

## Family Handbook

### **General Statements of Corporate Status, School Policy, and Non-Discrimination**

The following family handbook contains the most accurate information regarding James Madison Preparatory School that was available at the time of its publication. Changes may occur following publication, and the school reserves the right to make changes in regulations, policies, procedures, and other matters without prior notice in accordance with established procedures. Parents and students will have access to information on any such changes via written notices from the school administration. Those wishing further information concerning matters in this handbook are encouraged to contact the school administration.

James Madison Preparatory School, Inc., is an Arizona non-profit corporation with 501(c)(3) tax-exempt status.

James Madison Preparatory School is a Tobacco, Drug, and Gang Free School.

James Madison Preparatory School is an Equal Education and Equal Employment Opportunity school and does not discriminate against any actual or potential student or employee based on race, sex, creed, age, disability, or national origin. Instructional and administrative staff résumés are available for review in the front office.

James Madison Preparatory School does not allow, condone, promote or encourage sexual, verbal, physical or other forms of harassment of students, staff, or parents for any reason, including but not limited to: sexual harassment, racial or ethnic harassment, bullying, religious harassment, or disability harassment. Individuals who engage in harassing behavior on school grounds, at school functions, or with those individuals associated with the school will be dealt with to the full extent of the law, including criminal and/or civil consequences. Threats toward, harassment of, or intimidation of a JMPS student by a JMPS student that occurs off-campus – be it in person, on the telephone, in an e-mail, on the Internet, etc. – will result in disciplinary action if the occurrence causes a substantial campus disruption.

James Madison Preparatory School utilizes in-class and outdoor video cameras in order to assess teacher performance; observe and track student conduct; maintain campus security; and provide feedback to teachers, students, parents and administrators regarding classroom activities and performance. Video cameras are an important component of the Madison Prep academic program and campus security, and every person on campus is subject to videotaping at any time.

The last page of the handbook is a Letter of Understanding, which must be signed by the student and parent(s) prior to the start of school. The Letter of Understanding serves as your signed acknowledgement and receipt of the Handbook and as a statement of your intent to abide by the policies and procedures of the school.

**Shading** signifies a change from the 2010-2011 handbook.

# Family Handbook

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### **Mission Statement**

**Challenge committed students with a robust, traditional education, emphasizing America's history and system of government.**

**The school combines a classical course of study with real world knowledge and skills.**

**Preparing to embrace their future as citizens and leaders, these young stewards of our national heritage will discover freedom's promise and the necessity of sound character.**

**We will work to promote America's virtues: Self-reliance, Honesty, Integrity, Courage, Respectfulness, Strong Work Ethic, and Responsibility.**

### **Founders' Message**

*Welcome to James Madison Preparatory School!* We are excited that you and your family have chosen to attend, and we look forward to being an important part of your secondary education. Junior High and High school is a time in a person's life when critical decisions are made and powerful memories are formed. We believe that your choice to attend Madison Prep is one of those critical decisions, and we hope that memories of your career at Madison Prep will be positive and powerful. Remember, you decide what value should be placed on your education.

When we began to design the James Madison Preparatory School concept and curriculum, we were striving to accomplish five basic goals:

- ✓ **To restore some of the great academic traditions and disciplines (*which have been lost or forgotten in recent years*) to a small secondary school.**
- ✓ **To offer an education that promotes history as the great teacher of life.**
- ✓ **To blend this rigorous academic education with practical, real world skills training.**
- ✓ **To foster and reward great character attributes in our students.**
- ✓ **To provide a learning environment where students are free to learn, encouraged to think, and expected to excel.**

We hope that you will read this handbook in the spirit in which it was prepared: as a guidebook to the philosophy of James Madison Preparatory School, as a tool to understand our unique educational opportunity, and as an explanation of the policies which support and promote our mission of challenging committed students. Returning students and their parents will undoubtedly notice a few changes from last year. Read carefully!

David M. Batchelder and Stephen C. Batchelder

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**Code of Conduct**

Each student will be treated with respect and courtesy by the Madison Prep staff and will be expected to treat all other people on campus with the same respect and courtesy. **The overriding standard of conduct at James Madison Preparatory School is the Golden Rule:**

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

The Code of Conduct serves as a guide for each student's actions and establishes the standards for behavior and deportment. Madison Prep's school discipline procedures are developed around the Code of Conduct. Madison Prep staffers and faculty members are expected to be examples of the Code and are subject to disciplinary action if they fail to meet this standard.

*The James Madison Preparatory School  
Code of Conduct*

**Self-reliance, Honesty, Integrity, Courage,  
Respectfulness, Strong Work Ethic, and Responsibility**

**Self-Reliance-** *JMPS students focus on success by learning to count on themselves.*

**Honesty-** *JMPS students tell the truth and are as honest as their actions.*

**Integrity-** *JMPS students say what they mean and mean what they say.*

**Courage-** *JMPS students focus on the courage to admit their mistakes; their successes speak for themselves.*

**Respectfulness-** *JMPS students respect their parents, their teachers, their peers, the property of others; and they respect themselves.*

**Strong Work Ethic-** *JMPS students know the hardest work reaps the greatest rewards. JMPS Students are known by their work.*

**Responsibility-** *JMPS students know that they are responsible for their own behavior. Everybody else is just watching.*

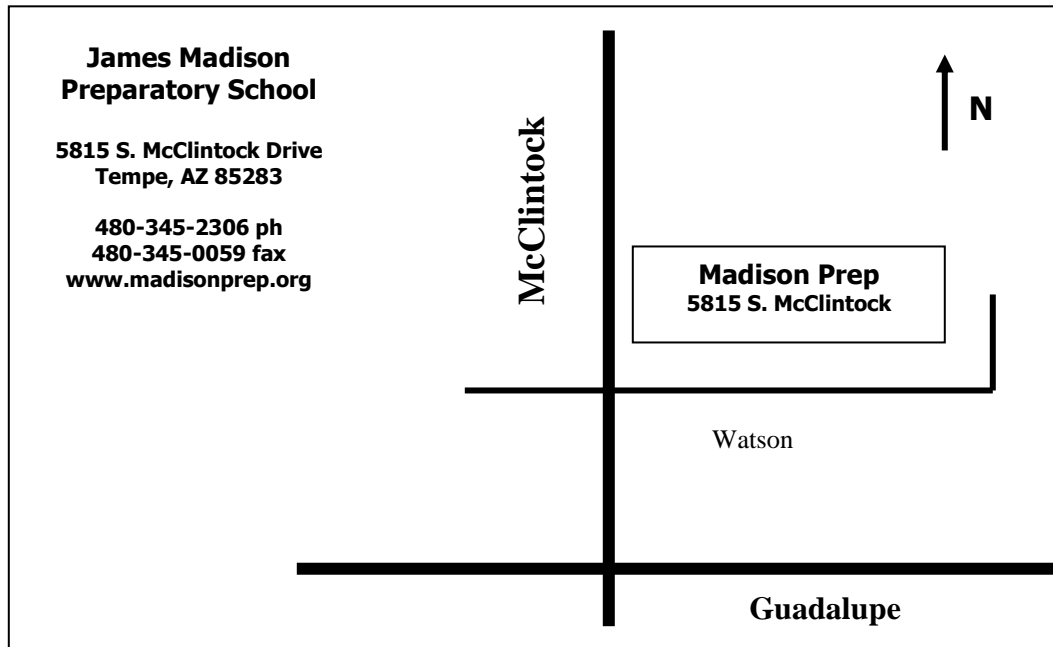
Code of Conduct Awards will be presented to those students who best exemplify a certain Code of Conduct virtue through the trimester. The award winners' names will be inscribed on plaques, which will hang on the school's front office wall for as long as the school remains in existence.

**Family Handbook****2011-2012 – 189 School Days**

<u>Date</u>	<u>Event</u>
Monday, August 8, 2011	First Day of School (First Trimester Begins)
September 2, 2011-September 6, 2011	Labor Day-No School
October 10-October 11, 2011	Fall Break-No School
November 11, 2011	Veterans' Day - NO SCHOOL
Wednesday, November 23, 2011	Last Day of First Trimester
November 24-28, 2011	THANKSGIVING BREAK - NO SCHOOL
Tuesday, November 29, 2011	First Day of Second Trimester
Friday, December 16, 2011	Last Day of School before Winter Break
December 19, 2011 - January 2, 2012	WINTER BREAK - NO SCHOOL
Tuesday, January 3, 2012	First Day of School after Winter Break
Monday, January 16, 2012	Martin Luther King, Jr. Day - NO SCHOOL
Monday, February 5, 2012	NO SCHOOL
Monday, February 20, 2012	Presidents' Day - NO SCHOOL
Friday, March 9, 2012	Last Day of Second Trimester - Last Day of School before Spring Break
March 12-16, 2012	SPRING BREAK - NO SCHOOL
Monday, March 19, 2012	First Day of Third Trimester - First Day of School after Spring Break
April 6-April 9, 2012	April Break-NO SCHOOL
Monday, May 14, 2012	NO SCHOOL
Monday, May 28, 2012	Memorial Day - NO SCHOOL
Friday, June 8, 2012	Last Day of School - (Third Trimester Ends)
Saturday, June 9, 2012	Graduation Ceremony

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**School Map**



**Enrollment/Admissions**

Admission to James Madison Preparatory School is not limited based upon ethnicity, national origin, sex, income level, religion, scholastic ability, disabling condition, proficiency in the English language, or athletic ability. There is no tuition charged for attending. James Madison Preparatory School will admit all eligible students who submit a timely and complete application. The school accepts new students who are transferring from another school or home school in grades seven through ten only, provided those students have completed an enrollment form and there is available space. James Madison Preparatory School does not accept applications or admit new students applying for grades 11 or 12. James Madison Preparatory School does not accept students in 8<sup>th</sup> grade who turn 15 prior to September 1. Enrollment preference will be given to pupils returning to the charter school in the subsequent year of its operation, to direct family members of school staff, and to siblings of pupils already enrolled in the charter school. If, at the close of the open enrollment period, the number of applications exceeds the capacity of a program, class, grade level, or building, all applications for that program, class, grade level, or building will be selected for the available slots through an equitable selection process such as a lottery. After the open enrollment period ends, pupils for any remaining slots will be accepted in chronological order. Students on an existing waiting list for any grade will precede a new applicant for admission.

If there are more interested applicants than available slots, James Madison Preparatory School will maintain a waiting list, and if a slot opens up during the school year the first family on the list will be offered the slot. If that family chooses not to join Madison Prep at that time, it will be taken off the list or dropped to the bottom of it, and the second family on the list will be called. This process will continue until the open slot is filled. Families that receive a call regarding a waiting list slot will have 48 hours to respond to the school, or the slot will be offered to the next family on the waiting list.

**Family Handbook****Registration/Records**

**Please note:** The State of Arizona requires that James Madison Preparatory School receive certain documents in order for a student to attend school. These records **MUST** be received **BEFORE** a given student will be allowed to attend. In the event that an enrolled student's paperwork is not received, that student will **NOT** be allowed to attend classes, and the student risks losing his/her enrolled slot.

In order to complete the registration process, parents must have their child's records transferred from his/her previous school to James Madison Preparatory School. That record should include the student's immunization history, academic records, and a copy of his/ her birth certificate. For those students who are withdrawing from a school to attend JMPS, a withdrawal slip from the former school is required. If the student was home-schooled, then a record of state-required testing must be submitted to James Madison Preparatory School, along with a signed description of the curriculum and course content mastered. At the parents' request, JMPS administration will assist in securing needed school records.

Parents have the right to access the records of their children. Please see the FERPA notice in the back of this handbook. The school reserves the right to have a 24-hour waiting period in order to maintain the smooth flow of school business and to charge a reasonable fee for the cost of copying records. Non-custodial parents also have the right of access to records unless the school has received a court document to the contrary. Please see the section of this handbook on general office procedures.

**Placement Testing**

James Madison Preparatory School requires new students to complete a series of placement tests before school begins. Those students who are unable to complete these tests before school will be required to take them as soon as possible upon arrival to school. New students will not attend classes until these tests have been completed. These tests are **NOT** admission tests. A student's enrollment in JMPS will not be affected by the results of these tests. The analyses of these tests are used by administration to place incoming students in the proper classes. The tests do not take longer than 90 minutes to complete.

**Explanation of Grade Point Average (GPA)**

<u>Percentage</u>	<u>Letter Grade</u>	<u>Grade Point Value</u>
93-100	A	4.00
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.00
60-62	D-	0.67
0-59	F	0.00

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Grade Point Average is figured by dividing the sum of all the Grade Point Values that a student receives by the total number of letter grades received. Example: A given student earns two A, one A-, two B, and one C+. That is  $4.00 + 4.00 + 3.67 + 3.00 + 3.00 + 2.33 = 20$ .  $20/6 = 3.33$  GPA.

James Madison report cards show the letter grades that a student has earned but not the percentages. Parents should refer to the above table if they are interested in their student's percentages.

### Honor Roll

An Honor Roll is published each trimester. Names of students with a trimester grade point average of 3.00-3.33 will appear on the B Honor Roll. Names of students with a trimester grade point average of 3.34-3.66 will appear on the A Honor Roll. Names of students with a trimester grade point average of 3.67 or higher will be placed on the Madison Roll of Scholars.

### Eighth Grade Graduation & Seventh Grade Promotion

An eighth grade class banquet and ceremony will be held at the conclusion of the school year. As a tradition, seventh graders will be required to help serve at the banquet.

Eligibility for graduation into ninth grade is based on completion of all state and school academic requirements for Junior High. **For Madison eighth graders to graduate to ninth grade, they need to have a cumulative eighth grade GPA of 1.67. Madison seventh graders must have a cumulative GPA of 1.33 to be promoted to eighth grade. A letter will be mailed to parents during each progress and report card periods informing them if their child is in danger of failing.**

### School Hours- DAILY SCHEDULE

8:00 - 8:50	1 <sup>st</sup> Period
8:55 - 9:15	Assembly
9:20 - 10:10	2 <sup>nd</sup> Period
10:15 - 11:05	3 <sup>rd</sup> Period
11:05 - 11:40	LUNCH
11:40 - 12:30	4 <sup>th</sup> Period
12:30 - 12:40	Daily Chore
12:40 - 1:30	5 <sup>th</sup> Period
1:35 - 2:25	6 <sup>th</sup> Period
2:30 - 3:15	Study Hall

The above is the standard schedule, which is used most days. On occasion the schedule will vary to accommodate special events or unforeseen circumstances.

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### Club-classes

JMPS students are given the opportunity to select one club-class per trimester. A trimester club-class meets for two class periods a week and is worth half a credit. There are a wide variety of club-classes that are offered, and the offerings vary with each trimester. Examples of club-classes that have been offered in the past include Debate, Dance, Weight Training, Newspaper, Yearbook, Sports History, Health and Wellness, Robotics, Theater Improvisation, 20<sup>th</sup> Century Music, Historical Research and Writing, Jazz Guitar, Photography, Golf, The Space Race, and Oceanography. Students are encouraged to sign up for club-classes, but it is not required. Students are free to opt for study hall in lieu of a club-class, but no credit is awarded for study hall. Club-classes are graded on a pass/fail basis, so they do not factor into a student's GPA but do count towards graduation.

### M-Week

The last week before Spring Break is a special week at JMPS. This special week is called M-Week, and this school year it lands on March 5-March 9, 2012. During M-Week all students in the cast and crew of the all-school musical spend the entire week putting the finishing touches on the production, with the performances scheduled for Thursday through Saturday nights, March 8-10, 2012. The rest of the student body has the opportunity to select an intensive, one week class. For high school students this means an elective class that meets all day, Monday-Friday. Junior high students take a required morning class and a different required class after lunch. Junior high students earn two letter grades for their M-Week class work. Students in the cast and crew of the musical also receive a letter grade and half credit for their work on the musical. M-Week letter grades and credits count toward GPA and graduation requirements. Because M-Week classes consist of only five highly concentrated instruction days, attendance is crucial. Students must be present for 100% of M-Week classes in order to receive course credit. Students who miss a full day of an M-Week class will not earn course credit.

### Morning Assembly

Each school day includes a morning assembly between first and second periods at which all students take part in the Pledge of Allegiance, a moment of quiet reflection, announcements, and other presentations that promote learning and the Code of Conduct. These are often of a historical or motivational nature.

**Assembly is a required activity, and students receive a Satisfactory/Unsatisfactory grade each trimester based on their involvement and effort.**

### Silent Study Hall

**After 6<sup>th</sup> hour every day ALL students report to study hall in their advisor's room. All students will remain in study hall for the duration of the study hall period.**

Silent Study Hall is orderly and quiet. This atmosphere is created to eliminate distractions and better help the students improve their academic position. The teachers are available to the students for individual help during Silent Study Hall. Students will be released to the computer lab at study hall if they have received an appropriate pass to do so.

### Lunch

JMPS will not prepare food or provide lunches to students. All students are strongly encouraged to bring their own lunch from home. This is generally the most nutritious and least expensive way to eat at school. A refrigerator is available for students to store their lunch through the morning hours. It is strongly suggested that students use a lunch pack cooler in case the available space in the refrigerator is gone.

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Packs should be clearly marked with the student's name. The refrigerator will be cleaned out at the end of every week, and anything left behind will be thrown away.

**Food may be delivered to the campus ONLY under the following circumstances: as a school sponsored activity, including extracurricular groups meeting at lunch; as a delivery by a parent to his/her child(ren). If lunch is being delivered by a parent, it must be brought into the office and checked in. NO CURBSIDE DELIVERIES. School administration reserves the right to confiscate any curbside delivery.** All deliveries must be approved by administration, and deliveries must be made to a school staff member. Parents who plan on delivering lunch to school should be aware that lunch starts at 11:05 and ends at 11:40. Lunches delivered after 11:40 will be held for the student, but students will not be released from their afternoon classes to eat lunch.

Students are not to leave campus for lunch. Parental requests to excuse a student to leave campus for lunch will not be honored. However, a parent may come to the school and sign his/her own child out and accompany him/her off-campus for lunch. Parents who do so must then accompany their child back to school and sign him/her in at the office. The lunch period is 35 minutes long.

### Attendance

Two of the best student habits for success in school are regular attendance and prompt arrival. They are essential to a student's academic performance and future success.

**Students must attend class in order to receive the credit that is sought. Any student who misses ten percent (10%) or more of classroom hours in any given trimester course (i.e., seven (7) class periods or more), no matter whether the absences are excused or unexcused, will not receive credit for that course.\*** (\*The school reserves the right to exercise reasonable judgment as an individual circumstance might dictate.)

If a student must be absent from school for illness or other reason, the office must be notified by telephone before 9:00 AM. Notification before 8:00 AM is preferred. Please leave a message, if necessary. Current daytime phone numbers of all parents must be on file in the school office. Students must provide a doctor's note for any medical absence exceeding three consecutive days.

An excused absence is one where the parent notifies the school of the student's absence by 9:00 a.m. The parent should indicate the reason for the absence, the expected duration, etc. Excused absences cannot be accepted from other family members or friends.

An unexcused absence is one where the parent does not notify the school of the student's absence or does not approve of a given absence. Unexcused absences will result in parental contact and may require disciplinary action. Five (5) unexcused absences in one school year will result in a citation from the school Truant Officer and a report to the County Juvenile Court.

Students who are absent from school will not be allowed to take part in or attend any school activity that day (e.g., sports, concerts, dances, etc.). Students who are absent on a Friday will not be allowed to take part in or attend any school activity that day and over the weekend. In order for students to be involved in after school activities they must be at school by 11:00 am and remain through the end of the school day.

#### Remember:

- **Be On Time.**
- **Parents CALL IN EXCUSED ABSENCES EARLY.**

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- **Frequent absences and late arrivals have consequences.**

### Advanced Request for Absences

**James Madison Preparatory School will consider requests for preplanned extended absences. Request should be submitted to the Principal. All absences, preplanned or not, will count towards the 10% rule referenced above which states:**

Students must attend class in order to receive the credit that is sought. Any student who misses ten percent (10%) or more of classroom hours in any given trimester course (i.e., seven (7) class periods or more), no matter whether the absences are excused or unexcused, will not receive credit for that course. The school reserves the right to exercise reasonable judgment as an individual circumstance might dictate.

**Students who plan to be absent over finals week must set up a plan with each teacher to take their finals early. This plan must be in place 10 school days prior to finals week. Students are encouraged to work with their academic advisor when putting their plan together. Students who miss their finals without a plan in place will**

**receive zeroes on their finals. All finals must be completed by the last day of finals week. Any student who takes a final separate from the rest of the class may be given a different exam than the one the rest of the class takes. School administration reserves the right to exercise reasonable judgment as individual circumstances may dictate with respect to this policy.**

### Tardy Policy

James Madison Preparatory School will utilize procedures to track and report student punctuality to classes and other school activities. Tardy is defined as being late to these responsibilities. Students who are tardy will earn consequences per the Tardy Procedure (below). The purpose of the Tardy Policy is to promote punctuality and provide students with consequences for late arrivals, which are a distraction to the learning environment.

**Students who are late to school (*school starts at 8:00 AM sharp*) must go to the office for a late pass to be admitted to class.**

If a student is going to be late, his/her parent should call in or provide him/her with a signed excuse. Students who arrive late without a verbal or signed excuse from their parent will be marked as unexcused tardy. Unexcused tardies will not be retroactively changed to excused tardies for any reason. Students who are unexcused tardy to class will receive a tardy ticket.

Classes begin promptly at the start time (e.g., 3rd hour- 10:15:00 a.m., not 10:15:15 a.m.) Students are allowed six excused tardies to any one class in a trimester. After six excused tardies to the same class, each subsequent tardy to that class, no matter whether it's excused or not, will result in a tardy ticket.

Students who come to school late because of religious instruction will not be considered tardy. Students who have early morning religious instruction must set up their own individual arrival time with school administration. This individual arrival time will be the basis for determining whether the student in question is tardy.

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### Tardy Procedure

#### Late to Class

- Passing time between classes is five (5) minutes.
- Every class has a perfectly synchronized, atomic clock. These clocks are definitive.
- Teachers must release students from class on time.
- Students who report to class late without a pass will be counted as unexcused tardy.

**Each time a student reports to class as unexcused tardy, he/she will receive a tardy ticket.**

#### Late to Assembly, Study Hall, or other campus activities

- Roll will be taken at all organized gatherings.
- Students who report late to such gatherings will receive a misconduct ticket for lack of responsibility and will receive a disciplinary consequence such as supervised lunch or copying sentences.

### **Student Illness and Medications**

JMPS is concerned about the health of the students. When a student complains of illness at school, we will contact his/her parent to make arrangements to pick up the student.

Students who come to the office during the day having fallen ill will be sent home upon parent contact and shall not return to the classroom or any other school activity that day. If a student's parents cannot be contacted immediately, the student will wait in the office area. Each family must have an up-to-date emergency card on file that provides the school with important emergency and medical information. In the event that your family address or personal contact information changes (e.g., new cellular phone or daytime phone number), it is essential that a new card be completed so that the school can contact you quickly in an emergency.

The student will be counted absent for class time missed because of illness at school. Students are responsible for all information, material, and class assignments for any class period missed because of illness.

Students who miss more than three consecutive days of school because of illness must provide school administration with a doctor's note. Students who cannot participate in PE because of a medical condition must provide school administration with a doctor's note.

#### **Student Medications**

To insure the proper administration of all over-the-counter and prescription drugs, parents must check these medications in at the front office in their original bottles. Over-the-counter and prescribed drugs that are not checked in at the front office are considered contraband.

Students must report to the front desk for their medication at the prescribed time(s), where they will take their meds under supervision. All medications are initialed by JMPS staff at this time.

The school keeps a small supply of Tylenol, Advil, and Pepto-Bismol on hand for student headaches, etc. Students may request these over-the-counter medications only during passing time, during lunch, before school, and after school. **Students will not be excused from class for over-the-counter drugs.** Students will be excused from class for prescribed medication times or medical emergencies.

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## **Transportation**

JMPS will not provide bus transportation to and from school. Students who live in Tempe can take advantage of the Tempe Youth Bus Pass Program. This program provides free bus passes to eligible students ages six to 18. For more information on this program, please visit [www.tempe.gov/tim](http://www.tempe.gov/tim) or call the Tempe Transit Office at (480) 350-2775.

## **Car Pooling**

If a parent wishes to find a car pool partner, leave a name, address, and telephone number at the office for other car poolers to contact you. JMPS will not officially organize a car pool program and will not take any responsibility or be held liable for any problems or accidents.

## **Discipline**

The Code of Conduct is the backbone of the JMPS discipline system. JMPS's guiding policy is to be just, firm, and consistent in the application of discipline for inappropriate behavior. A disciplinary consequence should always take more time and more effort so as to make it much less desirable than good behavior.

Students who behave outside the Code of Conduct will receive one of three types of misconduct tickets. The student's advisor will contact the parent via phone or email regarding any ticket received. In cases where the student is going to go on the disciplinary steps, the parent will be contacted by the Principal via phone or email.

- **Misdemeanor** tickets are given to students who have done something wrong but not something terribly serious. Examples of this are littering and inappropriate horseplay. Misdemeanor tickets will be adjudicated by the judicial branch of the JMPS student government.
- **Felony** tickets are given for more serious offences such as repeated classroom disruptions, blatant disrespect toward a student or teacher, willful or neglectful destruction of school or church property, and the use of vulgar language.
- Any misconduct that results in actual or potential bodily harm to oneself or another will warrant a **Health/Safety** ticket.

JMPS utilizes a three-step disciplinary process. Students who receive a misdemeanor or felony ticket will begin with Step One. Subsequent misdemeanor and felony tickets will result in the procession through the three steps of the disciplinary process. Felony tickets will result in more severe consequences than misdemeanor tickets and will move a student through the three-step process more quickly. The Principal reserves the right to make disciplinary decisions based on the safety and well being for the student and others.

The school will attempt to notify parents/guardians by phone when students receive a felony ticket, or any misdemeanor or dress code ticket that results in a student moving to Step 2 or 3. The student will receive a copy of any ticket issued, and the school may require that the student return the ticket to the Principal with a parent's signature. Failure to return a ticket requiring a parent's signature will result in additional disciplinary action, which may include suspension and/or expulsion.

- **Step One** involves a conversation with the Principal and often other internal disciplinary consequences such as copying sentences or dictionary pages, supervised lunch, detention, or school community service. The Principal will contact the parent via phone or email. Supervised lunch requires that a student report to designated area by 12:05. The student will sit silently, facing the wall until 12:30. The student

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can eat lunch during this time, but reading, listening to music, doing homework, sleeping, etc., will not be permitted. Detention involves students sitting silently, facing the wall for 30 minutes after school in a designated area. School community service involves a student performing a task or a series of tasks on the campus. School community service is assigned in 30-minute increments. These tasks are of a physical nature and often involve cleaning and pick up. Community service may mean the loss of class time for a student, but the student is still responsible for class work and assignments missed. Students who refuse to do the internal disciplinary consequences required will move directly to Step Three, i.e., suspension.

- **Step Two** involves a conference with the student, the parent(s), and the Principal. Internal disciplinary consequences will also occur (such as, super lunch, community service, in school suspension, etc.).
- **Step Three**, suspension, is the most serious internal disciplinary step that the school will take. External disciplinary action (notification of law enforcement) will occur when necessary.
- **Health/Safety tickets may result in the student moving directly to Step Three.** The school reserves the right to exercise reasonable judgment as an individual circumstance might dictate, including exercising searches of personal effects should reasonable suspicion exist.

**The following is a list of some of the most important rules for students at James Madison Preparatory School. It is by no means a comprehensive list.**

1. The use of profane, vulgar, offensive, or off-color language is prohibited. Students should refrain entirely from indulging in gossip, name-calling, and provocative or demeaning speech.
2. The law is to be honored and obeyed in every respect. No possession or use of illegal substances (or look-alikes), dangerous devices (weapons, etc.), or sexually explicit or provocative materials, as defined by the administration, will be allowed. Possession of these items will result in parental contact and disciplinary action, and may result in notification of law enforcement authorities, suspension, and/or expulsion.
3. There is to be no physical display of affection or physical horseplay on school grounds.
4. Food should be eaten only in designated areas (cafeteria and outside). People should clean up after themselves when they finish eating. Gum is permitted on campus.
5. Respect for property - be it school, church, or personal - must be upheld at all times.
6. Threats or acts of violence and physical, verbal, or sexual harassment or provocation are illegal and will result in parental contact and disciplinary action, and may result in notification of law enforcement authorities, suspension, and/or expulsion. Threats toward, harassment of, or intimidation of a JMPS student by a JMPS student that occurs off-campus - be it in person, on the telephone, in an e-mail, on the Internet, etc. - will also result in parental contact and disciplinary action if the occurrence causes a substantial campus disruption as defined by the Principal.
7. Serious misbehavior such as lying, stealing, fighting, forging a signature, willfully destroying property, defying authority, skipping class, leaving campus without permission, etc., will result in parental contact and disciplinary action and may result in notification of law enforcement authorities, suspension, and/or expulsion.
8. Radios, portable tape and CD players, cellular phones, beepers, MP3 players, digital cameras, electronic games, skateboards, and other toys that are not part of the academic or extracurricular program are not to be used or displayed on campus during school hours. Students are invited but not required to turn in these items to the front office before school begins at 8:00 am. Students who do not turn in these items in **MUST** keep them from being seen and heard throughout the entire school day. Students who violate this policy will receive

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automatic community service. A second violation will result in community service and the requirement that the student turn in all cell phones, MP3 players, etc., to the front office before the start of each school day. Continued violations may result in searches and further disciplinary action, including suspension and/or expulsion.

9. Academic dishonesty is considered extremely serious and will result in parental contact and disciplinary action, and may result in suspension or expulsion. Academic dishonesty includes but is not limited to plagiarism, cheating, forbidden homework collaboration, etc. With respect to disciplinary consequences, no distinction is made between students who get the answers from other students inappropriately and students who provide answers to other students inappropriately.

### Group Accountability

At JMPS the Code of Conduct sets the standard for all students and incorporates expectations for JMPS students to act responsibly as citizens of the campus. This means that it is not acceptable for Madison Prep students to stand back and watch as their peers violate the Code of Conduct. As a part of this expectation, JMPS utilizes individual and group accountability in situations where an individual student or group of students has not fulfilled his/her/its responsibility to attempt to correct the inappropriate actions of others or report the same, and consequences may be forthcoming to that individual or group who have allowed, encouraged, or silently observed without comment the inappropriate actions of others. While it does require courage and integrity, it is always appropriate to stand up for the ideals of the Code of Conduct. It is never appropriate to do nothing when witnessing a violation of the Code of Conduct. As Sir Edmund Burke said, "The only thing necessary for evil to flourish is for good men to do nothing."

When an individual or group of students observes the inappropriate actions of another individual or group of students, the most appropriate course of action is generally to address the offending individual or group directly (without being confrontational, aggressive, or disrespectful) and state what action/behavior/conduct was observed and why it violates the Code of Conduct. If the offending individual or group fails to correct the problem, then it may be appropriate to try again, possibly with additional peer support. If the problem persists, it will be necessary to notify school officials of the situation.

### Suspension and Expulsion Policy

**JMPS will utilize suspension and expulsion procedures that:**

- protect the rights of students whose conduct is in question, and
- protect the rights of students and teachers to learn and teach.

**The purposes of the Suspension and Expulsion Policy and Procedures are to:**

- Provide clear intent and direction to students, parents, Governing Board members, and school personnel about the school's process(es) to implement these serious disciplinary consequences.
- Clearly identify student conduct violations (in general but not exclusively those which are the result of student's progress through the Discipline Steps, student attendance, academic progress, disruption of the learning environment, academic dishonesty) that may result in suspension or expulsion proceedings.
- Implement a process to investigate, document, track, and resolve suspension and expulsion cases.
- Implement a system for hearing, appealing, and deciding suspension and expulsion cases.

James Madison Preparatory School strives to provide a safe and orderly environment in which learning can take place. To that end, this policy and procedure is intended to protect the rights of students and teachers to learn and teach in such an environment. Students whose conduct continually disrupts this learning environment are subject to suspension or expulsion.

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Most suspensions are in-school suspensions. Suspended students are kept in an isolated area near the front office and are not allowed to talk to other students. Suspended students may be given community service during the suspension period.

Students who are suspended will not receive credit for daily assignments that come due during the suspension. They also will not be allowed to take tests that fall during the suspension period. Suspended students will be allowed to hand in long-term assignments for credit. A long-term assignment is one where students are given more than three days to complete an assignment.

### Classroom Decorum

The bulk of the time that students spend at school is in the classroom. Therefore, classroom decorum is of utmost importance. Classroom behavior must always reflect the Code of Conduct, and respect for health and safety considerations must always be maintained.

Students must show a respectful attitude in class and respond to teachers with politeness and deference. Students will address teachers by title, e.g., "Miss \_\_\_\_\_," "Mr. \_\_\_\_\_," "Mrs. \_\_\_\_\_," or "Dr. \_\_\_\_\_."

Students must refrain from talking in class when others have the floor. Students who sleep during class or study hall will be interrupted and may be removed from class. There is to be no food or drink in class unless it is part of the academic program. Food brought into the classroom will be confiscated and disposed of. Students may bring water to class.

Students must be in the classroom on time and ready to work, with appropriate materials out (textbook, paper, pen/pencil, and approved student planner). Students who are not prepared in this way at the beginning of class on a frequent basis will receive the natural consequences of their actions (e.g., loss of points, missing assignments), and may receive a misdemeanor ticket.

A student who repeatedly disrupts a class will be disciplined and may be removed from class. James Madison Preparatory School considers classroom disruptions to be serious, and repeated disruptions will result in a felony ticket being issued, and may result in suspension and/or expulsion.

### Dress Code

**PLEASE SEE THE SUPPLEMENTAL ATTACHMENT FOR THE SPECIFICS OF THE DRESS CODE.**

**All students are required to adhere to the JMPS Dress Code when on the school campus. This does not just include the hours between 8:00 am and 3:15 pm. Unless given permission to do otherwise by administration, faculty, or staff personnel, students must always be in Dress Code when on campus. Students who violate the Dress Code are subject to disciplinary action, including suspension and expulsion for repeat offenses.**

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Schools with an enforced dress code tend to be places that are more serious about learning, with students more focused on their schoolwork. The tone at these schools is more businesslike than at schools where students wear whatever they want. This atmosphere promotes better discipline and attendance, which lead to higher achievement.

The JMPS Dress Code is designed with modesty, simplicity, safety, efficiency, and comfort in mind. The Dress Code applies to students on campus before, during, and after school.

- Students are not to change clothes on campus unless given permission to do so by a staff member.
- The Dress Code also applies to JMPS students attending school-sponsored events off-campus unless otherwise indicated by administration.
- Guests of students are also to be in Dress Code.
- Students who are unsure whether a particular outfit or article of clothing falls inside the Dress Code should bring the clothing in to Mr. Grant (boys) or Mrs. Caves (girls) for pre-approval.
- The Dress Code for specific, school-sponsored activities will be announced in a timely manner prior to the activity, and students who are out of Dress Code for such events will not be allowed to participate.
- Students who are out of Dress Code for off-campus or after-school events will be subject to on-campus consequences.
- The specifics of the Dress Code for these school-sponsored activities will be appropriate for the activity and will reflect the spirit of the JMPS dress code: modesty and harmony with the Code of Conduct. (Please see the section on appropriate dress at school sporting events.)
- The Dress Code designees reserve the right to prohibit any fads that may arise that are not addressed in the Dress Code.

**All students are required to adhere to the JMPS Dress Code when attending school. Students who violate the Dress Code are subject to disciplinary action, including suspension and expulsion for repeat offenses. Students who violate the Dress Code repeatedly demonstrate disrespect for the school and for their peers who follow the Dress Code.**

### **DRESS CODE ENFORCEMENT PROCEDURE**

Students who come to school out of dress code will be served a dress code ticket. This may occur at any time during the day. Students who receive a dress code ticket may be given a suitable replacement article of clothing to wear for the day. If a student refuses to wear replacement clothes, or there are no suitable replacement clothes available, the student's parent may be called to come and drop off appropriate clothing or to pick up the student so that he/she can go home to change into appropriate clothing. The student may be placed in in-school suspension until his/her parent arrives.

Each time a student is served a dress code ticket, he/she may be required to complete a sentence copying assignment. Students who are served dress code tickets may also be assigned community service tasks and/or supervised lunch.

**Students who repeatedly violate the Dress Code (more than 3 tickets in a trimester) will be placed on the discipline steps per the school's discipline policy.**

**PLEASE SEE THE SUPPLEMENTAL ATTACHMENT FOR THE SPECIFICS OF THE DRESS CODE.**

### **Student Personal Entertainment or Communication Devices**

Radios, portable tape and CD players, cellular phones, beepers, MP3 players, electronic games, digital cameras, skateboards, and other toys that are not part of the academic or extracurricular program are not to be used or displayed on campus during school hours. These items must be checked in at the front

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office before the start of school and can be reclaimed at the end of the school day. **Student cellular phones must be labeled with the owner's name.** Students who do not check these items in may be disciplined, and the items will be confiscated and returned at an appropriate time. Continued violations may result in searches and further disciplinary action, including suspension and/or expulsion. James Madison Preparatory School is not responsible for damaged or lost items.

Students who utilize PDA's, laptop computers, or calculators (for math class) are not allowed to use the game functions during class time, school activities (e.g., morning assembly, government, etc.), or silent study hall. Repeat offenders will forfeit these devices as contraband.

### Daily Chores/School Cleaning

**Students will be assigned specific daily responsibilities for the cleaning and upkeep of the school. These assignments will take effect between 4<sup>th</sup> and 5<sup>th</sup> periods and should last only a few minutes.**

Each student will be responsible for completing his or her assigned task daily. Tasks will be assigned by administration, and the list of chores is posted each week on the school bulletin board near the front office door. All students must check in with their chore supervisor at the completion of their task. Teachers and staff will be assigned as chore supervisors. Students will not be involved in cleaning jobs involving harsh solvents and/or chemical cleaners. Students are assigned their chore on a weekly basis.

Students in any given week will fall under one of three possible categories: **Active; Backup; or Off.** Students who are "active" will have a specific chore assigned that must be completed every day. Students who are "backup" may be called on to fill in for a sick "active" student and complete that person's specific chore that day. Depending on the circumstances, "backup" students may do a different chore each day of the week, or they may have one or more days during the week where they are not required to do a chore. "Backup" students will be given their ad hoc chore assignment by the advisor group's designated chore supervisor or by the advisor. Students who are "off" will not be assigned a chore for that whole week.

All advisor groups (also called "homerooms" or "houses") will have their rooms formally inspected for cleanliness on the last day of every grade evaluation period. Grade evaluation periods run three to four weeks, so the formal room checks will occur every three to four weeks. Advisor groups will earn or lose homeroom points (or "house points") based on the cleanliness of their rooms at inspection time. All advisor groups compete with each other for house points throughout the school year to earn the honor of being Top House. House points are earned in a wide variety of ways, and a scoreboard that shows the current standings is kept up in the front office.

This small but important part of life at JMPS will not only keep the campus clean but will serve to promote teamwork, responsibility, and school pride. Students will gain a sense of ownership in the school and will be less likely to litter or otherwise deface the campus. Students who fail to complete their task or don't check in with their chore supervisor will receive a misdemeanor ticket.

### Parental Involvement

**The Governing Board, Administration, Faculty, and Staff of James Madison Preparatory School recognize and promote the critical role that parents play in successful education.**

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At this time JMPS does not employ a student/parent/school contract system. However, JMPS reserves the right to implement such a system with Governing Board approval should circumstances require it. We do expect each student and parent to sign the Letter of Understanding as well as initial each item in it. The Letter of Understanding establishes the student's intent to work hard as a student and the parents' intent to support the student's commitment to his/her education.

Throughout the year, several events take place to foster a sense of community and open communication between parents, students, and faculty. Past events have included open houses, parents' nights, banquets, outings, yard sales, barbeques, talent shows, sporting events, graduation and awards ceremonies, dramatic productions, and concerts. **It cannot be overemphasized how important parental support and participation is at these types of events. As a small school community, we all have to support each other.** There are many benefits of being involved with a small school- smaller classes, more personal attention, wider opportunities for actual extracurricular involvement- but these benefits come with the responsibility to join in and participate when the community pulls together for an event of some kind. For example, if a large number of people turn out for a small, school play production - not just the parents of the students involved in the play - the event will be a much more positive experience than if only a few people showed up. Positive events of this type make our school community stronger and the students' experience much more enjoyable. A good example was the 2002 Graduation Ceremony in June. With only four people graduating (JMPS's first-ever graduates!), there was a chance that a very small turnout could put a damper on things. But the school community turned out in high numbers and in good form, and the ceremony ended up being a true highlight of the school year.

We seek to maximize parental participation in education by promoting and supporting the following areas of parental responsibility:

- ✓ **Practical Support** - Encompassing everything from proper nutrition and good sleeping habits to appropriate attire and adequate school supplies, it is critical to a student's educational success that the basics are provided and supported. At the family's request or faculty recommendation, Madison Prep will promote this parental support through information and referral.
- ✓ **Philosophical Support** - Students are most successful when their families place a high value on education. At JMPS we believe that each student, like each of our instructors, has a full-time job: School. In order for students to be truly successful at JMPS, their families must provide strong support for school and educational activities. This support may be manifested in structured family homework time, parental review of assignments, or participation in enrichment club and extracurricular activities.

**Another aspect of philosophical support has to do with parents reserving judgment about episodes that occur at school and that are then reported back to parents by students. The school's administration strongly encourages parents to wait before forming conclusions about an episode at school until they have had the full benefit of other points of view on the issue.**

- ✓ **Direct Involvement** - The JMPS Governing Board will include one parent of a JMPS student, to be determined annually. We hope that our students' parents will be willing to share their professional skills and personal interests, as we plan to bring willing parents forward as experts, resource persons, and guest instructors on a regular basis. We also look for parents to get involved as chaperones, tutors, coaches, office volunteers, etc., etc., etc. A list of potential volunteer activities will be made available to parents. Parents should check off the activities that would interest them and return the form to school. **One of the best and most obvious ways that parents can get**

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directly involved is through the Booster Club. The Booster Club is designed to support the students in their various extracurricular activities. Boosters do a wide variety of things to lend support, including selling and taking tickets, selling concessions, decorating and setting up for banquets and other events, preparing sports fields for play, cleaning up after sporting and other events, raising money, etc., etc., etc. Joining the Booster Club is strongly recommended and thoroughly appreciated by JMPS students and staff.

### Parent Communication

JMPS will share newsletter and calendar information with families via e-mail and the school website, [www.madisonprep.org](http://www.madisonprep.org). Families should ensure that JMPS has a preferred e-mail address for these items to be sent. Families should also form the habit of checking the website on a frequent basis. A weekly newsletter will be posted each Wednesday before 12:00 pm. Copies of the newsletter will be available in the front office at 12:00 pm each Wednesday. In the event that the family does not have an e-mail address, items will be mailed. JMPS is currently using Twitter (@MadisonPrep5815) to alert families of any updates and/or changes. Families may choose to follow JMPS on Twitter; it is the responsibility of JMPS families for any cost that may occur if they choose to follow on Twitter.

### Parent and Student Complaints

At JMPS we believe that when students, parents, or staff have a complaint about another person in our school community, it is important to attempt to resolve the issue with that person face to face, as quickly as possible. We believe that issues cannot be resolved without some attempt to meet for the purpose of understanding all perspectives and determining just and appropriate outcomes. The school's complaint process is designed to facilitate such outcomes. The school reserves the right to mediate or arbitrate as necessary, and to maintain and enforce confidentiality when necessary.

**The school will not address complaints sent by email, but the individual will be advised to meet with the offending party first, and then file a written complaint if the situation remains unresolved. Complaint forms are available in the front office.**

### Personal and Academic Habits

Families can greatly support and improve academic performance by doing the following:

- **On school days, restrict to one (1) hour or eliminate TV watching, video and computer gaming, and Internet surfing and chatting.**
- Limit outside distractions while doing homework, e.g., loud music, telephone calls, and personal visits.
- Get plenty of rest. A regular and consistent bedtime on school nights is a sensible idea. We recommend a 9:30 p.m. bedtime on school nights.
- Eat a balanced diet. Avoid too much fast food, pop, and candy.
- Adhere to a consistent morning schedule, i.e., arise early enough to get everything done in an orderly fashion. We *strongly* recommend that a sound breakfast be an integral part of a student's morning routine.
- Get to school on time. Constant tardiness makes academic achievement unnecessarily difficult and teaches young people that punctuality doesn't really matter.

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Students who follow the above suggestions put themselves in an advantageous position academically. These simple suggestions, if followed, will have a direct, positive impact on a student's academic performance. This we can state with confidence and from ample experience.

### Study Materials

In order to do well at school, a student must be prepared with the proper tools. **Each student is required to have a daily planner that has been OK'd by the administration.** Madison Prep Planners will be available to students for a nominal \$7 fee. Each student should be prepared with several pencils, black or dark blue ink ballpoint pens, and highlighters (optional). Spiral bound notebooks are acceptable for note taking; however, JMPS recommends that students secure a 1½ inch, three-ring binder with 8-cut dividers and plenty of loose-leaf, college ruled paper to help keep all academic assignments and other school related work organized.

Individual teachers may require additional specific tools/materials for school use. Students should wait to purchase such items until their teachers have specified them. The school will provide art supplies for in-class projects.

**The following materials are expressly prohibited, will be confiscated, and may not be returned:**

- Any pens that do not meet the specifications noted above.
- Scissors and all other paper cutting devices.
- Tape, in any form.
- Glue, in any form.
- Staplers, staples, and pushpins.
- Paper hole punches.
- Geometry compasses (except in Geometry class)
- Aerosol sprays and colognes
- Playing cards
- Dry erase and permanent markers.
- Art markers, colored pencils, and crayons.
- Liquid Paper™ or other brand correction fluid/pens.
- Duct tape.
- Any other items as determined by the Principal.

### Homework and Late Assignments

Students should expect to do homework most weekday nights and some weekends. However, JMPS students have a longer school day than most students, and this can translate into less homework at night, because some of it can be completed at school. Because study habits vary widely from student to student, it is difficult to estimate the amount of homework time for any one student. Being prepared for one to two hours of homework a night would be a good rule.

With respect to late assignments, JMPS differentiates between long-term assignments and short-term assignments. **A long-term assignment is one where a student has more than three days to complete it. A short-term assignment is one where a student has one to three days to complete it.** Therefore, if a teacher gives an assignment on Monday, and that assignment is due on Tuesday, Wednesday, or Thursday, it would be considered a short-term assignment. If the Monday assignment is due on Friday, or any day after Friday, it would be considered a long-term assignment.

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**All short-term assignments are to be turned in by their deadline. Short-term assignments are to be turned in on the due date at the beginning of class. Short-term assignments that are turned in after this point in time WILL NOT be accepted and will receive zero credit UNLESS the student is absent on the due date. In that case the student must turn in the assignment on his/her first day back to school after the absence to receive credit for the assignment.**

**All long-term assignments are to be turned in by their deadline regardless of whether the student is absent on the due date. Students can have siblings, friends, schoolmates, parents, etc., turn in the assignment for them, or they may choose to e-mail the completed assignment to the school. Long-term assignments are to be turned in on the due date by the beginning of class. Long-term assignments that are turned in after this point in time WILL NOT be accepted and will receive zero credit.**

Students who are absent on the day a short-term assignment is given will be allowed an extra day to do the assignment. If a student is absent for two or more consecutive days, he/she will be given as many extra days to do the assignment as he/she was consecutively absent, counting from the day the assignment was given. For example, if an assignment is given on Tuesday and due on Thursday, but a student is absent on Tuesday and Wednesday, that student will be allowed two extra days to complete the assignment. Therefore, that student's due date would now be the following Monday. Another more involved example would be the following: An assignment is given on Tuesday and due on Friday, but a student is absent on Monday, Tuesday, and Thursday. That student would be allowed one extra day to complete the assignment, which would make that student's new individual due date the following Monday. **This does not apply to long-term assignments; however, a teacher has the latitude to make exceptions based on individual circumstances.**

Students who are absent on a day they have a test in a class will take the test on the first day they return to school. Students who take a test later than the rest of the class can expect to receive a different test than the one the rest of the class took. Students who are unexcused tardy to a test (including finals) will not be given extended time to complete the test.

### Academic Emphases

James Madison Preparatory School puts great emphasis on spelling, proper writing procedures, and keeping current with classroom work and concepts.

Students will be required to submit an outline and a rough draft one week prior to the due date. Failure to do so will negatively impact the final grade on the paper.

In an effort to stress to students the importance of staying current in the classroom, teachers frequently give pop quizzes. Teachers are required to give pop quizzes in each class at least ten times over the course of a trimester. These quizzes will not necessarily be long, but they will make it necessary for students to stay up to date on the concepts as they are presented. Students who stay current will find that the pop quizzes will serve as a good way to boost their grade.

### Special Education

As a public charter school, James Madison Preparatory School will provide identification, evaluation, and instructional services to any enrolled student as required by state and federal law. If requested by the parent or teacher, a student may be evaluated for possible Special Education placement. Please see the

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section below on Child Find Policies and Procedures. Please contact the Principal or Student Services Director for more information.

### Student Evaluation

Students will receive three different types of formal grade evaluations. These include Report Cards (at the end of each trimester), Progress Reports (at the midterm point of each trimester), and Grade Checks (at the  $\frac{1}{4}$  and  $\frac{3}{4}$  points of each trimester).

At the end of each trimester students and their parents will receive a Report Card in the mail that will include a letter grade for each class along with a written evaluation on the student's accomplishments, progress, and specific areas for improvement.

**Parent/Student/Teacher conferences will be held following the first trimester, and this conference is mandatory. After the second trimester Parent/Student/Teacher conferences will be scheduled on an as needed basis.** Parents and students should take note of the dates set aside for the parent/student/teacher conferences after the first and second trimesters. Those dates in the 2009-2010 school year are Saturday, December 5<sup>th</sup> and Saturday, March 27<sup>th</sup>.

At the midterm point (approximately six weeks in) of each trimester a Progress Report will be issued for all students. These reports will be mailed to the parents and will include current letter grades and teacher comments for each class. Each student's advisor will follow up the report with a phone call or e-mail to the parents. Parents of a student with a C or lower on his/her Progress Report will receive a phone call. Parents of a student with only A's and B's on the Progress Report will receive an e-mail.

At the  $\frac{1}{4}$  and  $\frac{3}{4}$  points (approximately three weeks and nine weeks in) of each trimester a Grade Check will be issued for all students. These reports will also be mailed to the parents, but these will not include teacher comments. These are simply a snapshot of each student's current grades in all classes. No follow-up phone call or e-mail will accompany the Grade Checks, but parents are always free to initiate contact with any teacher at any time. Teachers are required to check their voicemail at least once a day.

Students will also be assessed according to state requirements using standardized achievement tests and accomplishment of the Arizona Essential Skills. AIMS testing occurs in April.

### Contacting the Teacher

Each student is assigned a member of the faculty as an academic advisor, to lead the student through his/her career at JMPS. The advisor is to provide consistent feedback and counsel to the student and may act as an advocate for the student should circumstances require. The advisor will also contact the parent in the event a student receives a misconduct ticket.

Aside from their role as student advisors, JMPS teachers are committed to open and regular communication between school, parent, and student. If a parent wishes to talk with a teacher by phone or make an appointment for a conference, he/she should e-mail the school or call the school office or teacher voicemail and leave a message with a phone number and times during which the parent will be available. Stopping by the classroom before school starts is not a good time to meet with the teacher, unless an appointment has been made. Teachers will not interrupt a class to take phone calls except in the case of emergency. Teachers will have declared Office hours posted on his or her teacher page on the school's website, [www.madisonprep.org](http://www.madisonprep.org). Teachers are expected to respond to phone calls and email within 1 school day. If a parent does not get a timely response from a teacher, they should inform the Principal.

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## **Contacting Students**

If a parent needs to reach a student during the school day in the case of an emergency, the student will be pulled out of class and given the message. However, classrooms will not be disrupted for non-emergency messages. The school makes no guarantee that a student will receive an everyday message sent during the school day.

## **Lockers and Personal Effects**

At the beginning of the school year students must pay the \$7 locker fee and will be assigned a locker and a combination padlock. A student's locker will be in the room of his/her academic advisor, and these rooms will remain unlocked throughout the day. **Students are not allowed to go to their lockers during class time.** Students are also allowed to bring a backpack for hauling books to, from, and around school. While the purpose of the lockers and backpacks is to keep the students' belongings together and secure, it is strongly suggested that students refrain from bringing valuable items to the campus. James Madison Preparatory School assumes no responsibility for the loss of such items. Students are expected to use their lockers or other designated areas for storage. **Outside each classroom, is a designated area that has been painted off for students to keep belongings. Items not in the space, will be taken to lost and found.**

**A nagging problem has plagued the school ever since the first year. Many students have the bad habit of leaving their personal property lying around the campus. All manner of items can be found all over the campus both during and after the school day. This happens on a daily basis.**

The personal effects, backpacks, gym bags, etc., of students are to be appropriately situated when out of the lockers. There are designated areas for these articles, and if found outside of the designated backpack/gym bag areas, the object(s) will go to the Lost and Found Bin in the front office. At the end of each school day these designated areas are cleared of personal effects, which are taken to the Lost and Found Bin.

- The Lost and Found Bin is kept in the front office. Items in the Lost and Found Bin may be recovered by students ONLY during Study Hall.
- Items in the Lost and Found Bin will be taken to Goodwill every Friday after 4:00 p.m. The school reserves the right to retain valuable items or school property (e.g., books, uniforms).
- If a student begins to use the Lost and Found Bin as their personal locker (reclaiming items three times or more), he/she will receive a ticket from the Office Manager and community service as a consequence.

Student personal effects and accessories (backpacks, bags, totes, purses, wallets, key chains, etc.) should adhere to the Code of Conduct. Administration reserves the right to determine whether such an accessory is inappropriate.

## **Closed Campus**

We believe a school campus needs to be closed to produce the safe, academic atmosphere that we desire. Once students arrive at school in the morning, they need to buckle down and get on with the serious business of education. When students are allowed to leave campus in the middle of the day, they lose focus, and once lost it is very difficult to recapture.

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**Once a student is on campus he or she must remain on campus until leaving school for the day. Also, once a student leaves for the day, he or she is not allowed back on campus without permission from a teacher.** There is to be no leaving campus for lunch or loitering around vehicles in the parking lot during the day. Parental requests to excuse a student to leave campus for lunch will not be honored. However, parents may come to the school and sign their own children out and accompany them off-campus for lunch. Parents who do so must then accompany their children back to school and sign them in at the office. The lunch period is 35 minutes long.

Just north of the school grounds, separated by a private lot, is Gaicki Park, a public city park where students will occasionally have field activities and after-school sports. Students are not allowed to go to Gaicki Park or otherwise leave school grounds unless accompanied by a supervising adult. Students who leave the school grounds during the school day without permission may be suspended from school for truancy, and the school will report missing students to their parents and the Tempe Police Department.

### **Visitor Policy**

**James Madison Preparatory School welcomes visitors to the school campus who have official business with the school. All visitors, including but not limited to parents, alumni, trades people, or members of the public with legitimate business with James Madison Preparatory School, are required to report to the school office prior to visiting any other area on campus. When on campus all visitors must wear a visitor badge.**

**The school campus is not open to individuals who wish to visit the school for social or other purposes. Per school policy, Madison Prep students' friends are not permitted to visit the campus before, during, or after school. James Madison Preparatory School reserves the right to deny visitor access to the school campus or to school events held off-campus at any time. This includes all extracurricular events and activities. If outside students wish to become more acquainted with JMPS, they are required to come with a parent, and a faculty member or student representative will accompany them on a tour of the school.**

**Individuals who refuse to comply with these policies will be warned and may be charged with criminal trespassing, at the discretion of school administration, pursuant to ARS Chapter 15, 13.1501-1504.**

**All visitors are hereby advised that James Madison Preparatory School utilizes indoor and outdoor video cameras for security and surveillance. Every person on campus is subject to videotaping at any time.**

### **General Office Procedures**

In order to serve the needs of our students and parents, and to keep the office running as smoothly as possible, we adhere to the following office procedures:

- Please be aware that the behavior and speech of everybody in the front office, i.e., parents, family members, students, staff, etc., set the tone of the office. If an individual presents a

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- threatening, belligerent, or otherwise inappropriate attitude in the front office, administration
  - reserves the right to remove that individual or contact law enforcement immediately.
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- When calling, if the school phone goes voicemail, please leave a detailed message so that we best serve you. If the phone was not answered, this means the office staff is assisting others or the office is closed. The message will be routed to the appropriate staff person who can best serve the need. Please remember, the school makes no guarantee to deliver personal, non-emergent messages to students.
  - Parents, family members, visitors, and other members of the community are expected to remain in the waiting area of the office until they have been served. Pens, forms, and scratch paper are provided on the counter. For reasons of confidentiality and security, the Office Manager's desk is not an open area. Non-designated persons may not access, reach across, or otherwise enter the area. **This includes looking for items in the Lost and Found. Please see the section on Lockers and Personal Effects for the proper procedure.**
  - The front office is not an appropriate place to store personal effects. This includes backpacks for weekend trips, luggage, or musical instruments. It is also not the appropriate place to drop off items for students or parents.
  - All visitors must check in and register in the front office and receive a visitor's pass. Parents who are on campus to drop off or pick up a student or a student's personal effects (clothing, lunch, etc.) or conduct other brief business on campus are not required to receive a visitor's pass, but must check in at the front desk. Administration reserves the right to determine if a parent's business on campus requires a visitor's pass.

### Confidentiality of Information

The Policy assures that:

- Parents may inspect and review any educational records relating to their children that are collected, maintained, or used by JMPS. Without unnecessary delay, JMPS shall comply with a parent request and in no case more than 45 days after the request.
- Procedures shall be established and implemented to protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages.
- Parents may request amendment of records if they believe information in records is inaccurate, misleading, or violates the privacy or other rights of their child.

Procedures include, but are not limited to:

- Responses for reasonable requests for explanations and interpretation of educational records will be provided to parents.
- Parents will be given copies if failure to provide copies would prevent parent(s) from inspecting and reviewing records.
- A parent's representative will be given an opportunity to inspect and review the educational records with proper consent.
- JMPS may presume parent has authority to inspect and review records relating to his or her child unless JMPS has been advised that the parent does not have the authority under applicable state law.

A parent request for records will be provided without unnecessary delay, before any meeting regarding IEP or any hearing, and in no case more than 45 days after request.

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### Child Find Policies and Procedures

The Policy assures that:

- All children attending JMPS who are in need of special education and related services shall be identified, located, and evaluated.
- A practical method shall be developed and implemented to determine which children are currently receiving needed special education and related services.
- This policy applies to highly mobile children with disabilities and children that are suspected of being a child with a disability under CFR 300.7 and in need of special education, even though they are advancing from grade to grade.

Procedures include, but are not limited to:

- JMPS will maintain documentation of the public awareness efforts to inform the public and parents within their jurisdiction, including private and religious schools, of the availability of special education services.
- Screening activities will be implemented for all newly enrolled students and those transferring in without sufficient records. The screening will be completed within 45 days of enrollment. The screening will include consideration of academic or cognitive, vision, hearing, communication, emotional and psychomotor domains.
- JMPS will maintain documentation and annually report the number of children with disabilities within each disability category that have been identified, located, and evaluated.
- The collection and use of data to meet these requirements are subject to the confidentiality requirement of CFR 300.560-300.577.
- JMPS will refer children suspected of having a disability aged birth through two years to the AZ Early Intervention Program for evaluation and, if appropriate, services.
- The school will refer children under the age of admittance to the district of residence.

**Please contact the school office if you have any questions. Please call (480) 345-2306 and ask for the Student Services Director.**

### Fingerprinting

All adult school volunteers who work with the students more than five times in a school year are required to be fingerprinted and have a criminal background check done by the Arizona Department of Public Safety and the FBI.

### Drop-off and Pick-up

**PLEASE MAKE NOTE: TEMPE CHRISTIAN CHURCH WILL BE UNDERGOING CONSTRUCTION DURING THE 2011/2012 SCHOOL YEAR. THE TRAFFIC FLOW MAY CHANGE ON A FREQUENT BASIS. THANK YOU IN ADVANCE FOR YOUR COOPERATION.**

For maximum safety all student drop-offs and pick-ups must take place in the school parking lot. Dropping off and picking up along Watson Drive is not safe or acceptable. To ensure smooth traffic flow during heavy drop-off and pick-up times (7:30-8:00 and 3:00-3:30), cars should enter the campus at the McClintock Drive driveway (on the north side of the church). Students can be dropped off or picked up near the east end of the east classroom building. **Those driving cars should not double park or box other cars in.** Cars should exit the campus onto Watson Drive. Students are free to arrive on campus as early as 7:00 a.m. and can stay after school until 4:00 p.m. as long as there is a constructive

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reason for doing so. Naturally, students involved in extracurricular activities will often be on campus beyond 4:00. The school does not operate a before or after school care program, and students are expected to be picked up from the campus by 4:00 p.m. Students who remain on-campus after 4:00 p.m. without a constructive reason (e.g., after school tutoring, extracurricular activities) will be placed in the cafeteria, and should be picked up there.

Any concerns regarding traffic should be reported to Mr. B or Mr. Grant.

### Extracurricular Eligibility Requirements

To be eligible for extracurricular activities, a student must maintain a D or higher all subjects and must have good behavior. If a student has a D- or F on his/her latest Grade Check, Progress Report, or Report Card (whichever is most recent), he or she will be suspended from participating in games, concerts, plays, etc., until the next Grade Check, Progress Report, or Report Card is issued. Students with a D- or F will be allowed to practice and/or rehearse with the extracurricular group if the coach or supervisor allows it. All students start the school year eligible for extracurricular activities. Please see the extracurricular handbook for further details.

### After School Activities and Fees

All after school activities must be supervised by adults. Most such activities require a fee for equipment, uniforms, etc. The standard fee is \$100. While JMPS must charge fees for most extracurricular activities because of budget limitations, no student will be prevented from participating in an extracurricular activity because of family financial hardship. In the event of serious financial hardship, a written request for a waiver of this fee should be submitted to the Principal.

Parents are *strongly encouraged* to take advantage of the Arizona Tax Credit program to pay the activity fees. Every calendar year couples can give the school up to \$400 and have that amount subtracted directly off of their Arizona income tax bill. Single people can give up to \$200. The school will not engage in school-sponsored fundraisers for the purpose of raising money to pay activity fees as has happened in the past. The school will instead concentrate on encouraging people to take advantage of the Arizona Tax Credit program. If every JMPS family sends its tax credit money to this school (money that will be sent to the Arizona Department of Revenue anyway), and every JMPS family persuades one other Arizona family to send its tax credit money to JMPS (money that would be sent to the Arizona Department of Revenue anyway), we would have plenty of money to support the many extracurricular activities that are offered here. Truly, it is a win/win situation if there ever was one!

Parents **must** remember that when paying an activity fee, they must **at that time** declare that fee to be an Arizona Tax Credit donation, and the donation/fee must be accompanied with the tax credit donation form, which can be found in the front office and which is also part of the extracurricular handbook. Donations to the school can also be processed through the school website.

Parents of students on extracurricular sports teams must submit a medical release form signed by themselves and their student's doctor. Students involved in music ensembles must provide their own instruments. Adults who are interested in coaching or supervising an extracurricular activity should contact the Principal or Athletic Director.

### Fees and Deposits

- All students are required to purchase an acceptable daily planner as a time management tool and to track performance and accountability. The Madison Planner is

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available to students for a \$10 fee. All students are required to use their planner daily. Additional Madison Planners are available for purchase at the front office.

- **A \$10 locker/lock fee will be charged when lockers are assigned at the beginning of the year.** This fee is non-refundable.
- **Computer usage at school will cost a fee of \$50.** This fee helps cover the cost of paper, ink, and maintenance over the school year. The computer fee is non-refundable. Students are not permitted in the computer lab without a teacher present.
- **A Student ID fee of \$10 is required and non-refundable.**

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Notification of Rights under FERPA  
For Elementary and Secondary Institutions

The Family Educational Rights and Privacy Act FERPA affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

They are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principle will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible student may ask James Madison Preparatory School to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify what is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student 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 student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student’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 interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 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. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Dept. of Education  
600 Independence Ave. SW  
Washington, DC 20202-4605