reputation of the school is expected.
- ❖ Misuse of social media that impacts school business or campus life will result in disciplinary action.
- ❖ Jefferson Preparatory makes a reasonable effort to ensure scholars' safety and security online, but will not be held accountable for any harm or damage that results from the misuse of social media technologies.
- ❖ Jefferson Preparatory expects that all members of our school community use good judgement and follow general guidelines, such as but not limited to:
  - Assume that all information you have shared on your social network is public information.
  - Treat others in a respectful, positive, and considerate manner.
  - Behave responsibly and ethically – do not publish, post, or share information that is considered to be private or confidential.
  - NEVER share any information that does not belong to you – e.g., the private thoughts and information of others.
  - Do not share private information such as email, phone numbers, addresses, etc. of yourself or others on social media.

## **Netiquette and Cyberbullying**

Young scholars often lack the necessary judgement to curb behavior on social media platforms. Misuse of social media, even outside of the school day, can have lasting disruptive consequences for schools. Jefferson Preparatory strives to create a safe learning environment for all scholars and will take appropriate measures to ensure that this is achieved.

In the use of social media, users should always treat others with courtesy and respect. Users should not use online social media technologies to post anything that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online – it is out there and can't be taken back. It can often be shared or spread in ways that were never intended. Always stop and think before airing grievances or negative personal opinions online.

Cyberbullying will not be tolerated at Jefferson Preparatory. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. **Don't be mean.** Don't send emails, post comments, send snaps or tweets with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically, emotionally, or the reputation) of another person, will result in disciplinary action and loss of school privileges. In some cases, cyberbullying can be a crime and schools are mandated to report such incidents to the appropriate authorities.

## DRESS CODE:

A valued objective at Jefferson Preparatory is to help scholars learn to make responsible choices and thereby be prepared to govern themselves. Our dress code is based on principles of maintaining modesty, cleanliness, and professionalism. Due to the changing nature of dress and grooming which is particularly popular among youth, administrative decisions in matters not addressed in these guidelines are final.

When scholars are on campus during school days, they are to be in full uniform from 7:00 am to 3:30pm. School uniforms may be purchased from any vendor. Uniform dress is required for all activities (except sports) held during or immediately following school hours. The only exception to being in full uniform is if the instructor requires it for class. Changes are to be made during class time. Scholars are not to change their clothes on campus to go somewhere else even if they claim to be “just leaving.” Any non-uniform winter wear is not to be worn in the building. Hats and dark glasses are not to be worn in the building.

Scholars who arrive to school out of dress code will receive a dress code violation. Three dress code violations will result in a detention. Scholars who arrive wearing clothing that is inappropriate or immodest (too tight, too short, etc.) will either be sent home or asked to contact their parent(s) to bring a change of clothing. (For standards of modesty please refer to **Uniform Code** item # 8.) In any school activity where the regular uniform is not worn (such as sports, “Dollars for Duds Days”, field trips and tours, drama productions, dances, etc.), all scholars need to follow the school dress code principles for such activities. All clothing, words, and pictures must be positive, uplifting, and encouraging. Clothing, words, and pictures which are degrading to others or which leave questions as to their meaning are prohibited.

All scholars should/must maintain their hair so as not to reflect faddish styles and not to bring attention, such as the use of long spikes, unnatural colors, etc. Hair is to be controlled so as not to cover the face or any part of it. Boys are to be clean-shaven. Any sideburns are to be no lower than the earlobe.

Any ornamentation to the body, including jewelry and make-up, must be simple and considered merely an accessory. Over use of these items, which includes peculiar colors, faddish jewelry (such as the peace symbol, chains, spikes, large bracelets, etc.), is not in keeping with the dress code, and is therefore not permitted. No more than two small bracelets may be worn. Only one or two necklaces may be worn and then they should be worn inside the shirt. Visible body piercing of any kind, with the exception of ear lobes, is unacceptable and scholars will be required to remove such adornment. One small piercing in each ear lobe is allowed for small earrings. Gauges, plugs, and bars are not allowed. Tattoos must be covered.

Backpacks may be carried with the scholar to class or stored in lockers. Girls may carry a small purse to class. In addition to these guidelines, each teacher has authority to say what will or will not be allowed in his or her classroom. **No food** or make-up is permitted in classrooms. Curlers, curling irons, hair dryers, etc., are not allowed at school.

### Uniform Code

1. **Skirts** are to be navy, tan, or black, chino-style fabric. No denim, parachute, nylon-like, or sheer fabrics are permitted. Skirts must be no shorter than 4 inches from the middle of the knee standing (front and back). Plaid is not acceptable. Tights are permitted underneath skirts, but leggings are not.
2. **Pants or shorts** must be navy, tan, or black, chino-style fabric. **No** denim, parachute

or nylon-like materials are permitted. **No** baggy, skin-tight (including the faddish skinny pants), holes, frayed, or cut-leg appearance will be allowed. Also, no pockets, loops, designs or other décor on the legs. **No** top-stitched, outside pockets (*patch pockets*) on the front or rear are permitted. Shorts can be no shorter than four inches above the middle of the kneecap.

3. **Shirts** must be polo or oxford style, and buttoned, except for the top button. Shirts must be plain white, burgundy, hunter green, black or gray. When purchasing shirts, be sure to buy them long enough (even after laundering) that no skin shows when standing, sitting, moving, stretching, bending, etc. Scholars whose midriff shows will not be allowed in class. Any T-shirt worn, under the Jefferson Preparatory shirt or in a sports class, must be a school uniform color.
4. **Shoes** must be closed toe and closed heel. Shoelaces are to be tied at all times. NO flip-flops. A heel height over one and a half (1 ½) inches is discouraged for safety reasons. Jefferson Preparatory accepts no responsibility for injuries caused by wearing high heeled shoes.
5. **Socks** must be one of the five shirt or three pant colors. Socks with colors other than school colors are not acceptable.
6. **Winter Wear:** Any **plain**, white, burgundy, hunter green, black, or gray, sweater or pullover sweatshirt is acceptable. It may be zippered or a pullover but with **NO** pictures or writing of any kind or hood. The Jefferson Preparatory logo is acceptable, but not required on sweaters or sweatshirts. When sweaters or sweatshirts are worn, the collar of the polo shirt must be visible showing that a correct uniform shirt is underneath. **No** jackets or coats are allowed in classrooms. Only hoodies purchased through the approved school vender are allowed on campus. Please be sure your name is on the winter wear so it may be easily returned if misplaced.
7. All scholars in **sports classes** must wear the Jefferson Preparatory P.E. uniform T-shirt and JP logo'd shorts, available for purchase through the approved school vender.
8. No scholar will be allowed to attend dances and other activities, including formal dances, who do not comply with our dress code (*which includes no sleeveless dresses, no low back or front, and no exposed midriff, no short skirts or dresses*).
9. Several times during the year, the Scholar Council will have a "Dollars for Duds" day. This is a time when scholars may pay a fee to wear regular clothes other than the school uniform. This is meant to be a fund-raiser for scholar activities. This is not a time to wear costumes, pajamas, etc. All clothes worn must still meet our standards of modesty with sleeves, no midriff showing, and no torn, shabby or frayed material, etc.
10. Occasionally, all or a group of scholars are given permission to "Dress for Success." This is meant to be semi-formal attire and does not include denim and is not an excuse for scholars to "dress down" or wear regular clothes. All dresses, skirts, and other clothing must meet the guidelines above, including those pertaining to length.
11. See more under Scholar Activities.



## ADMISSIONS

In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, the Boys Scouts of America Equal Access Act and applicable state law, Jefferson Preparatory High School does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age disability or any other classification protected by law in any of its business activities, including its educational programs and activities which comply fully with the requirements of state and federal law and Title IX.

There is no tuition charged for attending Jefferson Preparatory. Scholars will be expected to replace any lost or damaged textbooks. Certain elective classes and all extra-curricular activities require fees for participation.

Jefferson Preparatory is required to ensure that each pupil meets certain state standards of academic achievement in order to progress to graduation. Therefore, progress through grade levels depends more on receiving credit for required classes at each grade level than upon age or length of time at Jefferson Preparatory. Each new scholar applicant will be tested in at least the areas of math and English proficiency. This test will be used together with other assessment tests and tools to properly place the scholar at the appropriate academic level. Completion of certain classes at other schools will not be the only criterion for placement at Jefferson Preparatory no matter what the grade level.

Jefferson Preparatory gives enrollment preference to pupils returning to the school in the subsequent year of operation and to siblings of enrolled pupils. Once a program, class, grade level, or building has reached its capacity, then applicants for that program, class, or grade level will be placed on a waiting list. As slots become available, applications will be processed in the order they were entered on the waiting list according to the following:

1. Near the beginning of the second semester of the current school year, determination will be made as to the capacity of the school by grade level, program, class, or building capacity for the next regular school year. Registration will then be undertaken for currently enrolled scholars for the next school year. Siblings of Jefferson Preparatory or Adams Traditional Academy scholars, who have enrollment applications on file by the end of school will then be registered for the next school year.
2. Waiting lists are kept by grade level for the entry year sought. Each list is kept in the chronological order in which the completed application was submitted. No incomplete application will be placed on the waiting list.
3. Once space availability is determined, those on the waiting lists will be contacted and scheduled for a placement test and then scheduled for a pre-admittance interview. This interview will inform the prospective scholar and parents of our school policies, specifically determine if the scholar will fill a space that is available, answer any other questions, and enroll the scholar if he/she still desires.
4. To clarify terms, "admission" or "admittance" means that Jefferson Preparatory has entered scholar's name on our records for the applicable school year. "Date of enrollment" is the first day the scholar actually begins attending class.
5. The Enrollment Application must be complete in order to be placed on the waiting list. All items listed must be included.
6. A ninth grade scholar is a scholar who has met all the requirements for eighth grade math and English (i.e. completion of 8<sup>th</sup> grade math or Algebra I, and 8<sup>th</sup> grade English, or has achieved the "Meets the Standards" level on the eighth grade AZMerit or approved

state standardized tests). Scholars new to JPHS, who wish to enter the ninth grade, are expected to meet the above requirements or demonstrate mastery of eighth-grade skills.

## ACADEMICS

One of the foremost scholars in early America, Thomas Jefferson, wisely noted,

“If a nation expects to be ignorant and free,  
it expects what never was and never will be.”

### Report Cards and Grading Standards

The teacher is responsible for determining the scholar’s grades. The grade given by the teacher shall not be changed by another person, except as follows:

When there is a complaint regarding a grade given to a scholar, the principal may investigate the complaint thoroughly. The complaint must:

- Describe the exact nature of the complaint
- Be written in specific and concise terms
- Be signed and dated by the complainant

Evaluating scholar achievement is one of the most important functions of the teacher. Progress reports are issued half way through each semester. Report cards are issued at the end of each semester. A scholar’s current progress is always available on Family Link. Please see login instructions at the end of the parent/scholar handbook and in each teacher’s syllabus.

### High School Graduation/Credit Requirements

A scholar receives a graduation diploma from Jefferson Preparatory when requirements of the school and of the Arizona State Board of Education have been met. Some honors classes may be offered for scholars who wish to accelerate learning.

Credit Requirements	
Subjects	Credits
English	4
Math	4
Science	4
History	4
Foreign Language	2
Fine Arts	2
Phys. Education	2
Electives	4
<b>Total</b>	<b>26</b>

All Jefferson Preparatory classes receive  $\frac{1}{2}$  credit per semester, except for Life Skills and Entrepreneurship which earns  $\frac{1}{4}$  pass/fail credit per semester. Scholars who receive 64% or lower in a required class receive no credit and will be required to repeat the class.

Transfer scholars will receive no credit at Jefferson Preparatory for a class taken at another school for which a grade of 64% or lower was received.

Scholars who wish to transfer credits to Jefferson Preparatory must know that some credits may not transfer because the courses they represent fall far below Jefferson Preparatory

standards. This policy applies to scholars transferring to Jefferson Preparatory and to currently enrolled scholars who may wish to take outside courses to fulfill graduation requirements. Scholars must seek administrative approval before registering for any outside classes

### **Concurrent and Dual Enrollment Class**

Jefferson Preparatory scholars who have scored adequately on the Maricopa Community College's Accu-Placer exams may enroll in concurrent or dual enrollment classes. Scholars will register with Rio Salado for concurrent classes or Glendale Community College for dual enrollment classes. Parents will pay tuition fees to the sponsoring college at the rate of **\$86.00** per credit hour. Scholars are required to submit Accu-Placer scores to the registrar. Scholars are also responsible for submitting end of course evidence of completion with course title and course grade to the registrar so that transcripts can be updated.

### **Class Fees**

Jefferson Preparatory is a public school and therefore the education required for graduation at this school is provided without tuition charge to parents. Theoretically, a scholar can graduate from this school without any class fees being paid. We do, however, offer optional classes for which we must charge fees. These are elective classes such as robotics, art, photography, etc. Most fees go to offset charges for consumable supplies or facilities.

### **Permission to Substitute a Class**

Permission to substitute a required class at Jefferson Preparatory with an on-line class or a class from another school is obtained after a scholar has completed a "Permission to Substitute a Class" form. The completed form must be submitted to the Jefferson Preparatory administration for approval before registering for any class outside of Jefferson Preparatory. Administration will ensure that the course adequately covers the standards required of students.

### **Dropping or Changing Classes**

Class adjustments will be minimal once both semester schedules are set and the school year begins. Teacher assignments, classrooms, and textbooks are arranged for based on the courses scholars have requested. Scholars have four class periods (essentially two weeks) to decide if they wish to change or drop a class. No scholar should request to drop a class just because of a failing grade or in order to qualify to participate in extracurricular activities.

### **Credit for Activities Outside of School**

In exceptional circumstances, a scholar may be granted credit for learning accomplished outside of school. The criteria for granting credit are as follows:

1. The activity is scheduled for a specific time frame.
2. Evidence is provided showing significant new learning has taken place.
3. Scholars must have prior approval of the school.

### **Credit Recovery and Grade Recovery**

Jefferson Preparatory offers credit recovery classes during the summer for scholars who fail to receive credit for a class during the regular school year. Scholars are required to complete this work on campus under the supervision of a Jefferson Preparatory instructor. These credit recovery classes are offered on a for fee basis. If a scholar fails a class the grade earned in credit recovery cannot be used to replace the failed grade. It will be added to the school transcript, thus still having a positive effect upon the scholar grade. For the purposes of grade recovery, scholars may retake classes for which they have received passing grades. The higher grade will be used for the official transcripts.

## High School Grading Table

Percentage	Letter Grade	Point Value
97 & above	A+	4.0
93-96	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
65-66	D	1.0
0-64	F	0.0

## Grade Weighting

Grade weighting percentages for all classes are as follows:

Homework = 15%, Classwork = 20%, Quizzes = 25%, Tests and long-term projects = 40%

## Honors Course/Credit

Any scholar who wishes to distinguish him or herself as advanced may participate in honors courses. Honors courses may be offered in English, math, science, history, and foreign language. Honors scholars will either be assigned to a separate honors section or fulfill additional elements of regular sections. Scholars who wish to participate in honors classes will submit paperwork to the front office after acquiring teacher and parental approval within 10 days of the start of the year/semester. To be eligible the student must have earned an "A" in at least one semester, and no less than an 87 in the other in the subject area in question.

## Scholastic Awards

Recognition at an honors assembly will be given to those scholars who achieved a weighted GPA of 3.50 or higher at the end of each semester. The designation of Valedictorian and Salutatorian for graduation will be determined by the highest and second highest weighted grade point average respectively for scholars who have been at Jefferson Preparatory three or more of their high school years.

One scholar from each grade level will be nominated by teachers, and chosen by a panel of teachers and administrators, each month, from September to April, as the scholar of the month.

At the end of each semester, scholars who have a semester weighted GPA of 3.75 and above will be awarded Principal's List certificates. Scholars receiving a weighted GPA of 3.5 to 3.74 will receive Teachers List Honor Roll certificates.

## Reading With Distinction

Participation in JPHS's Reading with Distinction Scholarship Program requires that a student read two Classic novels during the school year and complete an essay-based project, under the tutelage of a JPHS Teacher-Mentor.

As there is no separate class for reading the classics, students that wish to compete for the Reading with Distinction scholarship must take their own initiative to develop a schedule for the study of the classic novels. Reading the classics is done on the scholar's own schedule, but the scholars may take advantage of the summer and other "off school" times to read their selected novels.

### **Why Study the Classics?**

Classic novels bring glaring insight into human nature. A scholar's insight and understanding broadens with each reading of classic titles that are worth studying over and over. Reading the classics will not necessarily speed up the "conveyor belt" process leading to a college degree; however, it helps develop a greater depth of scholar maturity, judgment, and understanding of human nature, which increases his/her ability to think independently.

### **JPHS Reading with Distinction Scholarship rules**

- Scholarship rewards will be based on funding for each school year and will be announced before the program year deadline.
- Participation in the Reading with Distinction program will be at the behest of the JPHS scholar. All communication, meeting schedules, and discussions will be initiated and followed through by the JPHS scholar.
- Classic novels must be selected from the JPHS approved list.
- A scholar must contact the JPHS teacher-mentor assigned to his/her book selection to obtain approval, at which time the teacher-mentor can give helpful suggestions.
- A parent/scholar/mentor contract must be completed and turned in to the front office each school year by the program year deadline.
- The scholar will make an appointment at least once a semester with his/her teacher-mentor to discuss, assess, and ultimately receive guidance for an essay-based project. \*If the scholar fails to make or keep an appointment more than once per semester, he/she will be automatically disqualified from the program.
- An essay-based project is presented before a panel of judges, consisting of volunteer teachers and parents, in the spring of each school year (*volunteers disclose any conflict of interest and excuse themselves from the panel when a conflict exists*).
- Essay based projects are selected from an approved list, or the scholar may propose a project for approval BEFORE a project is commenced.

### **Getting started**

A JPHS Reading with Distinction Scholarship binder will be available in the front office. It will contain the following documents aimed at helping interested scholars get started:

- A current list of classics that are recognized and approved by Jefferson Preparatory faculty and administration.
- The approved essay-based project list and project approval forms.
- The parent/scholar/mentor contracts

\*Note: A pdf document of these items can be emailed at the request of the JPHS scholar.

### **Late Work Policy**

It is a scholar's responsibility to turn in assignments on time. Jefferson Preparatory does not give credit for work that is late. A scholar has the opportunity to turn in late homework one class period after an assignment was due for a 50% reduction in grade. Any assignment turned in later than the additional class period will receive a zero. Students who take advantage of completing their late work in study hall on Friday afternoons will receive a grade of 50%.

*"It is a painful thing to look at your own trouble  
and know that you yourself and no one else has made it."*  
Sophocles

## COLLEGE

### Required H.S. graduation / College Entrance Requirements

Listed below are the courses required of all scholars graduating from Jefferson Preparatory in comparison to the state college entrance requirements.

JEFFERSON PREPARATORY Curriculum	General Graduation Requirements	Honors Classes Available	Dual Enrollment Courses	In-State University / College Competencies
ENGLISH	<b>4 credits</b>	4	1	<b>4 credits</b> (composition and literature based)
MATH	<b>4 credits</b>	4	2	<b>4 credits</b> 1 year each of: Algebra I, Geometry, Algebra II, and an advanced class where Algebra II is prerequisite
SCIENCE	<b>4 credits</b> Conceptual Science and 1 credit each of 3 different sciences. (Bio, Chemistry, Physics, Anatomy & Physiology)	4	3	<b>3 credits</b> 1 credit each of 3 different lab sciences selected from the following: Chemistry, Physics, or Biology, Earth Science
HISTORY	<b>4 credits</b> World Geo, World His, Am His, & Gov	4	4	<b>2 credits</b> Am. Hist. and 1 other
FOREIGN LANG.	<b>2 credits</b>	1	1	<b>2 credits</b> 2 years of same language
FINE ARTS	<b>2 credits</b>	Teacher Approval		<b>1 credit</b>
PE	<b>2 credits</b>	Teacher Approval		
REQUIRED CORE COURSES	<b>22 credits</b>			<b>16</b>
ELECTIVE COURSES	<b>4 credits</b>		2	<b>4</b>
<b>TOTAL REQUIRED</b>	<b>26 credits</b>			<b>20</b>

### College Scholarships

Scholars are encouraged to search out, and apply for scholarships. Jefferson Preparatory life skills classes will assist scholars in this endeavor as opportunities arise. Most college websites will lead you to scholarship opportunities. There are also many websites about scholarships other than college sites.

From time to time Jefferson Preparatory receives scholarship information for scholars. It will be made available as it is received. For example, the Maricopa Community Colleges offer Presidential Scholarships to scholars who enroll in Honors courses and score well on the ASSET tests. Annually, the Arizona Board of Regents and the Maricopa Community Colleges request the names of the top 11th and 12th grade scholars so they can send scholarship information directly to them.

## **CAMPUS LIFE**

### **PDA**

Publicly displayed affection is not permitted on campus.

### **Lunch**

Scholars may bring their own lunches from home or purchase lunch at school.

Jefferson Preparatory offers a gluten free lunch menu.

Jefferson Preparatory participates in the Free and Reduced lunch program. The application to participate in the program is available in the Jefferson Preparatory office. The free and reduced application is also used to assess need in granting extra-curricular fee scholarships. If your child would like to participate on athletic teams or extra-curricular clubs, submit a "Free and Reduced Lunch" application to the Choice Academies business office (*This form can be placed in a sealed envelope and turned in at the Jefferson Preparatory front office addressed to the Choice Academies Business Department*).

### **Closed Campus**

Jefferson Preparatory is a closed campus. Once a scholar is on campus, he/she must stay on campus until leaving school for the day. Only a parent or guardian may sign a scholar out. Any exception to this policy must have administration approval. Leaving campus for lunch or loitering around vehicles in the parking lot during lunch is prohibited. No vehicles are to be used during lunch.

During school hours scholars will only be released to parents or those whom parents have authorized. If parents want to grant another person the right to pick up their child, the parents must visit the front office and add the person's name to the child's blue emergency card.

Our closed campus policy also includes visitors to our campus. All visitors must sign in at the front desk of the JPHS school office. No minor child may be on campus unless accompanied by a parent. Minor children are not allowed in the classrooms during academic instruction.

### **Visitors to Campus**

Prospective scholars who wish to become acquainted with Jefferson Preparatory are asked to visit campus with a parent. A faculty member will accompany them on a tour of the school. Arrangements may be made at the front office for prospective scholars to "shadow" for a day.

During the hours of 7:15 am to 3:15 pm, the only persons allowed in the enclosed areas of the school are school faculty and Jefferson Preparatory scholars wearing the school uniform. Drivers who drop off and pick up scholars should remain in their cars until the scholars are dismissed. No one, other than faculty and uniformed Jefferson Preparatory scholars, is to be walking around or through enclosed areas. If family members or friends want to visit campus, they must enter through the office and immediately check in at the front desk and receive a visitor's pass. They must strictly follow our procedures for visitors.

### **Telephones**

The front desk phone is designated as the phone to be used by scholars. However, scholars may use the phone only before and after school, during lunch, and between classes. Any other use of the phone is by permission. Permission will be granted only for emergencies as determined by staff. Classroom phones are not for student use. Generally, phone calls to



discuss matters that could reasonably have been arranged with better planning before school will not be allowed (such as going home with a friend or other car pool arrangements).

## **Lockers**

Each high school scholar will be issued a locker for individual use or joint use with another classmate. Therefore, combination locks are suggested. All items not used in a given class, with the exception of girls' purses, must be kept in the locker. Backpacks may be used to carry items to and from class. Scholars specifically agree that they will use their locker for items related to school. They will not deface or otherwise damage the locker that has been assigned. Scholars are responsible for providing their own combination locks and must keep their locker locked except when being accessed.

Scholars understand that the locker is in good, operating condition and that it will be inspected at the end of the year. Any damage caused by misuse of the locker will be the scholar's responsibility. They also agree that they **will not store any item or written material in the locker that would be in conflict with the standards of Jefferson Preparatory.**

Scholars understand it is the right of the administration of Jefferson Preparatory to inspect lockers at any time and without notice. Scholars are not to trade lockers without the approval of the administration. Any locker assignment changes must be made by an administrator.

## **Personal Items at School**

Scholars should only bring to school those items that directly relate to classroom learning. Scholars who bring electronic devices to school do so at the risk of losing them if they are misused. All personal items should be clearly labeled with names. This includes PE as well as uniform clothing.

**Personal items used for classes** are the responsibility of the scholar who brings them. If items such as calculators, golf clubs, tennis rackets, band instruments, etc. are brought to school, the scholar must make sure they are secured to his/her satisfaction. Jefferson Preparatory is not responsible for the loss or damage of any personal items.

## **Internet Use by Scholars**

The Internet is to be used by scholars only in the computer lab and only when a supervising teacher is present. Failure to abide by this policy will jeopardize scholar use of the computers at school.

Scholars are only allowed to use school internet for approved academic purposes except during designated free time (before school, during lunch, and after school). Scholars are not to use school internet to access personal email or social media accounts. Scholars are not to use school internet to retrieve unauthorized information – whether on paper or in electronic form – for the purpose of cheating on a test or assignment. Scholars will not use school internet for the purposes of falsifying or fabricating data or observations, including data output in laboratory situations. Scholars agree not to plagiarize which includes, but is not limited to, copying text, graphics, musical scores, mathematics solutions, artistic layouts or presentations, or any other copyrighted information without proper citation.

Scholars agree not to use school internet to conduct any business or transmit any information, communication, imagery, etc. that violates state or federal law.

## **Celebration of Personal Life Events**

Scholars are at JPHS to learn. The celebration of life events should be restricted to time out

of school. JPHS staff will not deliver flowers, balloons, baked goods, etc. to students during the academic day. Parents are welcome to join their scholar during lunchtime on birthdays, etc. to celebrate. Furthermore, scholars are not to plan, arrange, or engage in celebrations for staff member life events. It is inappropriate for class time to be used for these activities.

### **Lunch Deliveries**

Parents are welcome to deliver lunch for their scholar(s). However, scholars are not allowed to place food orders for lunch time delivery to campus. School staff will not accept delivery of lunch items from restaurants for student consumption. Students will not be called out of class to come down to the office to pay for or accept delivery of food orders.

## **EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activity participation is an integral part of general education, however at Jefferson Preparatory extra-curricular activities take second place to academics. Participation depends on scholar eligibility. Scholars must maintain a 70% and above in all classes. Eligibility checks are run weekly.

No scholar will be able to participate in any off-campus activities without a valid permission slip signed by parent or guardian, even if the scholar is 18 years old.

### **Athletics**

Jefferson Preparatory offers many opportunities for scholars to try out for athletic teams. An annual athletic physical, signed by a doctor, and concussion training, is required of each scholar petitioning a team. An extra-curricular fee of \$175.00, as well as signed codes of conduct agreements are required. Fees will be assessed of those athletes who make the final roster. After the final roster has been posted, participants will have one week to pay the assessed fees. Scholars who are declared academically ineligible twice will be removed from a team with no fee reimbursement.

Read more about Extracurricular Scholarships, which are available to those in need, on page 26.

### **Dances and Activities**

High school social activities and dances are planned by the Scholar Council, One activity and one dance is planned for each quarter. On several occasions throughout the year special dances will be held. Some of the tentatively scheduled dances are:

October	Homecoming
December	Winter Dance
February	Valentines
April	Prom

### **Dress Code for Formal Dances and Activities**

Jefferson Preparatory administers a scholar modesty code. No scholar will be allowed to attend dances and other activities, including formal dances, who does not comply with our dress code (*which includes no sleeveless dresses, no low back or front, and no exposed midriff, no short skirts or dresses*).

1. Dresses are to have shoulder straps no thinner than a credit card width. Necklines must not be revealing of cleavage. Shawls may not be used in place of sleeves and any bolero or shrug-type jacket should not be removed during the dance, including for pictures.
2. The backs of dresses should be above mid-back; midriffs should not be revealed.
3. All dresses must be no shorter than 4 inches from the middle of the knee.
4. Young men should be attired with slacks and collared shirts and ties, suits or tuxedos. No jeans.
5. The chaperones will strictly ensure that these guidelines are followed and will require that participants conform before being admitted to the dance.

Activities held outside the classroom are considered an extension of school. Therefore, all

standards of dress and behavior apply, unless specifically exempted by the faculty in charge. Uniform dress is required for all activities held during or immediately following school hours.

When attending sporting or other activities, scholars should use good judgement. Scholars must not wear shorts with less than a 7-inch inseam, tops showing the midriff, or tops secured at the shoulder with spaghetti straps. No revealing necklines or backless shirts should be worn. Scholar attire should not display imagery or language that is profane, degrading, or offensive.

School activities, including dances, are for enrolled Jefferson Preparatory scholars. Allowance is made, for certain specifically announced activities, for scholars to invite guests who do not attend Jefferson Preparatory. However, these scholars must secure a guest pass in advance from the administration during regular school hours for each non-Jefferson Preparatory guest. Such passes must be presented at the door with a photo ID. All such guests are required to abide by Jefferson Preparatory policies.

Jefferson Preparatory reserves the right to inspect backpacks, bags, and purses prior to entry into dance or activity areas. Students who drive to dances, etc. will not be allowed to return to their vehicles during the activity unless they intend to leave. Once a student has left, reentry is not permitted.

**Please note: No scholar will be allowed into dances, including formal dances, and other activities, who does not comply with the dress code.**

### **Service Opportunities**

Jefferson Preparatory Giving Guardians tries to provide scholars with opportunities to participate in meaningful and valuable service. Off campus service opportunities depend on parents' availability and willingness to transport their own child and/or a small group of scholars to the service opportunity. Jefferson Preparatory appreciates the parental involvement and any event photographs that parents are willing to share.

### **Clubs**

Club meetings and events are held on Friday afternoons or after school. Scholars who wish to start a club are asked to follow certain procedures. It takes eight members, one teacher sponsor and a completed "Club Petition" form to begin. On the Club Petition form scholars are asked to delineate their purpose, plan, meeting schedule, event schedule, financial needs and obligations, as well as other pertinent information.

### **Scholar Council or (StuGo)**

Scholar leadership is an important part of Jefferson Preparatory. The Scholar Council provides an opportunity for students to learn leadership skills and understand the governing process. The Scholar Council is sponsored by a faculty member and may include a parent designated by the JPPO council.

**The Scholar Student Body President** coordinates all school activities and is responsible to assure that the council members complete their assigned duties (*must have been at Jefferson Preparatory two years before taking office*).

**The Scholar Student Body Vice President** acts as president in the president's absence, is responsible for working with all council members, and promotes school spirit (*must have been at Jefferson Preparatory one year before taking office*).

**The Scholar Student Body Secretary** is responsible for writing letters, recognizing scholar

groups and keeping records and minutes of scholar government meetings (*must have been at Jefferson Preparatory one year before taking office*).

Scholar council officers are chosen near the end of one school year or early in the next school year. The procedure will follow, with some modifications, the electoral system as outlined in Article II, Section 1 of the U.S. Constitution as follows:

1. Scholar must attend a pre-election meeting with the Scholar Council adviser.
2. The Scholar must complete his/her election packer which includes an essay and return to the advisor by the given deadline.
3. After being vetted by the Scholar Council advisor in order to ensure the scholar is in good standing with his/her teachers and maintains a 3.0 or better GPA, the scholar is cleared to run for a council position.
4. The scholar is invited to participate in election week. Participation includes things such as hanging up campaign signs around campus, distributing flyers, and distribution of one candy or food item.  
\***ALL** campaign material must be pre-approved by Administration prior to distribution.
5. Scholars will deliver a speech in front of the Jefferson student body.

Each person who holds a council office must maintain at least a 3.0 grade point average during the time he or she is in office. Scholar Council governing officers elected for the new school year should be available for training during the summer.

StuGo representatives are expected to be exemplary JPHS Citizens. A council member will forfeit their position at the third issued detention or first suspension. Administration and the council advisor reserve the right to remove a scholar from the council if behavior is not that of an exemplary citizen.

## **MONEY**

Arizona tax law (ARS 43-1089.01) allows taxpayers a tax credit of up to \$200 (or \$400 per married couple) if they contribute to extracurricular activities in public schools. Extracurricular activities such as sports, band, speech and debate, or overnight field trips are generally not fully funded by school districts. These programs depend on fees collected from scholars.

### **School Tax Credit Options**

As a charter school, Jefferson Preparatory has limited funds. In our quest to offer a large variety of enriching programs, we need your support. Your contributions from the School Tax Credit program to the Jefferson Preparatory extra-curricular fund helps offset much of the expense of our field trips, sports programs, and other extra-curricular activities. Please consider making a tax credit donation. If you have friends and neighbors who don't have children in an Arizona K-12 school, consider suggesting Jefferson Preparatory as a recipient of their tax credit donation.

You may donate less than \$200 and be eligible to receive the state tax credit in the amount of your donation. The amount you donate — up to \$200 (or \$400 per married couple) — will be the amount you may claim as a state tax credit.

### **Tax Credit Facts**

- As a single individual or head of household, the tax credit is \$200.
- \$400 state tax credit is available for taxpayers who are married and filing jointly.
- You may split your \$400 donation among more than one public school, but will still qualify for a maximum state credit of \$400.
- Your donation reduces your taxable income to the federal government, thereby reducing your tax burden to the federal government usually by 1/3 of the donation amount.
- A state tax credit will allow you to reduce the amount of tax liability to the state or increase your refund from the state. If you donate the maximum \$400, your Arizona tax bill would be \$400 less or your refund will be up to \$400 more.

### **Extracurricular Scholarships**

Scholarships, covering extra-curricular fees, are available to those in need. Need is assessed by the Choice Academies Business Department from information obtained from the free and reduced lunch application. Eligible recipients will receive a scholarship for one sport or extracurricular fee per semester. Scholarship funds generally come from school tax credit donations.

## **PARENTS AS PARTNERS**

### **Parent Organization (JPPO)**

The Parent Organization is a service organization within Jefferson Preparatory. The JPPO's purpose is to serve the school's scholars and teachers through coordinating and assisting programs and activities that are critical to school success. Fundraising is a crucial responsibility. Involvement in the parent organization is structured into service committees, devoted to specific areas of school life. The JPPO will assist with many social activities, sports and club booster resources, teacher appreciation, sports banquets, school awards ceremonies, service projects and more. The JPPO holds regular meetings and encourages every parent to be an active participant.

### **Family Link to Tyler SIS Access by Parents**

Jefferson Preparatory High School has updated its student information system from FamilyLink to Tyler SIS beginning the 2022-2023 school year. All contact information, class assignments, grades, attendance, and vaccinations, are viewable through our student data base called Tyler SIS. This is a powerful communication tool and Jefferson Preparatory relies upon parents to monitor the progress of their child's grades through the Tyler SIS portal. Parents may also check personal information for accuracy. Please notify the registrar with informational discrepancies.

*Pending:* Navigate to Tyler SIS by going to [www.JPHSchoice.org](http://www.JPHSchoice.org) and scrolling to the bottom right corner of our homepage. Click on the Tyler SIS button.

**Tyler SIS is not yet active for use. More information will be provided to Jefferson families once the portal is active for student and parent/guardian use.**

### **A.R.S. 15-183**

Section F states that Jefferson Preparatory High School will inform parents and guardians of the educational and teaching backgrounds and experience in a particular academic content subject area of current employees providing instruction. Current teacher bios are available upon request in the front office.

## **SAFETY**

Jefferson Preparatory is committed to providing a school environment that ensures the safety of, and the equality, dignity, and respect of every student. In keeping with this commitment, JPHS strictly prohibits discriminatory practices, including sexual harassment, and will not deny or limit the ability of any student to participate in, or benefit from, any JPHS program on the basis of sex. Sexual harassment, whether verbal, physical or environmental, is unacceptable and will not be tolerated, whether it occurs on school grounds or at outside school-sponsored activities. All JPHS employees have a duty to ensure that no student is subjected to sexual harassment and to help maintain a school environment free of such harassment.

### **Sexual Harassment**

Sexual harassment is unwelcome conduct of a sexual nature. Conduct is unwelcome if the student did not request or invite it and/or regarded the conduct as undesirable or offensive. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. It can also include actions that do not explicitly or implicitly condition a decision or benefit on submission to sexual conduct. Young children are not able to legally consent to conduct of a sexual nature.

Sexual harassment is prohibited between scholars and between faculty and scholars. All scholars and faculty must avoid offensive or inappropriate sexual references or behavior. Scholars or faculty who feel they are being harassed should report such activities directly to an administrator immediately.

Scholars found to be involved in sexual harassment activities shall be subject to disciplinary consequences, which may range from informal conferences to suspension from school or expulsion. Employees found to be involved with sexual harassment of a scholar shall be subject to disciplinary action, which may include, but is not limited to, suspension or dismissal.

### **Retaliation**

Retaliation is another form of discrimination that occurs when an individual who files a complaint, or those who support the individual in filing the complaint, or who are witnesses in the investigation, are treated negatively because of their participation in the complaint process. A retaliation claim can stand on its own, even if the underlying claim is unsubstantiated.

### **Lockdowns**

Lockdown procedures may be initiated in situations involving dangerous intruders or other incidents that could result in harm to scholars and staff. The School Emergency Response Plan has all information listed. The incident commander will issue a lockdown order by announcing a warning over the PA system, sending a messenger to each classroom, or by an alternate method. All scholars, teachers, and staff members will move to the nearest classroom or office building. P.E. classes will go to their classroom. Classroom doors will be locked. Scholars may be in contact with their parents using individual cell phones during a lockdown.

Parents, do not call the main school line so that it is available for communication with classrooms and emergency personnel. As events progress, we will update parents through email, as often as possible. Each family should predetermine an off campus meeting location



in case scholars should have to evacuate the campus and flee for safety. Notify the office, first through email, then a phone call, as soon as humanly possible, that you have your child.

### **Fire Safety**

Fire and emergency drills are held at regular intervals throughout the school year.

### **Mandatory Child Abuse Reporters**

Schools are mandatory child abuse reporters. If there is reason to believe that a child is being abused, Jefferson Preparatory teachers and administration will report suspected abuse to the authorities.

# INFORMATION DISCLOSURE

## Parent and Scholar Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) ensures that scholar's personal and academic data is safe and secure. Unless a person has a legal and legitimate need to have access to scholar information, it is a violation of a scholar's civil rights to provide access to the data. FERPA also affords parents and eligible scholars (a student who has reached age 18 or is attending a postsecondary school) have the following rights.

1. Inspect and review the scholar's education records; 34 CFR 99.7(a)(1)
2. Request the amendment of the scholar's educational records that the parent or eligible scholar believes are inaccurate, misleading, or otherwise in violation of the scholar's privacy rights; 34 CFR 99.7(a)(2).
1. Parents or eligible scholars who wish to ask the school to amend a record should write the administration, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible scholar, the school will notify the parent or eligible scholar of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible scholar when notified of the right to a hearing.
2. Consent to disclosures of personally identifiable information contained in the scholar's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests; 34 CFR 99.7(a)(3)
3. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. Upon request, the school discloses education records without consent to officials of another school district in which a scholar seeks or intends to enroll.
5. File with the U.S. Department of Education a complaint under Reg. 34 CFR 99.64 concerning alleged failures by the agency or institution to comply with the requirements under this part; 34 CFR 99.7(a)(4)
6. Obtain a copy of the confidentiality policy and list of places where copies of the policy are located. 34 CFR 99.7(a)(5) & (b)

## PPRA (Protection of Pupil Rights Amendment)

Statute: 20 U.S.C. 1232h. Regulations: 34 CFR Part 98 governs the inspection of instructional materials by parents or guardians. "All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the children."

No student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning; political affiliations; mental or psychological problems; sex behavior or attitudes; illegal anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or student's parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the parent.

**Military Recruiter Access to H.S. Student Information: § 9528 of the ESEA**

Under § 9528 of the ESEA, secondary schools routinely disclose directory information, or names, addresses, and telephone numbers of secondary students to military recruiters and officials of institutions of higher education. Parents have the right to request that the information not be disclosed without prior written consent.

**Non-Discrimination Policy**

Jefferson Preparatory will maintain a safe and supportive learning environment free of unlawful discrimination and ensure that scholars are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any program or activity of the district on the basis of race, ethnicity, national origin, religion, gender, or disability.





Scholar/Parent Integrity Contract
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Scholar Initials	Parent Initials	School Standard
		I have read the school attendance and tardy policies and understand the consequences of excessive absences and tardies.
		I have read, understand, and agree to abide by the school discipline policy.
		I have read, understand, and agree to abide by the school policy on cheating and also understand the consequences both academically and behaviorally when engaging in this activity.
		I have read and understand the definition of plagiarism. I understand that this offense is not merely a school offense, but also a criminal offense. I agree to abide by the school plagiarism policy and recognize that there are both academic and behavioral consequences for plagiarism.
		I have read, understand, and agree to abide by the school policy for cell phone use.
		I have read, understand, and agree to abide by the school Code of Conduct on the use of social media.
		I understand that publicly displayed affection is not allowed on campus.
		I have read, understand, and agree to abide by the school internet use policy.
		I have read, understood, and agree to abide by the school policy on cyberbullying, or any other type of bullying or harassment while attending JPHS. I understand that bullying can be a criminal offense and as such Jefferson Preparatory would be mandated by law to report such an offense to the proper authorities.
		I have read, understand, and agree to abide by the school dress code policy.
		I have read, understand, and agree to abide by the school modesty code. I agree to dress appropriately for all school events.
		I have read and understand that school administrators have the discretion to adjudicate all issues that reside outside of the scope of the parent/scholar handbook and in keeping with school philosophy and practice.

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date