

## 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 or sex (including sexual orientation and gender identity) 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 email, on the Internet, etc.) will result in disciplinary action if the occurrence causes a substantial campus disruption. JMPS does not condone, allow, or promote hazing behaviors as defined by Arizona law in any of its academic or extracurricular programs.

The school does not utilize corporal punishment, pursuant to ARS 15-843.

James Madison Preparatory School utilizes in-class and outdoor video cameras 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 a key component of the JMPS academic program and campus security, and every person on campus is subject to videotaping at any time.

The signature packet includes a Letter of Understanding for this handbook. This serves as your signed acknowledgement and receipt of the Family Handbook and as a statement of your intent to abide by the policies and procedures of the school.

**Revised June 12, 2024**

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### All About JMPS

#### 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: Amiability, Compassion, Courage, Gratitude, Honesty, Integrity, Respectfulness, Responsibility, Self-Reliance, and Strong Work Ethic.

#### 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. Middle school and high school are a time in a person's life when critical decisions are made and powerful memories formed. We believe your choice to attend JMPS is one of those critical decisions, and we hope that memories of your career at JMPS 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 some 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.**
- ✓ **To deliver valuable learning opportunities outside of the classroom by encouraging learning beyond the books through education by other means, e.g., through the arts, sports, unique travel opportunities, competition, and community service.**
- ✓ **To challenge students to be a part of something larger than themselves.**

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, a tool to understand our unique educational opportunity, and 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, Co-Founders*

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### Principal's Message

It is a great honor to be the principal at James Madison Preparatory School. I taught for seventeen years here at JMPS before stepping into the administrator role. Prior to JMPS I taught in the public school system for twelve years. Since starting at JMPS I have not wanted to teach or work anywhere else due to the extraordinary community of our school.

Throughout my time at JMPS I have witnessed the school's ability to adapt and grow through many changes and hardships. I have had the opportunity of understanding the school community as a teacher and parent (being a mother of two JMPS graduates). My goal as principal is to continue with the well-established foundation of JMPS, while also guiding the school to meet the needs of the students we serve today and in the future through the power of community. I believe that community is vital to our success as a school, and I hope to prioritize those interpersonal relationships amongst students, parents, and staff. I recognize that we have many challenges in society that affect our daily life, and I want JMPS students to feel safe, valued, and capable in a community that supports them every day. I am thrilled to represent JMPS as the principal. My door is open to all of you, and I am looking forward to a great year.

*Debra Caves, Principal*

### Code of Conduct

Each student will be treated with respect and courtesy by the JMPS 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. JMPS's school discipline procedures are developed around the Code of Conduct. JMPS 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***

#### **Amiability, Compassion, Courage, Gratitude, Honesty, Integrity, Respectfulness, Responsibility, Self-Reliance, and Strong Work Ethic**

**Amiability-** JMPS students bring a friendly and helpful attitude to every interpersonal interaction with fellow students, teachers and staff, parents and family members, and people in the community. They also know that if they want to make friends, they must *be* friends.

**Compassion-** JMPS students seek to understand and appreciate the perspectives, challenges, strengths, and needs of other people. They also act individually and as a community to help those in need.

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

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**Gratitude-** JMPS students appreciate that the opportunities and privileges they enjoy are due to the hard work and sacrifice of many others. They also show their sincere thanks through genuine actions.

**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.

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

**Responsibility-** JMPS students know that they are responsible for their own behavior. They also know they share responsibility for each community of which they are a part, be it their school, family, neighborhood, city, state, or country.

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

**Strong Work Ethic-** JMPS students know the hardest work reaps the greatest reward. JMPS students are known for their work.

**Living The Code Means:  
Academic, Extracurricular, Personal, and Community Success!**

### General School Information

#### CALENDAR for 2024-2025 – 180 School Days

<b>DATE</b>	<b>EVENT</b>
Thursday, August 1	First Day of School
Friday, August 30 - Monday, September 2	Labor Day Weekend-No School
Monday, September 30 - Friday, October 4	Fall Break-No School
Friday, November 1	No School
Monday, November 4	Start of Second Trimester
Monday, November 11	Veterans Day-No School
Wednesday, November 27 – Friday, November 29	Thanksgiving Break-No School
Friday, December 20	Half-Day Movie Day
Monday, December 23 – Friday, January 3	Winter Break-No School
Monday, January 6	School Resumes

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Monday, January 20	MLK Day-No School
Monday, February 17	Presidents' Day-No School
Tuesday, February 18	Start of Third Trimester
Monday, March 10 - Friday, March 14	Spring Break-No School
Monday, March 17	School Resumes
Friday, April 18	Spring Holiday-No School
Wednesday, May 21	Last Day of School
Thursday, May 22	Graduation at 6 pm

Approved by the JMPS Governing Board 2/12/2024

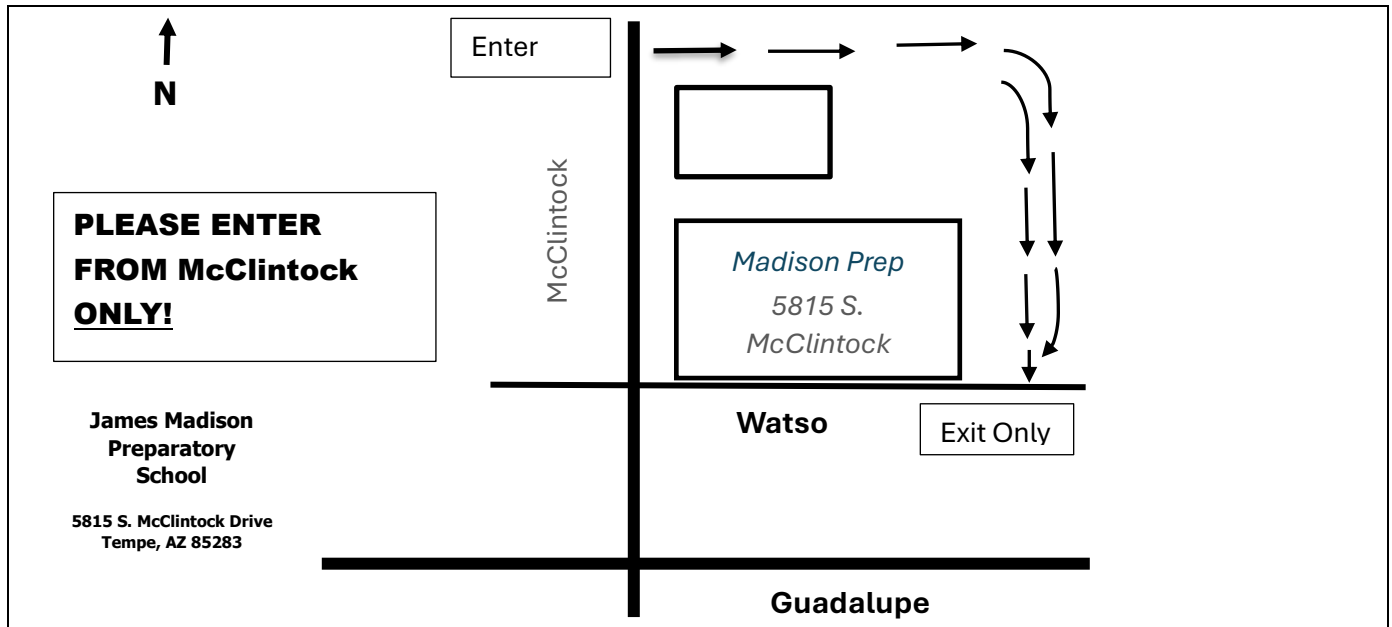
### Daily Schedule – School Hours

The school office is open from 7:30 am – 4:00 pm, Monday-Friday. The campus is officially open at 7:30 am. The campus is closed following all approved activities each day. Students who do not participate in school-sponsored after-school activities may not linger on the campus after 4:00 pm, and once a student has left the campus, they are gone for the day. The regular daily schedule is printed below; changes may be made to accommodate special events or activities as needed.

High School		Middle School	
1st Hour	8:00 - 8:50	1st Hour	8:00 - 8:50
ASSEMBLY	8:55 - 9:15	ASSEMBLY	8:55 - 9:15
2nd Hour	9:20- 10:10	2nd Hour	9:20 - 10:10
3rd Hour	10:10 - 11:00	3rd Hour	10:10 - 11:00
4th Hour	11:00 - 11:50	LUNCH	11:00 - 11:35
LUNCH	11:50 - 12:25	4th Hour	11:35 - 12:25
Study Hall	12:25 - 1:00	Study Hall	12:25 - 1:00
5th Hour	1:00 - 1:50	5th Hour	1:00 – 1:50
CHORES	1:50 - 2:00	CHORES	1:50 – 2:00
6th Hour	2:00 – 2:50	6th Hour	2:00 - 2:50

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### Drop-off and Pick-up



For maximum safety and to ensure smooth traffic flow during heavy drop-off and pick-up times (7:30-8:00 and 2:30-3:15), cars must 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. 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 recommended, but it is acceptable to pick up students along the school side curb of Watson Drive (westbound on Watson, NOT eastbound).

Reckless or careless drivers may lose the privilege of the use of the parking lot. Any concerns regarding traffic should be reported to the principal.

Those driving cars should not double park or box other cars in. Cars must exit the campus onto Watson Drive. Students are free to arrive on campus as early as 7:30 am and can stay after school until 4:00 pm, if there is a constructive reason for doing so.

Naturally, students involved in extracurricular activities will often be on campus after 4:00 pm. The school does not currently operate a before (or after) school care program, and students are expected to be picked up from the campus by 3:15 pm. Students who remain on-campus after 3:30 pm without a constructive reason (e.g., after school tutoring, extracurricular activities, clubs) will be placed in the cafeteria or other designated area and should be picked up there.

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### Who's Who and Faculty Directory

At James Madison Preparatory School the faculty and staff wear many hats. This list in no way represents all the many things these people do. The following is a who is who and how to contact the faculty and staff of Madison Prep.

Office hours, homework, and contact information are available on the individual faculty/homework pages at [www.madisonprep.org](http://www.madisonprep.org).

#### Administration

Debbie Caves, Principal, Vice President of the Governing Board...[dcaves@madisonprep.org](mailto:dcaves@madisonprep.org)

Stephen Batchelder (Mr. Batchelder), Co-Founder, President of the Governing Board...  
[sbatchelder@madisonprep.org](mailto:sbatchelder@madisonprep.org)

AJ Aljuwani, Administrator and Athletic Director...[aaljuwani@madisonprep.org](mailto:aaljuwani@madisonprep.org)

Amy Schilling, Administrator, Special Education Coordinator...[aschilling@madisonprep.org](mailto:aschilling@madisonprep.org)

Alissa Sheaffer, Administrator...[asheaffer@madisonprep.org](mailto:asheaffer@madisonprep.org)

Jessica Robinson, Support Staff...[jrobinson@madisonprep.org](mailto:jrobinson@madisonprep.org)

Diana Teran, Support Staff...[dteran@madisonprep.org](mailto:dteran@madisonprep.org)

#### Teachers

Chris Batchelder, Middle School/High School Teacher...[cbatchelder@madisonprep.org](mailto:cbatchelder@madisonprep.org)

Kellen Hemmings, Middle School/High School Teacher...[khemmings@madisonprep.org](mailto:khemmings@madisonprep.org)

Sonya Hemmings, High School Teacher...[shemmings@madisonprep.org](mailto:shemmings@madisonprep.org)

Jennifer Lewis, Middle School Teacher...[jlewis@madisonprep.org](mailto:jlewis@madisonprep.org)

Phillip Mason, Middle School/High School Teacher...[pmason@madisonprep.org](mailto:pmason@madisonprep.org)

Sierra Meyers, Middle School/High School Teacher...[smeyers@madisonprep.org](mailto:smeyers@madisonprep.org)

Kara Olivarria, Middle School Teacher...[kolivarria@madisonprep.org](mailto:kolivarria@madisonprep.org)

Janett Ontiveros, High School Teacher...[jontiveros@madisonprep.org](mailto:jontiveros@madisonprep.org)

Keith Pond, High School Teacher...[kpond@madisonprep.org](mailto:kpond@madisonprep.org)

Dr. Matthew Quigley, High School Teacher...[mquigley@madisonprep.org](mailto:mquigley@madisonprep.org)

Will Rosch, Middle School/High School Teacher...[wrosch@madisonprep.org](mailto:wrosch@madisonprep.org)

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Amy Shaw, Middle School Teacher...ashaw@madisonprep.org

Gordon Sheaffer, High School Teacher...gsheaffer@madisonprep.org

Jamie Teran, High School Teacher...jteran@madisonprep.org

Jessica Warren, High School Teacher...jwarren@madisonprep.org

Morgan Vellone, High School Teacher...mvellone@madisonprep.org

### Academic Evaluation

Students will receive three different types of grade summary reports each trimester. There are two unofficial reports given called Grade Checks. These Grade Checks are given at the  $\frac{1}{4}$  and  $\frac{3}{4}$  points of the trimester. There are also two official reports: the Report Card, given at the end of each trimester and the Midterm Progress Report, given at the midterm point of each trimester.

These grade summary reports are all given to the students at assembly by their advisors with a copy mailed home.

#### Report Cards and Midterm Progress Reports

Report Cards are the official, final record of a student's work in each trimester. They include the student's absence record and teacher comments. They are considered official reports, forming the basis of a student's transcript and are reported to approved institutions that request them, such as the Department of Education, transfer schools, or colleges and universities.

Midterm Progress Reports reflect the work done as of the midpoint of the trimester. Like the final trimester Report Card, they include the student's absence record and teacher comments and are reported to approved institutions.

#### Grade Checks

Grade Checks show the student's current grade and any missing assignments, tests, or projects at the time they are created. They do not include absences or teacher comments. Their purpose is to show the student and parents how they are doing in their classes. They are unofficial and not reported.

#### State Accountability

The federal and state governments have accountability standards in place for Arizona students which are designed to plan for and track the progress of each student towards success in "life after high school." Called the ECAP (Education and Career Action Plan), the student, parent(s) or guardian(s) and school advisor are to meet on a regular basis throughout the school year to track the student's goals, achievements and plans for academic and/or career success. This AZ requirement is in addition to JMPS's existing college planning activities.



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### Parent-Student-Teacher Conferences

Mandatory parent/student/teacher conferences will be held during the first trimester. Subsequent conferences may be held based on individual student performance or concerns by a parent, student, teacher, or principal. Parents and students should take note of the dates set aside for the parent/student/teacher conferences after the Midterm Progress Report of the first trimester. Those dates in the 2024-2025 school year will be on the app and published in the weekly newsletter.

### Admissions

Enrollment 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 (A.R.S. § 15-184). There is no tuition charged for attending. James Madison Preparatory School will enroll all eligible students who submit a timely, factually accurate and complete application through the school's enrollment application process. The school accepts enrollment forms from new students who are transferring from another school or home school in grades six through twelve, provided those students' parents (or the adult-aged student) have completed an enrollment form through the school's enrollment process.

All information provided on the student enrollment application and admissions forms must be true and accurate. Failure to provide correct or complete information will jeopardize or delay a student's enrollment and/or admission in James Madison Preparatory School. Providing false, misleading, or incomplete information on the enrollment application, knowingly or unknowingly, shall result in cancellation of the student's application for enrollment, or revocation of their enrollment and removal from the school. JMPS will not accept applications for enrollment from parents who seek to enroll students in a grade which the student has already passed, or to repeat a grade from which the student achieved promotion at another school. JMPS will not accept applications for enrollment from students who have been expelled previously.

All parents and students seeking enrollment to James Madison Preparatory School shall follow the school's enrollment policies prior to admission and attendance at the school, including completion of all required enrollment paperwork, including a completed enrollment form with signatures, proof of identification and residency, and the Primary Home Language Other Than English (PHLOTE) form.

### Open Enrollment

James Madison Preparatory School values and follows Arizona state law regarding open enrollment. Students are allowed to apply for admission to JMPS, based on available classroom space (A.R.S. § 15-816.01). JMPS will enroll all eligible students who submit a timely and completed application (including all required attached documents when possible), unless the number of applications exceeds the capacity of a program, class, grade, level, or building. In these cases, JMPS will choose by lottery or other equitable process, but may give preference for siblings of enrolled students.

The school's Open Enrollment period is announced 60 days prior to the initial date via the school's website, [www.madisonprep.org](http://www.madisonprep.org). Typically, Open Enrollment occurs during two weeks in December for the following school year.

Re-enrollment and sibling enrollment is December 9, 2024-December 20, 2024. Enrollment preference will be given to pupils returning to the school in the subsequent year of its operation, to direct family members of school staff, and to siblings of pupils already enrolled in the school. The initial Open Enrollment period will begin on January 6, 2025, and end on January 17, 2025. If enrollment reaches the capacity of a program,

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class, grade level, or building, all applications for the program, class, grade level, or building will be selected for the available slots through an equitable lottery selection process. 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 enrollment.

If there are more interested applicants than available slots after Open Enrollment and subsequent lottery, James Madison Preparatory School will maintain a waiting list, and if a slot opens during the school year the first family on the list will be offered the slot. If that family chooses not to join JMPS 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. James Madison will not maintain a waiting list from year to year, so all students seeking to enroll for the following year will need to complete an enrollment application.

Upon enrollment, the student enters the admissions process, requiring receipt of student records, completion of a tour, and interview with the principal. The school shall not admit students who have been expelled previously.

Prior to attendance at JMPS, the parent(s)/guardian(s)/student shall complete and provide all required paperwork.

### Orientation

All students and their parents are required to attend JMPS orientation at the beginning of the school year.

### Registration/Records

The State of Arizona requires that James Madison Preparatory School receive certain documents for a student to proceed with admissions. These records **MUST** be received **BEFORE** a given student is allowed to attend. If an enrolled student's admissions and attendance paperwork is not received, that student will **NOT** be allowed to attend classes, and the student risks losing their enrolled slot. JMPS will contact the student's parent or former school to acquire the necessary paperwork.

James Madison Preparatory School also requires that certain documents be received by the school for a student to attend school. The Receptionist will contact the student's parent(s) or former school to acquire the necessary paperwork. Failure to provide these documents as specified will impact the student's enrollment and attendance. If an enrolled student's paperwork is not received, that student will **NOT** be allowed to attend classes, and the student risks losing their enrolled slot.

Parents have the right to access the records of their minor children. **Adult students sign a release specifying whether their parents can or cannot access records.** Please see the FERPA notice at the back of this handbook. 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.

### Adult Students and Adult Student Release of Information

Students enrolled at James Madison Preparatory School who are eighteen or over are, at all times of their enrollment and without exception, required to follow all school policies, rules, and procedures of the school. These students may not 'sign themselves out' of following the school's policies.

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Once a student reaches the age of eighteen, they are an adult in the eyes of the law. James Madison Preparatory School will require each student to complete the Adult Student Release of Information Form upon reaching the age of eighteen. This form directs each student to determine the extent to which personal information is released to or accessible by their parents. As the rights of parents are transferred to adult students at the age of eighteen, students will be able to exercise their rights and be held accountable for all decisions and consequences, including their rights to release academic, disciplinary, health, and emergency information.

Adult students have a reasonable expectation that their rights to privacy will be honored by the school to the extent permissible by law, including the release of information to parents. JMPS will not honor parental requests for information related to their adult child without the adult student's signed permission on the Adult Student Release of Information Form.

Adult students are further advised that they may change the level of permission granted on the Adult Student Release of Information Form at any time, to either grant, change, restrict, or revoke permission.

Adult students and their parents are encouraged to resolve any differences regarding the release of information amicably and within the family. The school will not serve as mediator, conciliator, or arbiter of such disagreements.

Adult students are also advised that there are circumstances in which personal information may be released to outside parties without student permission, but in all cases, it is the intent of JMPS to fully honor the privacy of its students permissible by law, as defined by FERPA and other federal and state statutes and regulations.

Adult students and their parents with questions about this policy or its procedures are encouraged to bring their questions to the principal.

### Assembly

Each school day includes an all-school assembly at which all students take part in the Pledge of Allegiance, a short presentation, general student and administrative announcements, and a moment of quiet reflection. Presentations promote learning and the Code of Conduct and are often of a historical or motivational nature. Senior Projects are presented during Assembly and are scheduled with the senior project advisors/team.

### 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.

### Absences

Pursuant to [A.R.S. § 15-901\(A\)\(1\)](#), excused absences are identified by the Department of Education. The Department of Education defines an excused absence as an absence due to illness, doctor appointment, bereavement, family emergencies, out-of-school suspensions, suspension or expulsion from a public school, physical or mental conditions making schooling impractical or inexpedient, or completing tenth

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grade early. Excused absences due to out-of-school suspensions must not exceed 10% of the instructional days scheduled for the school year. The Department of Education delegates the decision whether an absence due to family vacation is an excused absence to individual school districts and charter districts. Pursuant to [A.R.S. § 15-803\(A\)\(2\)](#), 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 a person authorized by a parent.

At James Madison Preparatory School, school attendance is closely tracked in accordance with the above statutes and Department of Education requirements. As such, there are consequences for excessive absences from school in general or for individual classes, including but not limited to: loss of credits, impact on grade promotion or graduation, extracurricular eligibility or participation, and legal repercussions under Arizona law through the Maricopa County Juvenile Court system and/or the Department of Child Safety.

### Daily Attendance

If a student must be absent from school for illness or other reason, the office must be notified by telephone or email 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. Absences which exceed three consecutive days for which no documentation is provided shall be considered unexcused absences. Students who leave for an appointment during the school day must provide a doctor's note or other acceptable form of documentation to the school office upon return.

An excused absence is one which meets the criteria defined by the Department of Education as above and where the parent or legal guardian notifies the school of the student's absence by 9:00 am. The parent or legal guardian must indicate their name, student's name, and reason for the absence. Excused absences cannot be accepted from other family members or friends. Students over the age of eighteen may provide their own excused absence before 9:00 am. After 9:00 am, adult age students who have not called in will be considered unexcused and may be subject to disciplinary action.

An unexcused absence is one that does not meet the criteria defined by the Department of Education or where the parent or legal guardian does not notify the school of the student's absence before 9:00 am. Absences may not be 'retroactively' excused after 9:00 am. Unexcused absences will result in adult age student or parental contact and may require disciplinary action. Five (5) unexcused absences in one school year are considered truancy under [A.R.S. § 15-803\(C\)\(2\)](#) and will result in: written notification of this violation of school policy and Arizona state statute; a written citation from school administration; placement of the student on or advancement through discipline Steps; and a report to the Maricopa County Juvenile Court and/or the Department of Child Safety seeking official intervention. Overall excessive absences excused or unexcused, beyond the school's or state's attendance policies, may result in the loss of credit(s), the loss of extracurricular privileges for the remainder of the school year, and placement on or advancement through discipline Steps.

### Course Credit

Students must attend class to receive the credit that is sought. Any student who misses five or more classroom periods in any given trimester course, no matter whether the absences are excused or unexcused, may not receive credit for that course. Students who are in class for less than ½ of the class period shall be recorded as absent for that class. Adult students or parents of minority age students will be notified when the student reaches four absences in any class(es) during a trimester. Adult students or parents of minority age students will receive written notice of the loss of credit once the student has missed seven or more classroom periods.

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Students must attend class to participate in extracurricular activities, field trips, and other school sponsored activities. Any student who misses school at a rate higher than 10% will not be eligible for extracurricular activities (games), field trips (including day trips, overnight trips, camping trips, and the Senior Trip), and other school sponsored activities, such as dances and movie nights. Students who miss school at a rate higher than 10% may be permitted to participate in extracurricular practices or rehearsals, but only with the permission of the activity's coach or director.

Extracurricular ineligibility due to absences is separate from extracurricular ineligibility due to academic performance or Code of Conduct violations.

### Events

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. For students to be involved in after-school activities or attend a school event, including but not limited to practices, rehearsals, concerts, and games, they must be at school by 9:00 am and remain through the end of the school day. Administration reserves the right to consider medical appointments with documentation on a case-by-case basis.

### Family Vacation

James Madison Preparatory School will consider requests for preplanned family vacation not in excess of five instructional days. Requests must be submitted to the principal in writing at least two (2) weeks prior to the planned vacation. Family vacation requests which cause the student to miss 10% of the total school days per trimester will not be considered as these absences violate school policy and state statute.

All absences, preplanned or not, count towards the classroom and school attendance rules governed by statute and referenced above in this Family Handbook section "Attendance – Daily and Classroom."

### Religious Observance

Students may be excused for religious observances not in excess of five instructional days per trimester. Requests must be submitted to the principal in writing at least two (2) weeks prior to the observance. Religious observances which cause the student to miss 10% of the total school days for the term may not be considered as these absences violate state statute.

### Tardiness

Punctuality is an important aspect of the JMPS Code of Conduct, integral to Responsibility, Strong Work Ethic, Respect, and Integrity. James Madison Preparatory School tracks and reports student attendance between the hours of 8:00 am and 2:50 pm in accordance with policy and statute as defined above. There are two types of tardy: late to school at 8:00 am and late to class or assembly. 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.

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### Tardy to Class

Students late to class must have a written pass from the teacher or staff member with whom they were working before they were late to be considered an excused tardy. Students arriving without a pass will be considered unexcused and receive a tardy ticket. No pass = unexcused tardy ticket = Lunch Detention.

### Tardy to School

Students who are late to school (*school starts at 8:00 am*) MUST go to the office for a late pass to be admitted to class. Per state law and in the interest of student safety, if a student is going to be late their parent or legal guardian must notify the school at the time of the absence (See above "Attendance"). If no notice is received from parents or adult students by 9:00 am, it will be marked as an unexcused absence, regardless of the time of the student's arrival. Adult age students may provide their own documentation for late arrival but are subject to the same requirements for attendance.

Students who arrive late without a verbal or signed excuse, or students who fail to check in at the office upon arrival after 8:00am, will be marked as unexcused tardy and receive a tardy ticket. Tardy tickets result in lunch detention on the day of the tardy ticket.

In addition to the Arizona statutes governing attendance, students of any age may only be EXCUSED tardy to school up to five times in a year. Adult students and parents of minority age students will be notified in writing once the student is tardy four times. Starting with the sixth tardy arrival to school, ALL subsequent tardy school arrivals will be unexcused, and will result in the student having a lunch detention. The number of lunch detentions will increase with each additional tardy, and once the student reaches eight tardies, they will be placed on discipline Steps. Subsequent tardies will advance the student on discipline Steps.

### Tardy Procedure

- Attendance is taken at the beginning of every class and organized gathering.
- 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, they will receive a tardy ticket.
- Each Tardy Ticket = Lunch Detention.
- Multiple or continued unexcused tardies will result in additional disciplinary action(s), including but not limited to being placed on or advancing on Steps.

## Child Custody Policy

### Divorced or Separated Parents

It is the goal of JMPS to promote the best educational interests of each student in partnership with the student's parents. JMPS recognizes that while the parents of some students may be divorced, separated, or otherwise not sharing the same household, in most circumstances both parents have a right to be informed of and involved in their child's educational program. JMPS also recognizes that sometimes court orders issued in relation to family law cases can include limitations on the rights of a parent to make decisions related to their children, including school and educational program decisions, and can include other restrictions on parental rights.

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In order to foster the goal of working with both parents, it is the responsibility of the parents of students enrolled in JMPS to keep the school administration informed of the following:

1. Any legal action affecting the family that may have an impact on parent involvement and participation in the schools; and
2. Any court order that may define or restrict a parent's rights in relation to children enrolled in the schools.

Such legal action or court order must be provided to the school, and except in cases of emergency, the school will not act unless documentation is provided.

When a student is enrolled in JMPS, and it has been disclosed by the parent(s) that there is a divorce or separation, the school shall determine who the custodial parent is and note that information in the student's record. Unless a court order provides otherwise, divorced parents, legally separated parents, or guardians with joint legal custody may make all decisions concerning a child jointly after conferring with each other. If a parent or guardian informs the school of any restrictions on a non-custodial parent or guardian's right to access the student or the student's records, the school shall obtain a copy of the court order so stating and comply with its terms.

When enrolling a student in JMPS for the first time, the parent completing the enrollment process must designate the primary household in which the student will reside. In circumstances where divorced, separated, or parents not residing within the same household share equal physical custody (50% with one parent and 50% with the other parent) one parent's household must be designated as the primary household.

Once designated, the student's primary household shall remain as originally designated unless altered by a court order indicating that the student's primary household has changed to the other parent. A student's parents/guardians may change the student's primary household during the period of the student's annual enrollment in JMPS by mutual agreement, and notice must be provided by all custodial parents/guardians to the school regarding the change. Again, it is the parents' responsibility to provide notice to JMPS and said parental notice must include a copy of the court order altering the primary household.

The school is never authorized to act contrary to the plain meaning of a court order. It is the parents' or guardians' responsibility to obtain clarification of a court order from the issuing court. The school shall not modify the status quo currently in place with a student until it receives an order from the court resolving the concern. If JMPS administration determines that maintaining status quo until a court order is obtained will cause serious damage to the student, the school may seek emergency intervention through the court, or otherwise act in the student's best interest. In all cases the school will act in the interest of the child's safety and the safety of the school's students, staff, and operations.

In the event of any dispute between a student's parents or guardians regarding the student's education and a parent's rights, JMPS shall request from the parties a copy of the applicable Court Order, and the principal or designee shall interpret it. If the principal is unable to resolve the conflict, the principal shall contact designated administrators for assistance. If the administration cannot resolve the concern, the principal is authorized to contact Legal Counsel. If Legal Counsel determines that the issue cannot be resolved by reviewing the applicable Court Order, then the issue must be resolved by the court that issued the Court Order.

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Notwithstanding the foregoing, JMPS is obligated to comply with the Federal Education and Privacy Rights Act (FERPA). If a Court Order is inconsistent with FERPA, the school shall comply with the requirements of FERPA.

### Child Find Policies and Procedures

The Policy assures that:

- All children attending JMPS who need 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 authority, 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 principal.

### 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 \_\_\_\_\_,” “Ms. \_\_\_\_\_,” “Mr. \_\_\_\_\_,” “Mrs. \_\_\_\_\_,” or “Dr. \_\_\_\_\_.” High school students are allowed to address the teacher by their last name without their title ONLY if the teacher gives permission to do so, and students may NEVER use the teacher’s first name when addressing, responding, or referring to a JMPS teacher unless allowed to by the teacher **and** the principal. Maintaining an appropriate level of professionalism and courtesy is important at JMPS, and the proper use of titles is a part of that maintenance.



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- 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 and/or receive a misconduct ticket. Students are not to apply makeup, style or brush hair, apply deodorant, or otherwise take care of bodily hygiene in class or to use class time for these activities. These activities are expected to occur in the restroom during lunch or study hall.
- There is to be no food or drink in class unless it is part of the academic program. Prohibited food brought into the classroom will be confiscated and disposed of. Students may bring water to class in a non-disposable water bottle of appropriate shape and size.
- 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.

### Closed Campus

James Madison Preparatory School operates a closed campus to produce the safe, cohesive, productive, academic atmosphere that we desire. Once students arrive at school in the morning, they are expected to get on with the serious business of education. To promote a sustained focus critical to academic success, students are not allowed to leave campus in the middle of the day unless signed out by a parent or legal guardian in accordance with school attendance policies and state statutes (See “Attendance – Daily and Class”).

Pursuant to Arizona attendance statutes, the school’s closed campus policy, and in the interest of student and campus safety, students, regardless of age, are not permitted to leave campus for lunch. Parental requests or permission to excuse a student to leave campus for lunch will not be honored, including requests or permission to allow their child to leave campus with another student and their parent(s).

In the interest of student and campus safety, students of any age are not allowed to be in the parking lot between 8:00 am and 2:50 pm unless conducting specific school business (e.g., chores, retrieving an item) under direct teacher or administrative supervision.

A half block north of the school grounds, separated by a private lot, is Gaicki Park, a public city park where students will occasionally have P.E., field activities, and after-school sports. Students are not allowed to go to Gaicki Park or otherwise leave the school grounds unless accompanied by a supervising adult.

Students returning from any absence during the school day must arrive in dress code and immediately be signed in at the Front Office by their parent or legal guardian, or, if adult-age, sign themselves in. Students arriving late to class will not be admitted without an attendance slip from the Front Office. Failure to comply with this policy upon return to campus will be treated as a felony in the school’s discipline system and may result in a Step 3 suspension. These students may be subject to immediate search of their person, their effects, and their vehicles.

All students departing between 8:00 am and 2:50 pm MUST leave the campus immediately upon signing out. Students who have left campus for the day may not return to participate or attend as spectators at after-

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school social or extracurricular activities, including but not limited to practices, rehearsals, games, dances, or performances, unless the student has the expressed written permission of the school principal in advance.

Students who leave the campus or return in violation of the JMPS closed campus policy will receive disciplinary consequences, which may include but are not limited to placement on discipline Steps, suspension, or expulsion. The school will report missing students to their parents and the Tempe Police Department.

### 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.

In the event a complaint is a discipline issue, the school may ask that the involved parties not return to school until the investigation is complete. The students involved will not be penalized for classwork missed during this time. The time will be no longer than two school days.

When a student has a complaint, 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 or from the administration.

All requests to appeal an individual student's grades must be made directly to the principal by the student or their parent(s) within thirty calendar days of the mailing date of Report Cards.

### 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 interpretations 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.

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- JMPS may presume a parent has the 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 other meeting, and in no case more than 45 days after the request.

### Contacting Students

If a parent needs to reach a student during the school day in the event of an emergency, the student will be pulled out of class and given the message. Classrooms will not be disrupted for non-emergency messages. The school makes no guarantee that a student will receive non-emergency messages sent during the school day. Because the students are required to check in their cell phones each day, texts sent to students will go unanswered until the end of the day.

### Contacting Teachers

Each student is assigned a homeroom advisor who acts as their academic advisor for the year. The homeroom advisors are to lead the students through their 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. They also conduct student-parent-teacher conferences for their advisees.

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, they should e-mail the teacher or call the school office and leave a message for the teacher. Unscheduled meetings at extracurricular events or before, during, and after school hours are not the appropriate places and times to discuss individual student concerns with faculty members. Stopping by the classroom before school starts is not a suitable time to meet with the teacher unless an appointment has been made.

If a student needs tutoring in a particular class, they should request a Study Hall pass or can set up an appointment to meet with the teacher before or after school, depending on the teacher's availability. Teachers are expected to respond to phone calls and email within one school day. If a parent does not get a timely response from a teacher, they should inform the principal.

### Courses Offered

The Course Table (below) is the definitive guide to *what* courses a student will take at JMPS and a general guide to *when* a student will take these courses. Students will be placed in math classes based upon their abilities. Some students may need to start either below or above their grade level in math. Some students will take certain classes at times other than when indicated in the table below because of scheduling conflicts, transfer credits, repeated classes, elective choices, etc. Unless otherwise identified at admissions, all high school courses listed are required for graduation from James Madison Preparatory School.

Seniors must choose two or more of the elective courses (italicized) each trimester. They may also earn credit (1) toward graduation by electing to be a teaching assistant in a lower grade level course. Seniors may be a teaching assistant in no more than two classes a trimester. All seniors must be in a class as a student at least five periods a day. If a student has one class period free, they may choose to earn a credit by

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completing an independent study course. An independent study course is an intensive, trimester-long research project of the student's choosing (with faculty approval), culminating in a 10-to-20-page paper and an accompanying presentation. An independent study student will be given guidance by a faculty sponsor who is assigned to the project based on the field of study the student has chosen. Students will be required to reach certain benchmarks during the trimester that are outlined by the faculty sponsor.

Students who decide to drop an elective class after having begun it MUST do so by the four-week mark of the trimester. College bound students are strongly encouraged to take Calculus and Physics.

### High School Course Table (Example trimester breakdown below)

GRADE	1ST TRIMESTER	2ND TRIMESTER	3RD TRIMESTER	
<b>9TH</b>	1	GEOMETRY A	GEOMETRY B	GEOMETRY C
	2	SCIENCE 9 A	SCIENCE 9 B	SCIENCE 9 C
	3	FRESHMAN ENGLISH 1	FRESHMAN ENGLISH 2	FRESHMAN ENGLISH 3
	4	WORLD HISTORY 1	WORLD HISTORY 2	WORLD HISTORY 3
	5	FINE ARTS 1 (MUSIC)	WORLD RELIGIONS	U.S. GOVERNMENT
	6	P.E. 9 A	P.E. 9 B	WORLD GEOGRAPHY
<b>10TH</b>	1	HONORS ALGEBRA 2 A	HONORS ALGEBRA 2 B	HONORS ALGEBRA 2 C
	2	HONORS BIOLOGY 1	HONORS BIOLOGY 2	HONORS BIOLOGY 3
	3	HONORS ADV. COMP. 1	HONORS ADV. COMP. 2	HONORS ADV. COMP. 3
	4	HONORS U.S. HISTORY A: 20 <sup>TH</sup> CENTURY	HONORS U.S. HISTORY B: 20 <sup>TH</sup> CENTURY	HONORS U.S. HISTORY C: 20 <sup>TH</sup> CENTURY
	5	HONORS LATIN 1	HONORS LATIN 2	HONORS LATIN 3
	5	OR HONORS SPANISH 1	OR HONORS SPANISH 2	OR HONORS SPANISH 3
6	FINE ARTS 2 (DRAMA)	COMPUTER PROFICIENCY	HONORS LOGIC	
<b>11TH</b>	1	HONORS PRE-CALCULUS A	HONORS PRE-CALCULUS B	HONORS PRE-CALCULUS C
	2	HONORS CHEMISTRY 1	HONORS CHEMISTRY 2	HONORS CHEMISTRY 3
	3	HONORS CLASSIC LIT. 1	HONORS CLASSIC LIT. 2	HONORS CLASSIC LIT. 3
	4	HONORS U.S. HISTORY D: 17 <sup>TH</sup> -19 <sup>TH</sup> CENTURIES	HONORS U.S. HISTORY E: 17 <sup>TH</sup> -19 <sup>TH</sup> CENTURIES	HONORS U.S. HISTORY F: 17 <sup>TH</sup> -19 <sup>TH</sup> CENTURIES
	5	HONORS LATIN 4	HONORS LATIN 5	HONORS LATIN 6
	5	OR HONORS SPANISH 4	OR HONORS SPANISH 5	OR HONORS SPANISH 6
6	FINE ARTS 3 (HONORS VISUAL ARTS)	HONORS PSYCHOLOGY	HEALTH	
<b>12TH</b>	1	HONORS HUMANITIES 1	HONORS HUMANITIES 2	HONORS HUMANITIES 3
	2	HONORS ECONOMICS	SELF-RELIANCE	HONORS U.S. CONSTITUTION
	3	HONORS 19 <sup>TH</sup> CENT. LIT.	HONORS AMERICAN LITERATURE	HONORS SHAKESPEARE
		AP CALCULUS AB 1	AP CALCULUS AB 2	AP CALCULUS AB 3
		HONORS PHYSICS 1	HONORS PHYSICS 2	HONORS PHYSICS 3
		AP CALCULUS BC 1	AP CALCULUS BC 2	AP CALCULUS BC 3
		HONORS LATIN 7	HONORS LATIN 8	HONORS LATIN 9
		TBD	HONORS KINESIOLOGY	TBD
		HONORS SPANISH 7	HONORS SPANISH 8	HONORS SPANISH 9
		HONORS U.S. CIVIL WAR	HONORS CLASSICS	3-D ART
		HONORS ANATOMY AND PHYSIOLOGY 1	HONORS ANATOMY AND PHYSIOLOGY 2	HONORS ANATOMY AND PHYSIOLOGY 3
		2-D ART	HONORS CREATIVE WRITING	TBD
	AP STATISTICS 1	AP STATISTICS 2	AP STATISTICS 3	

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*ITALICIZED MEANS ELECTIVE COURSE AND NOT REQUIRED*

ALL OTHER COURSES ARE REQUIRED.

James Madison Preparatory School reserves the right to change the trimester in which specific courses are offered.

### Daily Chores/School Cleaning

Students are assigned specific daily responsibilities for the cleaning and upkeep of the school. Chores should last only a few minutes. The student's first responsibility during chore time is ALWAYS their chore. Socialization must only take place AFTER the chore is complete.

Each student will be responsible for completing their assigned task daily. Tasks will be assigned by the 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 chores on a weekly, rotating basis.

All homerooms will have their rooms formally inspected for cleanliness periodically throughout the school year.

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

### Deposits and Fees

JMPS does not charge book or equipment deposits. Students who lose or return textbooks or other school equipment in damaged condition shall be billed the replacement cost of the book or equipment.

At the beginning of the school year, JMPS students may pay an optional student activities fee of \$75. This fee assists with campus activities like mentor lunches, supplies and equipment for clubs, campus life, social and school spirit activities. Parents may make payment arrangements with the School Operations Coordinator. Because this fee covers the costs of certain supplies, students who choose not to pay the fee may be required to bring their own supplies.

There are additional fees for field trips. These will be announced when field trip forms are sent home.

Any questions regarding fees or deposits should be directed to the School Operations Coordinator.

### Extracurricular Activity Fees and AZ Tax Credit

Most activities require a fee for equipment, uniforms, etc. 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 school operations coordinator.

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Parents are *strongly encouraged* to take advantage of the Arizona Tax Credit program to pay the activity fees. Every calendar year couples can donate up to \$400 to the school and have that amount subtracted directly off their Arizona income tax bill. Single people can donate up to \$200. 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 the time of donation**, 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/or in 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 the athletic director.

### 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 to make it much less desirable than good behavior. JMPS wishes to instill responsibility for one's actions by holding students accountable for their choices.

Students who behave outside the Code of Conduct will receive one of three types of misconduct tickets. The student will receive a copy of any ticket issued, and the school will require that the student return the ticket to the discipline team with a parent's signature. Failure to return a ticket requiring a parent's signature will result in additional disciplinary action. In cases where the student is going to go on the disciplinary Steps, the parent/guardian 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 lack of responsibility. Middle school and high school misdemeanor tickets will be passed on judicially to the judicial branch of the JMPS student government at the discipline team's discretion.
- **Felony** (relative to our campus) 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, church, or other people's property, and the use of vulgar language. All felony tickets are adjudicated by the discipline team.
- **Health/Safety** tickets are given for any misconduct that results in actual or potential bodily harm to oneself or another student such as horseplay. All health/safety tickets are serious infractions and are dealt with by the discipline team.

JMPS utilizes a three-step disciplinary process. Students who demonstrate a pattern of receiving misdemeanor or low-level felony tickets will begin with Step One, although a student may go directly to Step One (or Step Two or Three) for a single egregious offense. Adult age students and parents of minority age students will receive written notice when the student is placed on or is advancing on Steps. 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

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student through the three-step process more quickly. The discipline team reserves the right to make disciplinary decisions based on the safety and well-being of the student and others.

The school will attempt to notify parents/guardians by phone or email 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 will 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 discipline team and often other internal disciplinary consequences such as copying sentences, lunch detention, or school community service. The principal will contact the parent via phone or email. Lunch detention requires that a student report to a designated area within 5 minutes of the start of their lunch period. The student will sit silently for the duration of the lunch period. The student can eat lunch during this time, but talking, socializing, reading, listening to music, doing homework, sleeping, etc., will not be permitted. School community service involves a student performing a task or a series of tasks on the campus. School community service is assigned during study hall. These tasks are of a physical nature and often involve cleaning and picking up around campus. 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 discipline team. Internal disciplinary consequences will also occur (such as lunch detention, community service, in-school suspension, etc.).
- **Step Three** is the most serious internal disciplinary step that the school will take. External disciplinary action (notification of law enforcement) will occur when necessary. Step three may result in suspension or suspension-pending-expulsion, and removal from extracurriculars and school events. Students placed on step three are to arrive at 7:55 am and report to the front office. They are to leave campus immediately after dismissal.
- **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 racist or sexist comments, or offensive remarks about a person's religious beliefs is forbidden. The use of profane, vulgar, offensive, or off-color language is prohibited. Students should refrain entirely from indulging in gossip, insults, 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), including but not limited to tobacco, vape pens, alcohol, or drugs of any type for which the student does not have a prescription on file with the school office or prior permission from the student's parent(s); dangerous devices (or look-alikes) or weapons, including but not limited to knives, guns; 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 (PDA), sexual activity, or physical horseplay on school grounds or at school events. This includes handholding or prolonged hugs or physical

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contact. Students who engage in such acts will be subject to severe disciplinary action. PERMITTED PHYSICAL CONTACT INCLUDES: brief side hugs, fist bumps or high fives, or handshakes.

4. Food should be eaten only in designated areas (cafeteria and outside). People should clean up after themselves when they finish eating. Gum is prohibited on campus.
5. Respect for property (be it school, church, or personal) must always be upheld.
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 email, 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, and may result in notification of law enforcement authorities, suspension, and/or expulsion.
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. Laptops, electronic readers, electronic tablets, and all other electronic devices, games, and other toys that are not part of the academic or extracurricular program are not to be brought to campus. Cell phones and any other electronic devices (such as smart watch and air pods/headphones) must be turned into a student's first hour teacher each day by 8 am, and students may pick up these items when school ends. Students who violate this policy will receive a felony ticket and will be required to turn in their phone (or other electronic device) to the office before 8:00 am daily. A second violation will result in another felony ticket, automatic community service, and will continue to turn in their cell phone and/or electronic device to the front office each morning before 8 am. Continued violations may result in further disciplinary action, including suspension and/or expulsion.
9. Academic dishonesty is considered extremely serious and will result in a felony ticket, parental contact, and disciplinary action, and may result in suspension or expulsion. Academic dishonesty includes but is not limited to the use of AI, 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. At all times, the guiding principle is "if it isn't your work, don't put your name on it." Students who commit academic dishonesty in any form shall receive no credit for any assignment(s) in question and will not be offered or allowed make-up work to replace or compensate the lost credit for such assignment(s).

The school does not utilize corporal punishment (e.g., paddling or 'spanking') consequently, pursuant to A.R.S. 15-843. The school does utilize lunch detention, community service, group accountability, and other corrective methods in the practice of student discipline.

### Bullying

James Madison Preparatory School is committed to each student's success within a caring, responsive, and safe environment. The JMPS Code of Conduct is the foundation of everything that is done at the school and the guiding force in dealing with discipline issues. The Code of Conduct describes the positive behaviors expected of everyone in the JMPS community. JMPS does **NOT** tolerate bullying and will address any issue that is brought to the attention of the school administration. JMPS defines bullying (whether verbal, social, physical, and/or cyberbullying on social media platforms) as an abuse of power that creates an environment of fear and intimidation that is recurring and deliberate.



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JMPS defines bullying as the following:

- Verbal bullying is saying or writing mean things. Verbal bullying may include:
  - Malicious or persistent teasing
  - Mean spirited name-calling
  - Inappropriate sexual comments
  - Taunting
  - Threatening to cause harm
- Social bullying (including cyberbullying), sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying may include:
  - Telling other children not to be friends with someone
  - Spreading rumors about someone
  - Embarrassing someone in public
  - Embarrassing photos, videos, or memes
  - Negative texts in group chats
- Physical bullying involves hurting a person's body or possessions. Physical bullying may include:
  - Hitting/kicking/pinching
  - Spitting
  - Tripping/pushing
  - Taking or breaking someone's things
  - Making mean or rude hand gestures

Disciplinary action may result for bullying (as defined above or determined by the directors of JMPS) which occurs outside of the school and the school day when such bullying results in a substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, or at school sponsored events and activities, or when such act(s) create a disruption to the school campus. All suspected violations of the law may be reported to local law enforcement and to the Arizona Department of Education's AZ SAFE system.

If bullying is suspected, members of the JMPS community are expected to show courage and come forward and report the incident to the school discipline team or JMPS staff. Most of the time bullying behaviors are done out of the sight of JMPS faculty and staff, so they may not be aware of it happening. The ability for JMPS faculty and staff to deal with allegations is directly proportionate to the speed in which it is reported. Have the courage to speak out and bring the incident to light. It is the position of JMPS to deal with such matters swiftly and justly. **Allegations or complaints of bullying should be made to any of the JMPS faculty and staff immediately after occurrence for the discipline team to best handle the allegation.** Incidents reported weeks, months, or years after the fact are difficult, if not impossible, to investigate or resolve.

### Electronic Devices

Students are not allowed to bring electronic devices to school. The sole exceptions are cellular phones and air pods/headphones which may be brought to campus at the student and family's discretion and risk. JMPS assumes no responsibility for the safety of said items. If brought to school, these items must be checked in with the student's first hour teacher before 8:00 am. These items should be clearly labeled with the student's name. Smartwatches are excluded and not allowed by students on campus between the hours of 8:00 am and 2:50 pm.

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Students may not access their electronic devices during the school day. If a student is found to possess them during the school day, they will receive a felony ticket and will automatically receive consequences such as lunch detention or community service. These items will be considered contraband and will remain in the possession of school administration until a parent or guardian picks the item up. A second violation will result in another felony ticket, automatic community service, and the requirement that the student turn in all electronic devices directly to administration via the Front Office each morning before 8:00 am. Continued violations may result in searches and further disciplinary action, including suspension and/or expulsion.

Violations of this policy 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.

### Hazing

Hazing is prohibited at James Madison Preparatory School, including all school-based teams, groups, organizations, or other school-related activities. "Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or with other persons, against another student, and in which both of the following apply: (a) The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with James Madison Preparatory School; and, (b) The act contributes to a substantial risk of potential physical injury, mental distress, or degradation, or it causes physical injury, mental distress, or personal degradation.

Any solicitation to participate in hazing is prohibited at James Madison Preparatory School, and students may not give their permission to participate in or agree to hazing, nor is such 'permission given' a defense in the event of a complaint of hazing against an individual.

The school's administrators, teachers, coaches, and staff are prohibited from engaging in, promoting, or allowing such hazing behaviors in all circumstances; and they shall report any such hazing behaviors immediately to the school's discipline team. Any student, teacher, coach, or administrator who fails to do so is subject to disciplinary action.

Any activity, team, or other school-related or school-sponsored group that engages in, supports, promotes, conceals, or in any other way practices hazing may be eliminated as a program or have its permission to represent the school suspended.

All complaints or concerns that hazing is occurring at JMPS must be reported to the discipline team in writing, using the school's established complaint process. Students under suspicion of hazing are subject to the full disciplinary consequences in use at the school and may be subject to law enforcement or other official investigations or charges. All individuals under investigation, charged, or otherwise implicated in hazing charges at the school are entitled to due process and all appeal rights as established by the school.

### 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 JMPS 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 their/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

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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. Although this is not a preferred form of discipline, group accountability can be utilized for circumstances that are deemed appropriate. An example of this is leaving trash in the cafeteria or outside in the gazebos/pavilion area after lunch has ended.

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 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, with additional peer support. If the problem persists, it will be necessary to notify school officials of the situation.

### Disposable Water Bottles

Disposable water bottles are not permitted on campus at JMPS. Students in possession of disposable water bottles will have those water bottles confiscated. Students should bring their own permanent water bottle of an appropriate shape and size (squeezable water bottles are not permitted). The permanent water bottle should be clearly labeled with the student's name. For safety and illness prevention, students are not allowed to share water bottles.

Any labeled permanent water bottle found on campus will be returned to the student, while unlabeled water bottles will be placed in the lost and found.

The JMPS staff reserve the right to deem what is an appropriate permanent water bottle. If a student is unsure about their water bottle, they should consult with the principal.

### Dress Code

There is a separate Dress Code Handbook for middle school students and another for high school students. Please see these supplemental attachments for the specifics of the JMPS 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 receive 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 they can go home to change into appropriate clothing. The student may be placed into in-school suspension until their parent arrives. Missing class time due to Dress Code violations is considered an unexcused absence.

Each time a student is served a Dress Code ticket, they may be required to complete a sentence copying assignment. Students who are served Dress Code tickets may also be assigned community service tasks

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and/or lunch detention. Students who repeatedly violate the Dress Code (more than three tickets in a trimester) will be placed on the discipline Steps per the school's discipline policy.

### Field Trips

James Madison Preparatory School offers student travel and field trip opportunities during the school year, providing the students eligible for such trips have demonstrated the ability to conduct themselves in accord with the Code of Conduct.

For all student travel and field trip opportunities, parent permission slips and any associated payment must be completed and turned in according to instructions by the announced due date. Any student whose permission slip and/or payment is not completed and turned in by the due date will not be allowed to attend. Inability to pay will not be a reason for students to miss a field trip opportunity. Please contact the business operations coordinator so accommodation can be arranged.

When traveling with the students, we MUST be able to trust that they will always be at their absolute best, no matter what the circumstance. We need to know that they will act in the interest of everyone's safety and security. When we stay in hotels, eat in restaurants, or visit attractions, students are expected to live the Code of Conduct, and any violations of the Code of Conduct will result in discipline if warranted. It is vitally important to us to be leading groups of people who will be a credit to themselves, their families, and their school.

If a student is absent the day before a field trip, that student will not be allowed to participate in the field trip.

In the end, such travel is a privilege – not a right. It is earned and kept by repeated care and frequent exercise of all traits of the Code of Conduct. As such, these valuable travel opportunities, which are in place to provide for extra learning outside the classroom, may be lost by individual students or entire groups. Once lost, it may take considerable time to have these privileges restored.

### Final Exams

Final exams are given at the end of each trimester and are included in that trimester's Report Card. The purpose of final exams is to motivate students to spend time and thought studying the course material and synthesizing concepts from across the trimester. This focused review increases retention of students' new knowledge.

Students who miss a final exam shall receive an "incomplete" in the class which will be indicated on their Report Card. It is the student's responsibility to make arrangements to take their missed exam. The time limits for making up final exams are as follows:

- First Trimester: Missed finals must be made up within the first week of the second trimester.
- Second Trimester: Missed finals must be made up within the first week of the third trimester.
- Third Trimester: Missed finals must be made up within a week of the missed exam.

After a student makes up their missed final exam, their "incomplete" is removed and the grade of the exam is calculated into their trimester grade in that class. A new, updated Report Card is issued, and their official transcript reflects the completed class.

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If a student does not take a final exam within the time limit, their “incomplete” is removed and a score of “0” for the final exam calculated into the trimester grade for that class. A new, updated Report Card is issued, and the official transcript reflects the completed class.

### 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 completed by the Arizona Department of Public Safety and the FBI. Adult school volunteers who work with students fewer than five times per year will be accompanied or supervised by a staff member. The principal will supervise the use of fingerprinted and non-fingerprinted volunteers.

### General Office Procedures

Please be aware that the behavior and speech of everybody in the front office, e.g., teachers, parents, family members, students, staff, etc., set the tone of the office. If an individual presents a threatening, belligerent, or otherwise inappropriate attitude in the front office, the administration reserves the right to remove that individual or contact law enforcement immediately. Students may only use the front office phone with staff permission and may not use their cell phones during the day. Students who are rude or disrespectful to their parents or others on the phone in the front office will be interrupted and corrected, and they may lose the privilege of completing their call. Students who are rude on the phone may also receive a Code of Conduct ticket.

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:

- When calling, if the school phone goes to voicemail, please leave a detailed message so that we may 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 caller’s needs. Please remember, the school makes no guarantee to deliver personal, non-emergency messages to students.
- For reasons of confidentiality and security, 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.
- Parents or family members must come into the front office to drop off any school-related items for a student, including lunches, prescriptions, academic work, school or athletic clothes, or uniforms. Please do not walk around the campus to try to find the student to give them the item(s), as this is a violation of the closed campus and visitor policies. Please do not bring in personal effects or expect such items to be held in the office for students. The front office is not an appropriate place to store personal effects. This includes backpacks for weekend trips, luggage, or musical instruments.
- 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

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requires a visitor's pass. Once the visitor's business or visit is concluded, they MUST sign out in the front office and return the visitor pass, and then leave the campus directly.

- All parent or student requests for copies of school communication, records, correspondence, or other school-related information will be provided to the person requesting within five (5) school days. We will not provide immediate copy, fax, or file access service. Large file requests, frequent requests, or repeat requests for copies may result in a charge of twenty-five cents per copy, payable at the time of the copy request. Administration reserves the right to determine which requests will result in a copy charge.
- Regarding transcript requests:
  - Students/parents/guardians need to request in writing a transcript from an administrator.
  - The request should provide the following:
    - Person requesting
    - Name of the place the transcript is to be sent
    - Address, phone number, and fax number of the place the request needs to be sent
    - Specification official or unofficial transcript.

Once the request has been made, the school has five (5) school days to process and fulfill the request. Students will receive a total of five (5) free transcript requests to colleges during their time at JMPS. Any request made over the five colleges, or for any other purpose, will result in a \$2 charge for unofficial transcripts and a \$5 charge for official transcripts. The administration will track this information and payment will be required at the time of the request. The administration will provide a receipt to the person making the request. Please note that transcripts are only available for grades 9-12. JMPS does not create transcripts for grades 6-8.

JMPS faculty and staff realize that every one of our customers has service needs. Please be respectful of the school staff, who work each day to meet the needs and priorities of all students and families. While we would like to be able to help each person immediately, it is just not possible to do so, and it may be that another customer's needs require more immediate service than do your own needs. Thank you for your cooperation, patience, and understanding.

## Grades

### Academic Ineligibility

Students who have a grade of 59.4% (F) or lower in one or more classes on the latest course grades report will be ineligible to dress for and play in the games of any athletic team they are on for the following three-week grade check period. This also applies to students with two or more grades of 69.4% (D+) or lower. Academically ineligible student-athletes may be allowed to practice with their team while ineligible, but that decision is left to the team's head coach. This policy also applies to non-athletic extracurricular activities, such as drumline. This policy does not apply to activities in which students earn a partial credit, such as choir, drama, Academic Decathlon, and orchestra.

### Academic Probation (High School Only)

Students in Deep Freeze Study Hall for three consecutive grade check periods (grade check, progress report, and/or report card) will be placed on Academic Probation. These students will be ineligible for all extracurricular activities (including team practices and games), partial credit curricular activities, field trips (including the Senior Trip), and other school sponsored activities, such as dances and movie nights. Any

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monies paid toward such activities are non-refundable. A student on Academic Probation will have a conference with the principal, the student's advisor, and the student's parent. The student will have a plan designed by the student, the principal, advisor, and parents to get off academic probation. Once the student has met the goals of the plan, they will be off Academic Probation. If the student fails to follow the plan, they will be subject to disciplinary action.

### Explanation of Grade Point Average (GPA)

<b>Percentage</b>	<b>Letter Grade</b>	<b>Grade Point Value</b>
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
00-59	F	0.00

GPA 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 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.

### Deep Freeze

High school students who have below a 69.5% (D+ or below) grade in any class for three consecutive course grade reports will be placed in "Deep Freeze" (a strict study hall) for the subsequent three-week grade check period. If a student can raise all grades to 69.5% or higher at the end of the grade check period, they will go back into regular study hall.

Deep Freeze is a silent study hall where the students are required to sit alone and **MUST** work on assignments in the failing class(es). Students should come to Deep Freeze with all the appropriate study materials. There is minimal talking allowed and talking is limited to academic subject matter only. Students in Deep Freeze may not leave to receive tutoring or for any other reason, including but not limited to rehearsals, extracurricular activity games or practices, or field trips. Students who refuse to work during Deep Freeze study hall will receive a misconduct ticket and may be placed on Step One of the disciplinary Steps (or advanced to Steps 2 or 3) referenced in the discipline section of this handbook. Students are strongly encouraged to make tutoring appointments during office hours for the classes in which their average is below 69.5%.

### Grade Appeals

Students will receive official grades for their course work on report cards each trimester. Adult students or parents of minority age students wishing to appeal grades given for their coursework must file an official

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grade appeal with the principal within thirty calendar days of the date report cards are mailed out. After the 30-calendar day official appeal period has passed, no appeal of report card grades will be honored.

### Honor Roll

Honor Rolls are announced each trimester. Names of students with a trimester grade point average of 3.00-3.33 will be on the B Honor Roll. Names of students with a trimester grade point average of 3.34-3.66 will be 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 and will be recognized at the first and second trimester award ceremonies.

## Graduation and Promotion

### High School Graduation Requirements

JMPS operates a trimester system, with six courses a trimester for each student in high school grades 9-11, and at least five courses each trimester for students in grade 12 (seniors). Each course is one credit, with sixty-eight course credits needed to graduate. The table below shows the credit and other requirements for graduation.

While most courses listed are required for graduation, students may take electives in the upper grade levels, depending on circumstances and successful completion of required course work. Transfer credits are assessed based on previous course content and completion. Transfer students may be required to complete additional JMPS required classes to graduate.

JMPS places considerable value on proficiency, and each student's percentage of course completion at mastery level is considered in awarding the various diplomas. (Mastery is achieved in a class when a student earns the letter grade of C or higher.) JMPS students' achievement is also tracked using GPA. A 1.00 cumulative GPA is required to graduate.

The following table represents the requirements for each diploma offered.

### JMPS REQUIREMENTS FOR GRADUATION

	Madison Diploma	Mastery Diploma	Scholar's Diploma
<b>Course Credits</b>	68	68	72
<b>% Of Courses at Mastery Level</b>	N/A	85% and up	95% and up
<b>Grade Point Average (GPA)</b>	1.00 and up	2.67 and up	3.67 and up
<b>Percentage of Satisfactory Units</b>	80%	100%	100%

For a student to become the school valedictorian, the student must graduate with a Scholar's Diploma.



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To pass a single trimester class, a student must earn at least 60% of the total points. Students must retake single trimester classes they fail. In most yearlong classes (e.g., Classic Literature 1, 2, and 3) students must average at least 60% over the three trimesters to move on and avoid repeating the yearlong class. Certain yearlong classes, however, require that each trimester be passed. In these classes students will repeat the trimester(s) they failed, but not necessarily the entire year. This applies to Honors Biology 1, 2, and 3; Honors Chemistry 1, 2, and 3; Honors American History A, B, and C; and Honors American History D, E, and F.

For a student to be eligible for a Scholar's Diploma and Gold Cord, they MUST take at least two of the following yearlong elective courses: AP Calculus AB; AP Calculus BC; Honors Physics; AP Statistics; Honors Anatomy and Physiology; Honors History (Civil War, Political Science, Classics); Honors Spanish 7, 8, 9; or Honors Latin 7, 8, 9.

Eligibility for the Scholar's or Mastery Diploma and Gold or Silver Cord at graduation is also dependent on successful attainment of all course mastery units through the student's high school career.

### Sixth, Seventh, and Eighth Grade Promotion

Eligibility for promotion into ninth grade is based on completion of all state of Arizona and school academic requirements for middle school.

Eligibility for promotion to the next grade from the sixth, seventh, and eighth grades is based on the following requirements.

- For JMPS eighth graders to be promoted to ninth grade, they need to have a cumulative eighth grade GPA of 1.67 or higher.
- JMPS seventh graders must have a cumulative GPA of 1.33 or higher to be promoted to eighth grade.
- JMPS sixth graders must have a cumulative GPA of 1.33 or higher to be promoted to seventh grade.
- Along with this, to be promoted to the next grade level, students must average 60% or better in core classes (Math, Science, Social Studies, English). If a student fails two or more trimesters of a core class in a school year, they will repeat the sixth, seventh, or eighth grade.
- A letter will be mailed to parents with report cards informing them if their child is in danger of failing due to attendance, grades, or GPA.

An eighth-grade class recognition reception will be held at the conclusion of the school year.

### Homework and Late Assignments

Students should expect to do homework most weekday nights and some weekends. 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.

Individual teachers have the latitude to make exceptions to these policies related to assignment deadlines, but students should be certain to communicate with their teachers before expecting ANY exceptions.

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Students 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, they will be given as many extra days to do the assignment as they were 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. This does not apply to long-term assignments; however, a teacher has the latitude to make exceptions based on individual circumstances.

Students absent on the day of a test will take the test on the first day they return to school. Students who take a test later than the rest of the class may 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.

### Rough Draft Policy

James Madison Preparatory School puts great emphasis on effective writing practices.

Students may be given the opportunity to increase their score on a long-term paper assignment by submitting an outline and a rough draft one week prior to the due date. A student will receive a 10% bump in their final score by submitting an outline and rough draft one week prior to the due date, making the changes to the paper that the teacher has suggested, and handing in the final paper along with the rough draft by the due date. Individual teachers may elect to make the turning in of rough drafts required, and failure to do so by the student may negatively impact the final grade on long-term papers.

The Rough Draft Bonus applies to the Senior Project Research Paper.

## Illness and Medications

JMPS is concerned about the health of the students. The school does not employ or contract the services of a school nurse. When a student complains of illness at school, we will contact their parent(s) to arrange pick-up for the student.

Students showing signs of fever, active and/or unmedicated infections (e.g., pinkeye, strep throat, etc.), or other contagious conditions should not be brought to school, and if necessary, will be sent home.

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. If 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.

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### Student Medications

To ensure 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, pharmacy-labeled for individual student use. When checking in medications, a prescription intake form must be filled out and signed by parent/guardian and staff. Over the counter and prescribed drugs that are not checked in at the front office are considered contraband, and possession and/or use by students may result in disciplinary consequences. Exceptions to this rule are cough drops, inhalers, and epi-pens; however, if shared with any other student, it may result in disciplinary consequences.

Students must report to the front desk for their medication at the prescribed time(s), where they will take their medication under supervision. Students will be excused from class for prescribed medication times or medical emergencies. Parents who wish for JMPS to administer a prescription medication to their student during the school day must complete a medication count and authorization form. JMPS maintains a medication log for all prescription drugs administered by JMPS staff.

The school keeps a small supply of acetaminophen, ibuprofen, and antacids on hand for students. 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. The school does not keep over-the-counter stomach or cough/cold/allergy medications on hand for student use. School staff will track student use of all over-the-counter medications provided and will notify parents if the use of such medications seems excessive.

### Medical Marijuana

A.R.S. 15-108. Medical marijuana; school campuses; prohibition; definition

(Subsection A was added with a 1998 Prop. 105 clause pursuant to L12, Ch. 159)

A. In addition to the limitations prescribed in section 36-2802, subsection B, a person, including a cardholder as defined in section 36-2801, may not lawfully possess or use marijuana on the campus of any public university, college, community college or postsecondary educational institution. This subsection does not prohibit medical research projects involving marijuana that are conducted on the campus of any public university, college, community college or postsecondary institution as authorized by applicable federal approvals, which may include the United States food and drug administration, the United States drug enforcement administration and the national institutes on drug abuse, and on approval of any applicable university institutional review board.

B. A person may not lawfully possess or use marijuana on the campus of any high school, junior high school, middle school, common school or preschool in this state.

## Interrogations, Searches, and Arrests

### Arrest

When a peace officer enters a campus providing a warrant or subpoena or expressing an intent to take a student into custody, the office staff shall request the peace officer establish proper identification, complete, and sign a form for signature of an arresting officer or interviewing officer. The school staff shall cooperate with the officer in locating the child within the school. School officials may respond to parental

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inquiries about the arrest or may, if necessary, explain the relinquishment of custody by the school and the location of the student, if known, upon contact by the parent.

### Child abuse or abandonment of a student is alleged

Please note that as a school James Madison Preparatory School is a mandatory reporter. When a report is made, it is confidential information that is not shared with other staff, administration, parents, etc. If a Department of Child Safety worker or peace officer enters the campus requesting to interview a student attending the school, the school administrator shall be notified. Access to interview shall be granted when the child to be interviewed is the subject of or is the sibling of or is living with the child who is the subject of an abuse or abandonment investigation. The personnel of the school shall cooperate with the investigating Department of Child Safety worker or peace officer. If a student is taken into temporary custody in accordance with A.R.S. [8-821](#), the Department of Child Safety worker or peace officer may be reminded to notify the student's parent of the custody, pursuant to A.R.S. [8-823](#). The Department of Child Safety worker or peace officer shall be requested to establish proper identification and complete and sign a "Form for Signature of Interviewing Officer." Six (6) hours following the relinquishment of custody by the school, school personnel may respond to inquiries about the temporary custody of the child and may, if considered necessary, call the parent.

### Interviews

School officials may interview students regarding matters that happen at school without restriction. The parent will be contacted if a student interviewed is then subject to disciplinary action for a serious offense. A student may decline at any time to be interviewed by school officials, a School Resource Officer (SRO), or another peace officer.

### Police Presence on Campus

When police visit campus regarding incident that took place off campus and no issue of student population safety is presented. If a peace officer enters the campus requesting to interview a student attending the school on an issue other than upon request of the school or for abuse or abandonment, the school administrator shall be notified. If the officer asks that parents are not to be contacted because the interview is related to criminal activity of the parent(s)/guardian, the school official shall comply with the request. Unless these circumstances exist, the parent(s) will be contacted and will be asked if they wish the student to be interviewed. If the parent consents, the parent will be requested to be present or to authorize the interview in their absence within the school day of the request. Where an attempt was made and the parent(s) could not be reached or did not consent within the school day of the request, the peace officer will then be requested to contact the parent(s) and plan to question the student at another time and place.

When police are on campus for incident that took place on campus and the safety of the student population is of concern. When a peace officer is present on the campus to interview students at the request of school authorities due to concerns for the safety of the students in the school population, parent contact shall only be made if a student is taken into custody or following the determination that the student may be subject to discipline for a serious offense. The SRO or other peace officer present at the request of the school for the continued maintenance of safety and order, may interview students as necessary regarding school related issues as determined by school officials and parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

Staff members are to report any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury and

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any conduct that poses a threat of death or serious physical injury to employees, students, or others on school property. All such reports shall be documented and communicated to the school principal who shall be responsible for reporting to local law enforcement. Conduct that is considered to be bullying, harassment, or intimidation shall be addressed according to the school's policy statements regarding such conduct, as required in A.R.S. [15-341\(A\)\(36\)](#).

The school is to notify the parent of each student who is involved in a suspected crime or any conduct that is described above, subject to the requirements of federal law.

### Searches

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. Disrobing of a student is overly intrusive for purposes of most student searches.

Items provided by the school for storage of personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy, and storage areas may be inspected at any time with or without reason, or with or without notice, by school personnel.

### 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 the most nutritious and least expensive way to eat at school. Refrigerators are 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. Lunches and lunch 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.

Due to safety issues, JMPS does not have student microwaves on campus. Students should bring lunches that need not be microwaved.

Food may be delivered to the campus ONLY under the following circumstances: as a school sponsored activity, including extracurricular groups meeting at lunch; or as a delivery by a parent to their child(ren), which must be brought to the front office or checked by a staff person. If lunch is being delivered, school administration reserves the right to search and/or confiscate the lunch. Parents who plan to deliver lunch to school should be aware of the time lunch is scheduled for that day. Lunches delivered after the lunch period ends will be held for the student, but the student will not be released from their afternoon classes to eat lunch. Lunch may NOT be delivered directly to the student from any vehicle or person in the parking lot or from restaurants such as UberEATS and Door Dash.

Pursuant to Arizona attendance statutes, the school's closed campus policy, and in the interest of student and campus safety, students, regardless of age, are not permitted to leave campus for lunch. Parental requests or permission to excuse a student to leave campus for lunch will not be honored, including requests or permission to allow their child to leave campus with another student and their parent(s).

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### 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. We require each student and parent to sign the Parent Acknowledgement of School Disclosures Regarding Academics, Code of Conduct, Dress Code, Family Handbook as well as initial each item in it. The Parent Acknowledgement of School Disclosures establishes the student's intent to work hard as a student and the parents' intent to support the student's commitment to their education.

### JMPS Community Events

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 lots 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 more enjoyable.

Throughout the year several events take place to foster a sense of community between parents, students, and faculty. Past events have included open houses, parents' nights, movie nights, outings, yard sales, barbecues, talent shows, sporting events, graduation and awards ceremonies, dramatic productions, and concerts.

It cannot be overemphasized how important parental support and participation are at these types of events. As a small school community, we all must support each other.

### Parental Support

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, James Madison Preparatory School 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. For students to be truly successful at JMPS, their families must provide dedicated 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 practical and philosophical support has to do with parents reserving judgment about episodes that occur at school and 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 the parents have had the full benefit of other points of view on the issue, including the administration's. As adults, we should ALL be on the same team, not operating as adversaries. You chose this school, so we assume that you chose to be a part of this school and its community and culture, including the Code of Conduct and this handbook. Since you have chosen this school, it follows

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that you trust the school to help raise your child. We honor your trust, and we take it very seriously. Parents who consistently approach these episodes involving their child, or their contact with the school's administration, staff, or faculty in a negative, confrontational, or adversarial manner, will be invited to leave the school community to choose another school.

- ✓ **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 coaches, tutors, and event volunteers. One of the best ways for JMPS parents to be involved with our community is to ANSWER THE CALL when volunteers are needed! Keep your eyes open for opportunities through the school newsletter and the Facebook posts, and keep in mind that EVERY ACTIVITY ON CAMPUS PROBABLY NEEDS HELPERS! It is great when parents show up and ask, "How can I help?" This is the tradition and culture of JMPS – students, parents, staff, and faculty working together to make our campus community better: more friendly, more helpful, more inclusive – MORE LIVING THE CODE!

### Parent Communication

The main form of parent communication at JMPS is our app. The app is available for iPhone or Android, and we strongly suggest downloading it right now! The JMPS app gets you everything you need, including links to our website, madisonprep.org, and plus vital information regarding calendars, links to sports and activities info, fee schedules and payment, notifications, and of course, our school store. We have an incredibly helpful weekly newsletter we share on the app and via email highlighting what's happening and what's coming up.

We promote the school via social media platforms like Instagram, Facebook, and YouTube and are always on the lookout for new content – please share your photos and videos with us!

Parents should expect to receive a total of twelve grade check reports each school year, four per trimester, given to your student at school and also mailed to your home address. Specific to individual student communication, on behalf of students whose parents are separated or divorced, the school will make every reasonable effort to share the student's school progress with all parents who have a legal right to such information, provided the school has been provided with the current contact information of such parties. Please see the Child Custody section for additional details.

If your family moves, or you change phone numbers or emails, please let the Front Office know. We cannot communicate with you if you do not keep us informed of changes to your contact information, which can make things very difficult when trying to reach you when your child is injured or sick.

### Personal and Academic Habits

Below are some suggestions on how families can support and improve academic performance:

- On school days, restrict or eliminate TV watching, video and computer gaming, and Internet surfing and chatting.
- Limit your student's outside distractions while doing homework.

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- Help your student get plenty of rest. A regular and consistent bedtime on school nights is a sensible idea. The American Academy of Pediatrics recommends people ages 13 to 18 get 8 – 10 hours of sleep per night.
- We SERIOUSLY recommend not allowing students to take their cell phones to bed. It is our understanding, based on conversations with the students themselves, that they will stay up into the early morning on Snapchat, Instagram, and YouTube. They are then not alert, even sleeping, in school the next day. An overnight phone charging station in another part of the house is highly recommended.
- Help your student eat a balanced diet and avoid too much fast food, soda, energy drinks, 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, teaches young people that punctuality does not really matter, and has disciplinary consequences per the state and school's Attendance and Tardy policies.

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.

### Personal Effects

JMPS does not use lockers at school for student use. Students are allowed to bring a backpack for carrying study materials to, from, and around school. While the purpose of 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 and reserves the right to prohibit items from being brought to campus.

Students are expected to use designated areas for leaving their backpacks when in class. Outside some classrooms there are designated areas on the sidewalk that have been painted for the parking of backpacks. There are also backpack trees for students to hang backpacks on. Items not in a designated space will be taken to Lost and Found.

At the end of each school day the designated backpack areas are cleared of personal effects, which are then taken to the Lost and Found bin.

- The Lost and Found bin is kept outside near the office doors.
- Items in the Lost and Found bin will be taken and donated to charitable organizations on a regular basis. The school reserves the right to retain valuable items or school property (e.g., books, uniforms, etc.).

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.



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### Senior Projects

**To graduate from James Madison Preparatory School, seniors must complete a Senior Project.** Senior Projects resemble independent study courses, with a required 20–35-minute presentation before the entire student body at morning assembly. A panel of JMPS high school teachers evaluate Senior Project presentations. The average of all their scores is combined with the score on the final paper. The paper counts for 50% of the final Senior Project score with the presentation accounting for the other 50%. The overall score must be at least 60% to pass. Seniors who reschedule their presentation date will have 10% deducted from their presentation score for each change to their presentation date. **Seniors must complete their presentations by Friday, April 25, 2025.** Seniors must supply all teachers grading their Senior Project with a full list of works cited prior to delivering their presentations.

Senior Project advisors can be requested (especially if the advisor’s field is relevant to the student’s topic) but acceptance of a student is at the discretion of the teacher. Advisors will accept a maximum of two advisees per school year.

**Senior students are encouraged to take full advantage of the following resources as they prepare their Senior Project presentations and papers:**

- Students are required to request a teacher as an advisor, to assist in developing their thesis, locating resources, critiquing research, and reviewing drafts.
- Students are required to schedule a faculty jury preview of the presentation (or ‘run-through’), to provide constructive criticism at least two weeks prior to the presentation date.
- Schedule all technical needs for successful presentation, including computers, projector(s), microphone(s), theatre lights, etc., at least three days in advance of the date of their presentation.

If seniors fail or do not complete their project by Friday, April 25, 2025, students will not be allowed to go on the senior trip and any monies will be forfeited.

### Special Education

As a public charter school, James Madison Preparatory School will enroll students with disabilities, regardless of condition, severity, program or service needs, or accommodations or modifications. Upon enrollment, parents of special education students will go through the admissions process prior to attendance, to determine academic placement and special education needs via the MET/IEP or 504 process.

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 eligible to be evaluated for possible Special Education placement. Please see the section below on Child Find Policies and Procedures. Please contact the Special Education Coordinator or principal for more information.

### Student Drivers

Students who drive to school and wish to park in the school parking lot will be required to obtain a parking permit from the front office. This permit should be clearly displayed while the car is on campus. Student drivers are expected to renew their pass each year.

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Students who drive to school should park in the parking lot, but not in the section north of the main church building. Students will not be allowed to go to their parked car during the day unless escorted by a staff member. Students who park their car on the campus should be aware that they are parking on private property, and therefore their car is subject to search should reasonable suspicion exist.

Reckless or careless drivers may lose the privilege of the use of the parking lot.

### Student Government

America's system of government depends on citizen participation. JMPS's student government includes all three branches of this system: executive, legislative, and judicial. Each student in grades 9-12 is required to participate in the JMPS student government.

Students will experience at least two of the three branches of the government during the four-year high school career, and they might, in some cases, change branches during the school year to enhance the experiential nature of the learning process.

We are devoting time and resources to actualizing student and faculty participation in each branch, with checks and balances on the limited powers defined for each. *Real legislation* will be drafted, *real compromises* will be reached in the passage of bills, and real *decisions* will be made regarding school functions, social activities, enrichment club activities, student fundraising, and other appropriate student issues in accordance with the school constitution.

As in the American system, the legislative branch will draft and pass legislation, the executive branch will sign or veto passed legislation and enforces signed legislation, and the judicial branch will decide alleged breaches of the Code of Conduct. Naturally, school administration will deal with egregious student infractions (i.e., felony and health/safety tickets), transcending the student government. To keep the student government focused and moving ahead, once a year the president will formally address the three branches of student government and the student body with a prepared speech, the State of the School Address.

### Study Hall

Study hall time is used for studying or free time for high school students who have earned the privilege. When study hall is used for supervised studying, it is orderly and quiet. This atmosphere is created to eliminate distractions and better help the students improve their academic position. Teachers are available to the students for individual help during study hall. Students may be released to another teacher's classroom for tutoring at study hall if they have received an appropriate pass to do so prior to the start of study hall. Students are encouraged to ask for help, but they should understand that a teacher can only tutor two or three students during a study hall period. Therefore, getting a pass from a teacher for study hall tutoring should be done well ahead of time.

High school students who have earned free time during study hall are free to use the 35-minute study hall period as they see fit. The campus is open for them to find a place to settle and study. High school students who are caught up on their work can choose to use their study hall time for other, more relaxing, social or recreational activities. Students are welcome to stay in a supervised, quiet study hall if they prefer. High school students who have a C or higher in all their classes on their latest course grades report (Progress Report, Grade Check, or Report Card) and do not receive any tickets earn the privilege of free study hall time.

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### Study Materials

To do well at school, a student must be prepared with the proper tools. All middle school students will be required to use an academic planner and it is highly recommended that all high school students use an academic planner. Each student should be prepared with a planner, 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 one-half 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. Some teachers prefer that students utilize composition notebooks. One tool that is extremely helpful for several classes is a packet of flash/note cards. Math classes may expect students to bring graph paper, and a graphing calculator will be beneficial for all math classes at or above Algebra level.

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:

- 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 (used in only well-ventilated areas after PE, not in classrooms)
- Permanent markers
- Liquid Paper™ or other brand correction fluid/pens
- Duct tape
- Disposable water bottles
- Chewing gum
- Electronics
- Fidget spinners or other ‘fidget toys,’ unless as a written accommodation for a 504/IEP, and if so authorized, must be kept under the level of the table, to not interrupt other students, and to remain as inconspicuous as possible.
- Any other items as determined by administration

### 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 a 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.

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- to investigate, document, track, and resolve suspension and expulsion cases.
- and for hearing, appealing, and deciding suspension and expulsion cases.

In the event of suspension or suspension-pending-expulsion, the principal will contact the parent or guardian of the student to inform the parent or guardian of the offense and the intention of the school.

In the event of suspension, a parent/student conference shall be held with the principal to discuss the event and length of the suspension.

In the event of suspension-pending-expulsion, a parent/student conference shall be held with the principal to discuss the event and the suspension-pending-expulsion proceedings.

In the event of suspension for more than 10 days or a suspension-pending-expulsion of a student with an identified disability being served with either a 504 plan or IEP, the school shall initiate a Manifest Determination Review (MDR) meeting within 5 school days of the start of the suspension period, to determine whether the misconduct occurred as a result of the disability, or the services being provided to the student. Subsequent disciplinary proceedings or special education services will be in accord with student's rights and the outcome of the MDR.

### **Suspension-Pending-Expulsion proceedings:**

If a student is suspended-pending-expulsion, the following shall happen:

The student shall be suspended until a JMPS governing board hearing is held; at which time, the governing board will hear all evidence related to the pending expulsion of said student. At the hearing, the governing board will render its decision.

The student and their parent(s) or guardian will be informed in writing of the governing board hearing and will be encouraged to attend.

The student and their parent or guardian will also be advised in writing of their right to appeal the school administration's decision regarding suspension or suspension pending expulsion. Such an appeal must be in writing, and it must be provided to the governing board prior to any hearing related to the suspension or expulsion of the student. The governing board will consider all properly filed written appeals at the meeting to determine expulsion. Failure to file an appeal prior to this governing board hearing or any attempt to file an appeal after said meeting will not be considered as legitimate appeals and shall not be answered or considered by the governing board.

In all cases, the decision of the governing board regarding expulsion is final.

All governing board hearings related to suspension-pending-expulsion shall take place no more than ten (10) school days after the beginning of the suspension. Written appeals must be submitted to the governing board prior to the hearing date.

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 and/or expulsion.

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Some suspensions are in-school suspensions. In-school suspended students are kept in an isolated area near the front office and are not allowed to talk to other students and are supervised by staff throughout the school day. In-school suspended students may be given community service during the suspension period. In-school suspended students shall arrive at 7:55 am and report to the front office. They are to leave campus immediately after dismissal.

Students who are suspended may receive credit for daily assignments that come due during the suspension, and which are turned in by the due date. They also will be allowed to take tests that fall during the suspension period on the day they return from their suspended status. 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 the assignment.

### 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 bus passes to students ages six to eighteen to ride all Valley Metro bus routes and light rail for free. Passes are available at the **Tempe Transit Store, 200 E. Fifth St., from 8 a.m. to 4:30 p.m. Monday through Friday.**

### 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, and must sign in upon arrival and sign out when leaving. Once a visitor has signed out, they must leave the campus immediately. Visitors may be issued a visitor pass (badge) while on campus.

The school campus is not open to individuals who wish to visit the school for social or other purposes. Per school policy, James Madison Preparatory School students' friends, including former students (who are NOT alumni) are not permitted to visit the campus before, during, or after school, unless the principal has granted specific written permission. In such cases, these individuals must follow all school policies for visitors and should bear in mind that they are guests on our campus. James Madison Preparatory School reserves the right to deny any 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 should make an appointment with the principal. These interested students are required to come with their parent(s), and a faculty member or student representative who will accompany them on a tour of the school. Students not enrolled at JMPS must always be accompanied by a parent or guardian while on campus. This applies before, during, and after school hours.

James Madison Preparatory School is private property. It is owned by the Tempe Christian Church, and James Madison Preparatory School is its tenant. All rights of private property ownership will be exercised. 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 A.R.S. § 13-1501-1504.

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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 video recording at any time.