

## Family Handbook

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

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

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

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

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

James Madison Preparatory School does not allow, condone, promote or encourage sexual, verbal, physical or other forms of harassment of students, staff, or parents for any reason, including but not limited to: sexual harassment, racial or ethnic harassment, bullying, religious harassment, or disability harassment. Individuals who engage in harassing behavior on school grounds, at school functions, or with those individuals associated with the school will be dealt with to the full extent of the law, including criminal and/or civil consequences. Threats toward, harassment of, or intimidation of a JMPS student by a JMPS student that occurs off-campus – be it in person, on the telephone, in an 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 in order to assess teacher performance; observe and track student conduct; maintain campus security; and provide feedback to teachers, students, parents, and administrators regarding classroom activities and performance. Video cameras are an important component of the 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.

**Shading** signifies a change from the 2018-2019 handbook.

# Family Handbook

## Table of Contents

<b>Mission Statement and Founders' Message</b>	<b>page 3</b>
<b>Who's Who Staff Listing</b>	<b>page 4</b>
<b>The Code of Conduct</b>	<b>page 5</b>
<b>Basics</b>	<b>pages 6-8</b>
School Calendar	6
School Map	7
Enrollment/ Admissions	7
Mandatory Orientation	8
Registration/Records	8
<b>Academic Performance</b>	<b>pages 9-15</b>
Explanation of GPA	9
Honor Roll	9
Sixth, Seventh, and Eighth Grade Promotion	9
High School Graduation Requirements	10
Courses Offered	10-11
High School Course Table	12
Senior Project	13
Study Groups	13
Club Classes	13
M-Week	14
Senior/Junior Trip	14
Field Trips	15
<b>Madison Prep School Day</b>	<b>pages 15-23</b>
School Hours	15
Morning Assembly	16
Middle School and 9 <sup>th</sup> Grade Study Hall	16
High School Silent Study Hall	16-17
Deep Freeze	17
Academic Ineligibility	17
Academic Probation	17
Lunch	18
Attendance	18-20
Advanced Request for Absences	20
Closed Campus	20-21
Tardy Policy	21-22
Student Illness and Medications	22-23
Transportation	23
<b>Madison Prep School Culture</b>	<b>pages 23-35</b>
Discipline	23-25
Bullying	26
Hazing	26-27
Group Accountability	27
Suspension and Expulsion Policy	27-29
Classroom Decorum	29
Dress Code	29-30
Student Entertainment and Communication Devices	30-31
Daily Chores/School Cleaning	32
Disposable Water Bottles	32
Student Government	32-33
Parental Involvement	33-34
Parent Communication	34-35
Parent and Student Complaints	35
<b>Student Academics</b>	<b>pages 35-39</b>
Personal And Academic Habits	35-36
Study Materials	36
Homework and Late Assignments	37
Rough Draft Bonus Policy	38
Special Education	38
Student Evaluation	38-39
Contacting the Teacher	39
Contacting Students	39
<b>Safety and Security</b>	<b>pages 39-45</b>
Lockers and Personal Effects	39-40
Adult Students	40
Child Custody Policy	40-41
Visitor Policy	41-42
General Office Procedures	42-43
Confidentiality of Information	43-44
Child Find Policies and Procedures	44
Fingerprinting	44
Drop-off and Pick-up	44-45
Student Drivers	45
<b>Fees and Deposits</b>	<b>pages 45-46</b>
School Activity Fees and AZ Tax Credit	45
Fees and Deposits	46

## Family Handbook

### 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 is a time in a person's life when critical decisions are made and powerful memories are formed. We believe that your choice to attend 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, to encourage learning beyond the books through education by other means; 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, as a tool to understand our unique educational opportunity, and as an explanation of the policies which support and promote our mission of challenging committed students. Returning students and their parents will undoubtedly notice a few changes from last year. Read carefully!

*David M. Batchelder and Stephen C. Batchelder, Co-Founders*

## Family Handbook

### 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's who and how to contact the faculty and staff of Madison Prep.

Office hours are available on the individual faculty pages of [www.madisonprep.org](http://www.madisonprep.org)

#### **Administration:**

David Batchelder (Mr. B.), Director of Community Relations, Co-Founder, and Middle School/High School Teacher...[dbatchelder@madisonprep.org](mailto:dbatchelder@madisonprep.org)

Stephen Batchelder (Mr. Batchelder), Director of Operations, Co-Founder, and Middle School/High School Teacher...[sbatchelder@madisonprep.org](mailto:sbatchelder@madisonprep.org)

Paul Grant, Director of Faculty and Instruction and Middle School/High School Teacher...[pgrant@madisonprep.org](mailto:pgrant@madisonprep.org)

AJ Aljuwani, Athletic Director and Middle School/High School Teacher...[aaljuwani@madisonprep.org](mailto:aaljuwani@madisonprep.org)

Rachel Curtis-Huston, Event Coordinator and High School Teacher...[rcurtis@madisonprep.org](mailto:rcurtis@madisonprep.org)

Shelly Grant, Business Operations Coordinator...[sgrant@madisonprep.org](mailto:sgrant@madisonprep.org)

Alissa Sheaffer, Student Support Coordinator...[asheaffer@madisonprep.org](mailto:asheaffer@madisonprep.org)

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

#### **Teachers:**

Olivia Bruner, Middle School and High School Teacher...[obruner@madisonprep.org](mailto:obruner@madisonprep.org)

Debbie Caves, Middle School and High School Teacher...[dcaves@madisonprep.org](mailto:dcaves@madisonprep.org)

Jennifer Dean, Middle School Teacher...[jdean@madisonprep.org](mailto:jdean@madisonprep.org)

Molly Hoover, Middle School and High School Teacher...[mhoover@madisonprep.org](mailto:mhoover@madisonprep.org)

Mary Lambert, Middle School and High School Teacher...[mlambert@madisonprep.org](mailto:mlambert@madisonprep.org)

Grace Lindvall, Middle School and High School Teacher...[glindvall@madisonprep.org](mailto:glindvall@madisonprep.org)

Ashlei Linkletter, Middle School and High School Teacher...[alinkletter@madisonprep.org](mailto:alinkletter@madisonprep.org)

Dan Maloney, High School Teacher...[dmaloney@madisonprep.org](mailto:dmaloney@madisonprep.org)

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

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

Omar Rodriguez, Special Education Paraprofessional...[orodriguez@madisonprep.org](mailto:orodriguez@madisonprep.org)

Amy Schilling, High School Teacher...[aschilling@madisonprep.org](mailto:aschilling@madisonprep.org)

Gordon Sheaffer, High School Teacher...[gsheaffer@madisonprep.org](mailto:gsheaffer@madisonprep.org)

Amanda Stutzman, Middle School Teacher...[astutzman@madisonprep.org](mailto:astutzman@madisonprep.org)

## Family Handbook

### 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 have to 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.*

**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, their teachers, their 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 the communities of which they are a part, be they 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 rewards. JMPS students are known by their work.*

**Living The Code = Academic, Extracurricular, and Community Success!**

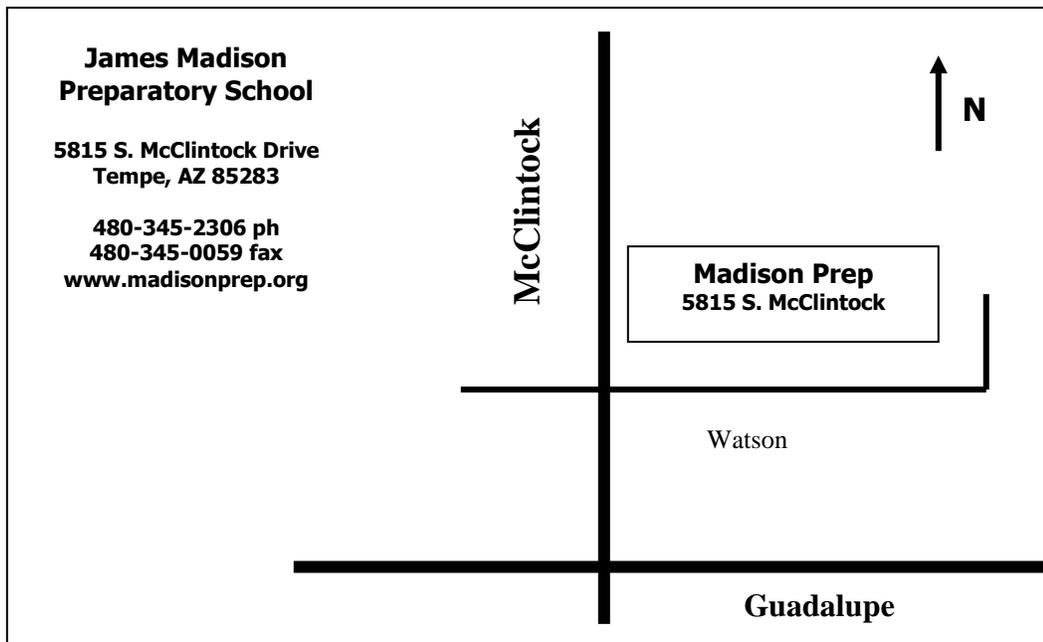
## Family Handbook

<b>SCHOOL CALENDAR for 2019-2020 – 189 School Days (Governing Board Approved 1/14/2019)</b>
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<u>DATE</u>	<u>EVENT</u>
Wednesday, July 31, 6 pm	Family Orientation
Thursday, August 1, 6 pm	Family Orientation
Tuesday, August 6	First Day of School
Friday, August 30-Monday, September 2	Labor Day Weekend-No School
Monday, October 7-Friday, October 11	Fall Break-No School
Monday, November 11	Veterans Day-No School
Thursday, November 28-Monday, December 2	Thanksgiving Break-No School
Tuesday, December 3	Start of Second Trimester
Monday, December 23-Friday, January 3	Winter Break-No School
Monday, January 6	School Resumes
Monday, January 20	MLK Day-No School
Monday, February 17	Presidents' Day-No School
Monday, March 9-Friday, March 13	Spring Break-No School
Monday, March 16	Start of Third Trimester
Friday, April 10	No School
Monday, May 25	Memorial Day-No School
Friday, June 5	Last Day of School
Friday, June 5, 6 pm	Graduation

## Family Handbook

### School Map



### Enrollment/Admissions

All parents and students seeking enrollment and admission to James Madison Preparatory School shall follow the school's Enrollment and Admission processes and protocols prior to starting school, including but not limited to: completion of all required paperwork, including signatures and proof of identification and residency; receipt of all required student educational, custody or other records; and completion of a tour and interview with either the Director of Community Relations or the Director of Faculty and Instruction. New and returning students and their families shall attend Orientation at the start of the school year, and transfer students shall attend an Orientation session within 30 days of starting school.

Admission to James Madison Preparatory School is not limited based upon ethnicity, national origin, sex, income level, religion, scholastic ability, disabling condition, proficiency in the English language, or athletic ability (A.R.S. § 15-184). There is no tuition charged for attending. James Madison Preparatory School will admit all eligible students who submit a timely, factually accurate and complete application through the school's application process. All information provided on the student enrollment application must be true and accurate. Failure to provide correct or complete information will jeopardize or delay a child's admission to and/or enrollment in James Madison Preparatory School. Providing false, misleading, or incomplete information on the enrollment application, knowingly or unknowingly, shall result in cancellation of the child's application for enrollment, or revocation of his/her enrollment and removal from the school.

The school accepts new students who are transferring from another school or home school in grades six through ten only, provided those students' parents have completed an enrollment form through the school's application process and there is available space. James Madison Preparatory School does not accept applications from or admit new students applying for grades 11 or 12. James Madison Preparatory School does not accept students in 8<sup>th</sup> grade who turn 15 prior to September 1 of the enrollment year. 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.

James Madison Preparatory School values and follows Arizona state law in regards to open enrollment. Students are allowed to apply for admission to JMPS, based on available classroom space (A.R.S. § 15-816.01). Applications

## Family Handbook

for students with disabilities/suspected disabilities will be reviewed individually to determine whether the specific program sought by the student has available capacity based on an individualized review of existing data, IEP, and/or 504 Plan. 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.

Enrollment preference will be given to pupils returning to the charter school in the subsequent year of its operation, to direct family members of school staff, and to siblings of pupils already enrolled in the charter school. If, at the close of the open enrollment period, the number of applications exceeds the capacity of a program, class, grade level, or building, all applications for that program, class, grade level, or building will be selected for the available slots through an equitable selection process such as a lottery. After the open enrollment period ends, pupils for any remaining slots will be accepted in chronological order. Students on an existing waiting list for any grade will precede a new applicant for admission.

If there are more interested applicants than available slots, James Madison Preparatory School will maintain a waiting list, and if a slot opens up during the school year the first family on the list will be offered the slot. If that family chooses not to join 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.

### Orientation

All new students and their parents are required to attend JMPS Orientation, either at the beginning of the school year, or at regular orientation sessions scheduled throughout the school year, generally available at least two times per month. Transfer students and their parents are required to attend a JMPS orientation session within 30 calendar days of starting school, unless they have the expressed written consent and notification of the Director of Community Relations or the Director of Faculty and Instruction, in which case JMPS Orientation must be completed within 50 calendar days. Failure to attend and complete JMPS Orientation may jeopardize the student's continued attendance and enrollment, including the loss of the student's enrollment slot.

### Registration/Records

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

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. (See page 40.) 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.

## Family Handbook

### Explanation of Grade Point Average (GPA)

Percentage	Letter Grade	Grade Point Value
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.

### 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.

### 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 graduate 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, in order to be promoted to the next grade level, students must average 60% or better in core classes (Math, Science, Social Studies, Language Arts, and Literature and Composition). If a student fails two or more trimesters of a core class in a school year, he/she 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.

## Family Handbook

### 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 68 course credits needed to graduate. The table below shows the credit and other requirements for graduation.

While most courses are required, students may take some 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.

**JMPS places considerable value on mastery, 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 C or higher.) **JMPS students' achievement is also tracked using GPA. A 1.00 cumulative GPA is required to graduate.**

In addition to course credits, students will be given Satisfactory or Unsatisfactory marks based on participation and effort in Assembly and Government. As long as a student puts forth an honest effort in these activities, she/he will receive a Satisfactory mark. **Students must earn 80% of these Satisfactory Units to graduate.** Each of the Madison diplomas incorporates these elements.

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%
<b>Remaining Saturday Hours Owed</b>	0	0	0

### 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 and English classes based upon their abilities. Some students may need to start either below or above their grade level in these areas. Some students will take certain classes at times other than when indicated in the table below because of scheduling conflicts, transfer credits, repeated classes, electives choices, etc.

Seniors must choose two or more of the elective courses (italicized) each trimester. They may also earn a credit 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 per day.** If a student has one class period free, he/she may choose to earn a credit by completing an independent

## Family Handbook

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 possibly 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.**

**For a student to be eligible for a Scholar's Diploma and Gold Braid, he/she must take at least two of the following yearlong elective courses: AP Calculus AB; Honors Calculus BC; Honors Advanced Chemistry; Honors Physics; Honors Advanced Biology; Honors Anatomy and Physiology; or Honors Latin 7, 8, 9. Eligibility for the Scholar's or Mastery Diploma and Gold or Silver Braid at graduation is also dependant on successful attainment of all course mastery units and satisfactory unit requirements for campus department through the student's high school career.**

**In order for a student to become the school valedictorian, he/she must graduate with a Scholar's Diploma.**

**In order to pass a trimester class, a student must earn at least 60% of the total points.** Students must retake trimester classes that they fail. In most yearlong classes (e.g., Classic Literature 1, 2, and 3) students must average at least 60% over the three trimesters in order 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) that they failed, but not necessarily the whole 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.

**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 grade appeal with the Director of Faculty and Instruction within 30 calendar days of the date report cards are mailed out. After this 30-calendar day official appeal period has passed, no appeal of report card grades will be honored.

**THIS SPACE INTENTIONALLY LEFT BLANK**

## Family Handbook

### High School Course Table

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 U.S. GOVERNMENT	WORLD RELIGIONS	FINE ARTS 1 (MUSIC)
	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
	6 HONORS LOGIC	COMPUTER PROFICIENCY	FINE ARTS 2 (DRAMA)
<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
	6 HONORS FINE ARTS 3 (VISUAL)	HONORS PHILOSOPHY	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
	<i>AP CALCULUS AB 1</i>	<i>AP CALCULUS AB 2</i>	<i>AP CALCULUS AB 3</i>
	<i>PHYSICS 1</i>	<i>PHYSICS 2</i>	<i>PHYSICS 3</i>
	<i>AP BIOLOGY 1</i>	<i>AP BIOLOGY 2</i>	<i>AP BIOLOGY 3</i>
	<i>HONORS CALCULUS BC 1</i>	<i>HONORS CALCULUS BC 2</i>	<i>HONORS CALCULUS BC 3</i>
	<i>HONORS LATIN 7</i>	<i>HONORS LATIN 8</i>	<i>HONORS LATIN 9</i>
	<i>HONORS ADV. CHEMISTRY 1</i>	<i>HONORS ADV. CHEMISTRY 2</i>	<i>HONORS ADV. CHEMISTRY 3</i>
	<i>CONVERSATIONAL SPANISH 1</i>	<i>CONVERSATIONAL SPANISH 2</i>	<i>CONVERSATIONAL SPANISH 3</i>
	<i>HONORS U.S. CIVIL WAR</i>	<i>HONORS POLITICAL SCIENCE</i>	<i>HONORS CREATIVE WRITING</i>
	<i>HONORS ANATOMY AND PHYSIOLOGY 1</i>	<i>HONORS ANATOMY AND PHYSIOLOGY 2</i>	<i>HONORS ANATOMY AND PHYSIOLOGY 3</i>
	<i>HONORS PSYCHOLOGY</i>	<i>HONORS MUSIC THEORY</i>	<i>ALTERNATIVE NUTRITION</i>
	<i>HONORS STATISTICS 1</i>	<i>HONORS STATISTICS 2</i>	<i>HONORS STATISTICS 3</i>

**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.

## Family Handbook

### Senior Project

**In order to graduate from James Madison Preparatory School, seniors must complete a Senior Project.** Senior Projects resemble independent study courses, except that a 20-35 minute presentation before the entire student body at Morning Assembly is required. All JMPS high school teachers evaluate Senior Project presentations, and the mean of all their scores will be combined with the score on the final paper, which is graded by Mr. Batchelder. The paper counts for one third of the final Senior Project score, with the presentation accounting for the other two thirds. The overall score must be at least 60% in order 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, May 1, 2020, in order to receive full credit.** Presentations completed after May 1, 2020, but before the end of the school year, will be evaluated at 75% of full value. Seniors must supply all teachers grading their Senior Project with a full list of works cited prior to delivering their presentations. **The final Senior Project paper must be turned in on or before May 29, 2020, or the paper will be scored a zero.**

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

- Request a teacher as a mentor, to assist in developing their thesis, locating resources, critiquing research, and reviewing drafts.
- Request a faculty jury review of the presentation (or 'run-through'), to provide constructive criticism 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.

### Study Groups

After Labor Day a new academic feature, formalized study groups, will begin. Seventh through 12<sup>th</sup> graders will have the opportunity to sign up for a study group of 4-6 students, which will meet during study hall time every Tuesday and every other Thursday. A study group will focus on one particular class, e.g., Algebra 2, Chemistry, English 9, etc., and will share a classroom space with one or two other study groups. One or two teachers will be in the classroom to supervise and facilitate. Students will have the opportunity to switch to a new study group at midterm time and also at the end of a term. Students will not be allowed to quit a study group or skip a study group session. Students will not be required to join a study group, but those who don't will be required to be in silent study hall. There will be no open study hall during study group hours. Students in Deep Freeze may be required to join a study group. There will be no credits earned toward graduation for study group participation.

### Club-Classes

JMPS students in grades 8-12 are given the opportunity to select a club-class for both the first and second trimesters. There are no club-classes during the third trimester. **A trimester club-class will meet every other Thursday during study hall time.** There are a wide variety of club-classes offered, and the offerings vary with each trimester. Fees for club classes are included in the school fees paid at the start of the school year. Examples of club-classes that have been offered in the past include Art, Tap Dancing, Catan, Weight Training, D&D, Sports History, Health and Wellness, Theater Improvisation, 20<sup>th</sup> Century Music, Chess, Investment, Civil War Tactics and Wargaming, Knitting, Poetry, Physical Fitness, and Theatre Stagecraft. Students are encouraged to sign up for club-classes, but it is not required. Students are free to opt for study hall in lieu of a club-class. **There are no credits earned toward graduation for club-classes** or study hall.

## Family Handbook

### M-Week

The last week before Spring Break is a special week at JMPS called M-Week. This year M-Week will be March 2<sup>nd</sup> through March 6<sup>th</sup>. During M-Week all students in the cast and crew of the all-school musical spend the entire week putting the finishing touches on the production, with the performances scheduled for Thursday through Saturday nights (March 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup>). All JMPS students are welcome to join the musical, 6<sup>th</sup> through 12<sup>th</sup> grade. High school students in the cast and crew of the musical receive a letter grade and a half credit toward graduation for their work on the musical. **There is a fee for cast members of the musical. This fee is NOT included in the school fees. However, families may use the Arizona Tax Credit to pay the fee.**

Students not involved in the musical must select one all-day, one-week class or two half-day, one-week classes. This means students not in the cast or crew will choose one or two elective classes that will meet for just one week, Monday-Friday. M-Week letter grades and credits count toward GPA and graduation requirements for high school students. An all-day class will be worth ½ course credit, and a half-day class will be worth ¼ course credit. Because M-Week classes consist of only five highly concentrated instructional days, attendance is crucial. Students must be present for 100% of M-Week classes in order to receive course credit. Students who miss a day of an M-Week class will not earn course credit, and they must make up the missed time with service to the school (and/or in academic study time) on Saturdays, to be supervised by a designated staff person. Students must have made up all their owed M-Week time (called Saturday Time) in order to graduate. Fees for M-Week classes are included in the school fees paid at the start of the school year.

### Senior/Junior Trip

One of the many things that has made JMPS so special is its annual Senior Trip to Washington, D.C.; its surrounding areas; and New York City. Since its inception, JMPS has viewed the Senior Trip as a seminal piece of the curriculum. In fact, it is essential for those interested in embracing the total JMPS experience. It is the living, breathing representation of what the students have learned in history during their time at JMPS. It is the hope of JMPS that all students would take advantage of this once in a lifetime opportunity.

The trip is undergoing a transitional phase in the '19-'20 school year. Juniors will now be involved. This year ('19-'20), the juniors will join the seniors on the Virginia-Maryland-Washington-Gettysburg leg of the trip, which will take one week (May 10<sup>th</sup> through May 17<sup>th</sup>). The seniors will then carry on to New York City for three more days as the juniors fly home to Arizona. Next year ('20-'21), only the juniors will go on the Virginia-Maryland-Washington-Gettysburg trip, and the seniors will take a trip to New York City. The '20-'21 model is how the trips will be structured each year going forward from there.

Details and cost of the trip will be provided to the families of seniors and juniors at the start of the school year. JMPS offers a checklist scholarship to defray some of the cost. Students and their families should understand that the cost charged for these unique travel opportunities does not cover the entire cost of the trip, and in effect, each student receives a scholarship from the school in order to travel.

Seniors and juniors on Academic Probation, on JMPS Discipline Steps 2 or 3, or not on track to graduate on time are not eligible to go on the trip. **Any monies paid toward the trip are non-refundable.**

A student on the Senior/Junior Trip whose behavior violates the Code of Conduct or school rules will be sent home at the earliest opportunity at the expense of the student's parent(s). Students sent home for such violations are subject to the school's discipline upon their return, including but not limited to suspension and/or expulsion (including loss of their diploma). Regardless of other discipline, seniors will not be allowed to participate in or attend the graduation ceremony. Students on the Senior/Junior Trip whose conduct violates federal, state, or local laws will be left in the custody of the jurisdictional authority. It will be the student and his/her family's financial responsibility to return him/her to Arizona.

## Family Handbook

### Field Trips

James Madison Preparatory School offers student travel/field trip opportunities to our students 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/field trip opportunities, parent permission forms and any associated payment must be completed and turned in according to instructions by the announced due date. Any student whose permission form or payment is not completed and turned in by the announced due date will not be allowed to attend.

To that end, when we travel with your children, we MUST be able to trust that they will do their best to be their best, knowing full well that 'things can happen' that are outside of our control. We need to know that these young people will act in the interest of everyone's safety and security. When we stay in hotels, eat in restaurants, or visit attractions, it is our school's history and expectation that our students be a positive reflection of the Code of Conduct, so it is vitally important to us to be leading groups of people who will be a credit to themselves, their families, and their school.

In the end, such travel is a privilege - not a right. It is earned and kept by repeated care and frequent exercise of respect and responsibility and honesty and courage. 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 time for a group to have these privileges restored.

### School Hours- DAILY SCHEDULES

There are two main daily schedules that are employed at JMPS. One puts study hall time in the morning, and the other at the end of the day. One of these two schedules will be used for an entire trimester. The school may or may not shift to the other schedule for the next trimester. Students and parents will be made aware of which schedule will be used each trimester well ahead of time. On occasion, the daily schedule will vary beyond these two to accommodate senior projects, special events, or unforeseen circumstances.

#### High School Schedule #1:

8:00 am-8:50 am-1<sup>st</sup> hour  
 8:55 am-9:15 am-Assembly  
 9:20 am-10:10 am-2<sup>nd</sup> hour  
 10:15 am-11:00 am-Study Hall  
 11:05 am-11:55 pm-3<sup>rd</sup> hour  
 11:55 am-12:30 pm-Lunch  
 12:30 pm-1:20 pm-4<sup>th</sup> hour  
 1:25 pm-2:15 pm-5<sup>th</sup> hour  
 2:15 pm-2:25 pm-Chores  
 2:25 pm-3:15 pm-6<sup>th</sup> hour

#### High School Schedule #2:

8:00 am-8:50 am-1<sup>st</sup> hour  
 8:55 am-9:15 am-Assembly  
 9:20 am-10:10 am-2<sup>nd</sup> hour  
 10:15 am-11:05 am-3<sup>rd</sup> hour  
 11:10 am-12:00 pm-4<sup>th</sup> hour  
 12:00 am-12:35 pm-Lunch  
 12:35 pm-1:25 pm-5<sup>th</sup> hour  
 1:25 pm-1:35 pm- Chores  
 1:35 pm-2:25 pm-6<sup>th</sup> hour  
 2:30 pm-3:15 pm-Study Hall

#### Middle School Schedule #1:

8:00 am-8:50 am-1<sup>st</sup> hour  
 8:55 am-9:15 am-Assembly  
 9:20 am-10:10 am-2<sup>nd</sup> hour  
 10:15 am-11:00 am-Study Hall (*Grade 6, 20 min. recess + 25 min. study hall*)  
 11:00 am-11:35 am-Lunch  
 11:35 am-12:25 pm-3<sup>rd</sup> hour  
 12:30 pm-1:20 pm-4<sup>th</sup> hour  
 1:25 pm-2:15 pm-5<sup>th</sup> hour  
 2:15 pm-2:25 pm-Chores  
 2:25 pm-3:15 pm-6<sup>th</sup> hour

#### Middle School Schedule #2:

8:00 am-8:50 am-1<sup>st</sup> hour  
 8:55 am-9:15 am-Assembly  
 9:20 am-10:10 am-2<sup>nd</sup> hour  
 10:15 am-11:05 am-3<sup>rd</sup> hour  
 11:05 am-11:40 am-Lunch  
 11:40 am-12:30 pm-4<sup>th</sup> hour  
 12:35 pm-1:25 pm-5<sup>th</sup> hour  
 1:25 pm-1:35 pm- Chores  
 1:35 pm-2:25 pm-6<sup>th</sup> hour  
 2:30 pm-3:15 pm-Study Hall (*Grade 6, 20 min. recess + 25 min. study hall*)

## Family Handbook

### Morning Assembly

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

Assembly is an essential part of the JMPS culture, therefore a high value is placed on attendance. Every Assembly from which a student is absent or tardy, over 10 instances per trimester, will result in a supervised lunch. Adult students and parents of minority age students will be provided with a written warning regarding Assembly absences or tardies. A continued pattern of absences or tardies at Assembly will result in the student being placed on discipline steps.

Assembly is a required activity, and students receive a Satisfactory/Unsatisfactory grade each trimester based on their deportment, involvement, attendance, and effort. Students are expected to attend to Assembly activities and speakers/presenters, so this is not a time for reading, conversing with peers (unless invited by the speaker), or catching up on homework. The Assembly grade is reflected on the each student's report card, as reported by the student's house advisor.

Assembly is a part of JMPS graduation requirements. Students are evaluated for attendance and positive/negative deportment during Assembly. Students must receive a 90% or higher deportment percentage in order to receive a Satisfactory grade for the trimester. If a student is marked absent for Assembly, he/she will automatically receive a negative deportment mark for that day.

### Middle School (Grades 6, 7, and 8) and 9<sup>th</sup> Grade Study Hall

On Mondays, Wednesdays, and Fridays ALL Middle School and 9<sup>th</sup> Grade students report to study hall in their designated study hall classroom. All students will remain in study hall for the duration of the study hall period. (During the first four weeks of the school year, study hall will be held Monday-Friday.)

Study Hall time is also used for music groups. Middle School and 9<sup>th</sup> grade students who are participating in music groups are expected to be present with these music groups on the days those groups meet.

Middle School and 9<sup>th</sup> Grade study hall is orderly and quiet. This atmosphere is created to eliminate distractions and better help the students improve their academic position. The teachers are available to the students for individual help during 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.

### High School Silent Study Hall

After the first four weeks of the school year, 10<sup>th</sup> - 12<sup>th</sup> grade students report to their advisor's room (or designated room) for study hall on Mondays, Wednesdays, and Fridays. After attendance is taken and any announcements are made, high school students who have a C or higher in all their classes as of their latest course grades report, which includes Progress Reports, Grade Checks, or Report Cards, are released to use the 40 minute study hall period as they see fit. The campus is open for them to find a place to settle and study. Of course, students are welcome to stay in their advisor's room if they prefer. Students who are caught up on their work can choose to use their study hall time for other, more relaxing, social, or recreational activities. **ALL students will stay in their advisor's room during study hall for the first four weeks of the school year.**

Starting with the fifth week of school, all 10<sup>th</sup> through 12<sup>th</sup> grade students who have a C- or below in any of their classes on their latest course grades report (Progress Report, Grade Check, or Report Card) are required to go to their designated Silent Study Hall. Silent Study Hall is orderly and quiet. This atmosphere is created to eliminate distractions and help the students improve their academic position. The teachers are available to the students for

## Family Handbook

individual help during Silent Study Hall, but students must have a pass to move from one room to another. 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.

Parents may not sign out their minority age students during study hall by phone. Parents may only sign out these students by coming to the school office in person. Adult age students will not be allowed to sign out of study hall to return to school, except in the case of an appointment, for which documentation will be required.

### Deep Freeze Study Hall (High School Only)

Students who have below a 69.5% (D+ or below) grade in any class for three consecutive course grades reports will be placed in "Deep Freeze" study hall for the subsequent three week grade check period. If a student is able to raise all grades to 69.5% or higher at the end of the grade check period, he/she 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 the academic subject matter only. Teachers are available to tutor students in Deep Freeze. However, the teachers will come to Deep Freeze to tutor. 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 in Deep Freeze may be required to join a study group.**

Parents may not sign out their minority age students during Deep Freeze by phone. Parents may only sign out these students by coming to the school office in person. Adult age students will not be allowed to sign out of Deep Freeze to return to school, except in the case of an appointment, for which documentation will be required.

### 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)

High school students who remain in Deep Freeze Study Hall for three consecutive grade check periods (i.e., nine straight weeks) will automatically be placed on Academic Probation. This means the student will be ineligible for all extracurricular activities (including team practices and games), partial credit curricular activities (e.g., choir, drama, Academic Decathlon, and chamber ensemble), field trips (including the Senior/Junior Trip), and other school sponsored activities, such as dances and movie nights. Any monies paid toward such activities are non-refundable. A student on Academic Probation will have a conference with the Director of Faculty and Instruction, the student's advisor, and the student's parent/guardian. The student will have a plan designed by the student, Director of Faculty and Instruction, advisor, and parents/guardians to get off academic probation. Once the student has met the goals of the plan, he/she will be off Academic Probation. If the student fails to follow the plan, he/she will be subject to disciplinary action.

## Family Handbook

### Lunch

JMPS will not prepare food or provide lunches to students. All students are strongly encouraged to bring their own lunch from home. This is generally the most nutritious and least expensive way to eat at school. 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 his/her 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 on delivering 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 students 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.

In the interest of student and campus safety, and out of respect for the school's closed campus policies, 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 his/her parent(s). However, a parent may come to the school and sign his/her own child out and accompany him/her off-campus for lunch one time during the school year as a one-time exception to this. Parents who do so must then accompany their child back to school and sign him/her in at the office. Parents may not call out, sign out, or take students other than their own children out for lunch in any circumstance.

Students 18 or over shall not be allowed to sign themselves out and leave campus for lunch. However, 18-year-old students and older shall be allowed to sign themselves out one time during the school year as a one-time exception to this.

The lunch period is 35 minutes long, and the school's tardy and attendance policies will be enforced for those returning late from lunch with their parents.

### Attendance - Daily and Classroom

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. **At James Madison Preparatory School school attendance is closely tracked, and there are definite consequences for excessive absences from school in general or for individual classes, including but not limited to: loss of credits, mastery or satisfactory department points; impact on grade promotion or graduation; extracurricular eligibility or participation; and legal consequences 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 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 may be considered unexcused absences for legal purposes, at the school's discretion.

## Family Handbook

An excused absence is one where the parent notifies the school of the student's absence by 9:00 a.m. The parent should indicate the reason for the absence, the expected duration, etc. Excused absences cannot be accepted from other family members or friends. Students over the age of 18 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 where the parent does not notify the school of the student's absence or does not approve of a given 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. If the school has to call the adult age student or parent, the absence is unexcused. Five (5) unexcused absences in one school year will result in: written notification of this violation of school policy and state of Arizona law; a written citation from the school Truant Officer; 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 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.

Students who are absent from school will not be allowed to take part in or attend any school activity that day (e.g., sports, concerts, dances, etc.). Students who are absent on a Friday will not be allowed to take part in or attend any school activity that day and over the weekend. **In order for students to be involved in after school activities, 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.**

### Classroom Attendance- Relates to COURSE CREDIT

Students must attend class in order to receive the credit that is sought. Any student who misses 11 or more classroom periods in any given trimester course, no matter whether the absences are excused or unexcused, shall 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 7 absences in any class(es) in a given trimester. Adult students or parents of minority age students will receive written notice of the loss of credit once the student has missed 11 or more classroom periods.

Students must attend class in order to participate in extracurricular activities, field trips, and other school sponsored activities. Any student who misses school at a rate higher than 15 percent will not be eligible for extracurricular activities (games), field trips (including day trips, overnight trips, camping trips, and the senior/junior trip), and other school sponsored activities, such as dances and movie nights. Students who miss school at a rate higher than 15% may be permitted to participate in extracurricular practices or rehearsals, but only with the permission of the activity's coach or director.

Every student's attendance rate will be evaluated every three weeks, parallel with the three week grade check periods. Beginning with the first progress report (midterm of first trimester) and continuing through the remainder of the school year, a student who has an 84% or lower attendance rate for the school year, i.e., from the first day of school (August 6, 2019, or from the first day of attendance for transfer students) up to the point of the attendance rate check, will not be eligible to participate in the above referenced activities for the next three weeks. If, at the next three week attendance rate check, that student has managed to raise his/her attendance to 85% or higher for the school year, he/she will again be eligible to participate in extracurricular activities, field trips, and other school sponsored activities. If he/she has not raised his/her attendance rate to 85% or above, he/she will continue to be ineligible for the following three week attendance rate check period.

Extracurricular ineligibility due to absences is not necessarily related to extracurricular ineligibility due to academic performance or Code of Conduct violations.

## Family Handbook

### Remember:

- **Be at School; Be on Time!**
- **Parents MUST call in excused absences early.**  
**Failure to call by 9:00 am = Unexcused Absence!**
- **Frequent absences and late arrivals will have consequences for grades and extracurricular activities, and may cause legal consequences for students and parents through the Maricopa County Juvenile Courts and the State of Arizona.**

### Advanced Request for Absences

James Madison Preparatory School will consider requests for preplanned extended absences. Requests should be submitted to the Director of Faculty and Instruction. All absences, preplanned or not, will count towards the classroom and school attendance rules referenced above in this Family Handbook section on Attendance - Daily and Classroom.

Students who have made prior arrangements and plan to be absent over finals week shall receive an "incomplete" for the class until the final is made up. Arrangements to make up a final must be made with the student's teacher(s) before the end of finals week for that trimester. **If no arrangements are made before the end of finals week, the student will receive a '0' on that final.** If a student misses a final at the end of the first trimester, he/she has until the end of the first week of second trimester to make it up. If a student misses a final at the end of second trimester, he/she has until the end of M-Week to make it up. If a student misses a final at the end of the third trimester, he/she has until the end of the first week of the next school year to complete the exam. "Incomplete" means no grade will be given for the class until the final is complete, therefore, any transcript request that occurs prior to the final being completed will also be incomplete and may not accurately reflect the student's credits.

### Closed Campus

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

**Once a student is on campus, regardless of that student's age, he or she must remain on campus until leaving school for the day. Also, once a student leaves for the day, he or she is not allowed back on campus without permission from a Director. Students who leave the campus and return in violation of the JMPS closed campus policy will receive disciplinary consequences, which may include but are not limited to placement on Steps discipline, suspension, or expulsion.**

There is to be no loitering around vehicles in the parking lot during the day.

In the interest of student and campus safety, and out of respect for the school's closed campus policies, students, regardless of age, are not 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 his/her parent(s). However, a parent may come to the school and sign his/her own child out and accompany him/her off-campus for lunch one time during the school year as a one-time exception to this. Parents who do so must then accompany their child back to school and sign him/her in at the office. Parents may not call out, sign out, or take students other than their own children out for lunch in any circumstance.

Students 18 or over shall not be allowed to sign themselves out and leave campus for lunch. However, 18-year-old students and older shall be allowed to sign themselves out one time during the school year as a one-time exception to this.

## Family Handbook

The lunch period is 35 minutes long, and the school's tardy and attendance policies will be enforced for those returning late from lunch with their parents.

Because JMPS is a closed campus, and because students may have important, appropriate business that requires that they leave the campus and return during the day, or leave the campus early, it is imperative that the integrity and security of the closed campus be maintained. The school reserves the right to refuse a student's early departure or return to campus.

Any student whose appropriate business requires leaving the campus and returning the same day must be signed out and signed in by his/her parent or guardian, or the parent's designee of a responsible adult with a Director's approval; or, if the student is of adult age, sign himself/herself out and inform administration of his/her destination and plans to return. A minority-age student who also drives to school may only be excused to leave school and return to school for appropriate business by his/her own parent calling in or providing written permission to the school. The school reserves the right to define appropriate business, and to require documentation of the student's appointment. Any student who has permission to leave and return to campus MUST leave campus immediately after signing out.

If the student is planning to return to campus for any reason after an early departure, the student must arrive on campus in dress code and immediately sign in at the front office.

Failure to comply with this policy upon return to campus (returning in dress code and signing in immediately) will be treated as a felony in the school's discipline system and may result in a Step 3 suspension, and these students may be subject to immediate search of their person, their effects, and their vehicles.

Any student whose appropriate business requires leaving the campus and NOT returning to school the same day must be signed out by his/her parent or guardian, or the parent's designee of a responsible adult with a Director's approval; or, if the student is of adult age, sign himself/herself out and inform administration of his/her destination. A minority-age student who also drives to school may only be excused to leave school for the day for appropriate business by his/her own parent calling in or providing written permission to the school. The school reserves the right to define appropriate business, and to require documentation of the student's appointment or reason to leave. Any student who has permission to leave campus for the day, or who has signed out for the day, MUST leave the campus immediately upon signing out. Any request to leave school early for a job is subject to administration approval.

Students who have permission or who have signed themselves out for the day may not return to participate or attend as spectators at after-school social or extracurricular activities, including but not limited to practices, rehearsals, games, dances, or performances; UNLESS the student has the expressed prior written permission of a school Director.

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 school grounds unless accompanied by a supervising adult. Students who leave the school grounds during the school day without permission may be suspended from school for truancy, and the school will report missing students to their parents and the Tempe Police Department.

### **Tardy Policy - Late to School and Late to Class**

Punctuality is an important aspect of the JMPS Code of Conduct (integral to Responsibility, Strong Work Ethic, Respect, and Integrity). James Madison Preparatory School will utilize procedures to track and report student punctuality. There are two types of tardy: late to school and late to everything else (classes and other school activities). Tardy is defined as being late to these responsibilities. Students who are tardy will earn consequences per the Tardy Procedure (below). The purpose of the Tardy Policy is to promote punctuality and provide students with consequences for late arrivals, which are a distraction to the learning environment.

## Family Handbook

### Tardy to School

**Students who are late to school (school starts at 8:00 AM *sharp*) must go to the office for a late pass to be admitted to class.** In the interest of student safety, if a student is going to be late, his/her parent should call in or provide him/her with a signed excuse. Students who arrive late without a verbal or signed excuse from their parent will be marked as unexcused tardy. Students who fail to check in at the office upon late arrival may receive a ticket.

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.

However, adult students or minority age students may only be EXCUSED tardy to school up to 10 times in a trimester. Adult students and parents of minority age students will be notified in writing once the student is tardy 7 times in a trimester. Starting with the 11<sup>th</sup> tardy arrival to school in a trimester, ALL subsequent tardy school arrivals will be unexcused, and will result in the student having a super lunch. The number of super lunches will increase with additional tardies, and once the student reaches 15 tardies, he/she will be placed on discipline Steps. Subsequent tardies will advance the student on discipline Steps.

Students who arrive at school late because of religious instruction will not be considered tardy. However, students who have early morning religious instruction must set up their own individual arrival time with the Director of Faculty and Instruction. This pre-established individual arrival time will be the basis for determining whether the student in question is tardy to school on a given day, and the Tardy policy will then apply as above.

### Tardy to Class

Students who are late to class for good cause must have a written pass from the teacher or staff member with whom they were working before they were late. Every unexcused tardy to class will receive a tardy ticket. No pass = unexcused tardy ticket = super lunch.

Students are encouraged to use the restroom or get a drink of water during passing time. Late to class due to rest room or water stops is still tardy to class, however.

### Tardy Procedure for Classes and other school activities

#### Late to Class

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

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

**Each Tardy Ticket = Super Lunch.**

- A continuing pattern of unexcused tardies will result in additional disciplinary action(s), including but not limited to: additional super lunches, sentences, or being placed on or advancing on Steps.

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

- Roll will be taken at all organized gatherings.
- The same procedure as above shall be utilized.

## Student 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 his/her parent to make arrangements to pick up the student.

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

## Family Handbook

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

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

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

### Student Medications

To insure the proper administration of all over-the-counter and prescription drugs, parents must check these medications in at the front office in their original bottles, pharmacy-labeled for individual student use. 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.

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

The school keeps a small supply of acetaminophen, ibuprofen, and antacids on hand for student headaches, tummy aches, etc. Students may request these over-the-counter medications only during passing time, during lunch, before school, and after school. Students will not be excused from class for over-the-counter drugs. 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 in any form is prohibited on the James Madison Preparatory School campus. While JMPS does not discriminate against students registered as cardholders pursuant to the Arizona Medical Marijuana Act, students are not permitted to be **in possession of** or under the influence of marijuana while on campus. As such, medical marijuana may not be administered to students, in any form, on campus by parents, teachers, or staff. Violation of this policy is considered an offense to the school's Code of Conduct, and the student will be subject to disciplinary action at the discretion of JMPS's directors.

### 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 18 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.

### Discipline

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

## Family Handbook

Students who behave outside the Code of Conduct will receive one of three types of misconduct tickets. The parent/guardian will be contacted via phone or email regarding any ticket received. In cases where the student is going to go on the disciplinary Steps, the parent/guardian will be contacted by the Director of Faculty and Instruction via phone or email.

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

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 student through the three-step process more quickly. The Director of Faculty and Instruction 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 may require that the student return the ticket to the Director of Faculty and Instruction 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 Director of Faculty and Instruction and often other internal disciplinary consequences such as copying sentences or dictionary pages, supervised lunch, detention, or school community service. The Director of Faculty and Instruction will contact the parent via phone or email. Supervised lunch requires that a student report to a designated area within 5 minutes of the start of his/her lunch period. The student will sit silently, facing the wall for the next 30 minutes 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. Detention involves students sitting silently, facing the wall for 30 minutes after school in a designated area. School community service involves a student performing a task or a series of tasks on the campus. School community service is assigned in 30-minute increments. These tasks are of a physical nature and often involve cleaning and pick up. Community service may mean the loss of class time for a student, but the student is still responsible for class work and assignments missed. Students who refuse to do the internal disciplinary consequences required will move directly to Step Three, i.e., suspension.
- **Step Two** involves a conference with the student, the parent(s), and the Director of Faculty and Instruction. Internal disciplinary consequences will also occur (such as super lunch, community service, in school suspension, etc.).
- **Step Three**, suspension, is the most serious internal disciplinary step that the school will take. External disciplinary action (notification of law enforcement) will occur when necessary.
- **Health/Safety tickets may result in the student moving directly to Step Three.** The school reserves the right to exercise reasonable judgment as an individual circumstance might dictate, including exercising searches of personal effects should reasonable suspicion exist.

## Family Handbook

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

1. The use of profane, vulgar, offensive, or off-color language is prohibited. Students should refrain entirely from indulging in gossip, 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, 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, sexual activity, or physical horseplay on school grounds or at school events. This includes handholding or prolonged hugs or physical 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 be upheld at all times.
6. Threats or acts of violence and physical, verbal, or sexual harassment or provocation are illegal and will result in parental contact and disciplinary action, and may result in notification of law enforcement authorities, suspension, and/or expulsion. Threats toward, harassment of, or intimidation of a JMPS student by a JMPS student that occurs off-campus – be it in person, on the telephone, in an 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 Director of Faculty and Instruction, 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, radios, portable tape and CD players, beepers, digital cameras, electronic games, skateboards, and other toys that are not part of the academic or extracurricular program are not to be brought to campus. Cellular phones and MP3 players must be turned in to the front office each day before school starts at 8 am, and students may pick up these items when school ends at 3:15 pm. Students who violate this policy will receive a felony ticket and automatic community service. A second violation will result in another felony ticket, community service, and the requirement that the student turn in his/her cell phone and/or MP3 player directly to the Director of Faculty and Instruction each morning before 8 am. Continued violations may result in searches and further disciplinary action, including suspension and/or expulsion.
9. Academic dishonesty is considered extremely serious and will result in a felony ticket, parental contact and disciplinary action, and may result in suspension or expulsion. Academic dishonesty includes but is not limited to plagiarism, cheating, forbidden homework collaboration, etc. With respect to disciplinary consequences, no distinction is made between students who get the answers from other students inappropriately and students who provide answers to other students inappropriately. 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') as a consequence, pursuant to A.R.S. 15-843. The school does utilize supervised lunch, community service, group accountability, and other corrective methods in the practice of student discipline.

## Family Handbook

### Bullying

James Madison Preparatory School is committed to each student's success within a caring, responsive, and safe environment. The Madison Prep 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 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
- 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 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 directors. Sometimes bullying behaviors are done out of the sight of JMPS directors and faculty, so they may not be aware of it happening. The ability for JMPS directors 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 directors within five (5) school days of its occurrence in order for the directors to best handle the allegation. Incidents reported weeks or months after the fact are very difficult, if not impossible, to investigate or resolve.

### 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 in concert 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 harm, or degradation, or it causes physical injury, mental harm or personal degradation.

## Family Handbook

Any solicitation to participate in hazing is prohibited at James Madison Preparatory School, and students may not give their permission to participate in or acquiesce 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 Directors. 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 Director of Faculty and Instruction or the Director of Community Relations 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 his/her/its responsibility to attempt to correct the inappropriate actions of others or report the same, and consequences may be forthcoming to that individual or group who have allowed, encouraged, or silently observed without comment the inappropriate actions of others. While it does require courage and integrity, it is always appropriate to stand up for the ideals of the Code of Conduct. It is never appropriate to do nothing when witnessing a violation of the Code of Conduct. As Sir Edmund Burke said, "The only thing necessary for evil to flourish is for good men to do nothing."

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

### Suspension and Expulsion Policy

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

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

#### **The purposes of the suspension and expulsion policy and procedures are to**

- provide clear intent and direction to students, parents, governing board members, and school personnel about the school's process(es) to implement these serious disciplinary consequences;
- clearly identify student conduct violations (in general but not exclusively those which are the result of 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;
- implement a process to investigate, document, track, and resolve suspension and expulsion cases;
- and implement a system for hearing, appealing, and deciding suspension and expulsion cases.

## Family Handbook

In the event of suspension or suspension-pending-expulsion, the parent or guardian of the student will be contacted by the Director of Faculty and Instruction 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 Director of Faculty and Instruction 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 Director of Faculty and Instruction to discuss the event and the suspension-pending-expulsion proceedings.

In the event of suspension 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 his/her parent or guardian will be informed in writing of the governing board hearing and will be encouraged to attend.

The student and his/her 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 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 or at the beginning of the hearing on the date of hearing.

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.

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 not arrive at school prior to 7:45 am, they shall report directly to the front office accompanied by their parent(s), and must be picked up or depart campus by 3:30 pm.

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

## Family Handbook

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.

### 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 his/her last name without his/her 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 in order to maintain an appropriate level of professionalism and courtesy.

Students must refrain from talking in class when others have the floor. Students who sleep during class or study hall will be interrupted and may be removed from class. There is to be no food or drink in class unless it is part of the academic program or the teacher has given permission. 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.**

### Dress Code

**PLEASE SEE THE SUPPLEMENTAL ATTACHMENT FOR THE SPECIFICS OF THE DRESS CODE. There is one Dress Code Handbook for middle school students and another for high school students.**

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

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

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

## Family Handbook

- Students are not to change clothes on campus unless given permission to do so by a staff member.
- The Dress Code also applies to JMPS students attending school-sponsored events off-campus unless otherwise indicated by administration.
- Guests of students are also to be in Dress Code.
- Students who are unsure whether a particular outfit or article of clothing falls inside the Dress Code should bring the clothing in to Mr. Grant (Middle School boys) Dr. Quigley (high school boys), Mrs. Caves (Middle School girls), or Mrs. Lindvall (high school girls) for pre-approval.
- Any dress code items that were cleared prior to June 9, 2019, are now invalid.
- The Dress Code for specific, school-sponsored activities will be announced in a timely manner prior to the activity, and students who are out of Dress Code for such events will not be allowed to participate.
- Students who are out of Dress Code for off-campus or after-school events will be subject to on-campus consequences.
- The specifics of the Dress Code for these school-sponsored activities will be appropriate for the activity and will reflect the spirit of the JMPS dress code: modesty and harmony with the Code of Conduct. (Please see the section on appropriate dress at school sporting events.)
- The Dress Code designees reserve the right to prohibit any fads that may arise that are not addressed in the Dress Code.

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

### DRESS CODE ENFORCEMENT PROCEDURE

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

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

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

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

With the onset of laptops, electronic tablets (iPads), and MP3 players that do any number of tasks, a good learning atmosphere in the classroom is too often becoming compromised as students get drawn away from the day's lesson by the pull of video games, movies, television, YouTube, Facebook, and any of the other Internet entertainment options that these devices provide. The misuse of these items has become disruptive to the classroom environment and almost impossible for teachers to stop, since one keystroke (as the teacher approaches) can change a video game or movie to a seemingly legitimate note taking screen. Furthermore, there is a growing body of research that indicates that students who utilize these technologies excessively may have impaired or undeveloped abilities to concentrate or focus on learning; have impaired or undeveloped abilities to empathize, communicate, or feel compassion towards other people, including their own families; or may be developing unrealistic expectations for or dissociative patterns of relating to other people.

## Family Handbook

JMPS prides itself on a focus of traditional academics, and unfortunately these new technologies are doing more harm than good to that focus. For this reason, JMPS has determined that the below listed items are not to be brought to campus. Cellular phones, MP3 players, and earplugs/headphones can be brought to campus, but must be checked in at the front office before school starts at 8 am. Cellular phones, MP3 players and earplugs/headphones should be clearly labeled with the student's name. Cellular phones, MP3 players and earplugs/headphones will be secured in the front office area. Students may not access cellular phones, MP3 players or earplugs/headphones during the school day. If a student is found to possess any of the below listed items during the school day, he/she will receive a felony ticket and will automatically receive consequences such as supervised lunches or community service. These items will be considered contraband and will remain in the possession of the Director of Faculty and Instruction until a parent or guardian can pick the item up. A second violation will result in another felony ticket, community service, and (if the confiscated item is a cellular phone, MP3 player, or earplugs/headphones) the requirement that the student turn in his/her cell phone and/or MP3 player/earplugs/headphones directly to the Director of Faculty and Instruction or designee each morning before 8:00 am. Continued violations may result in searches and further disciplinary action, including suspension and/or expulsion.

### **The following is the list of electronic devices that must not be brought to campus or must be turned into the office.**

- Laptop computers-Must not be brought to campus, with ONLY limited exceptions, which must have the written permission of the Directors.
- Senior students ONLY who are permitted to bring in a laptop computer for limited situations and specific purposes MUST have the written permission of the Directors, indicated by taping the completed and signed Senior Computer Pass provided by the Director of Operations or designee on the cover of the computer; may only use the computer for the purposes and at the times designated by the Senior Computer pass; and may not use earplugs/headphones at any time while the computer is in use. Abuse of the Senior Computer Pass privilege is on a 'three strikes' system. Once a senior loses this privilege, it will not be restored.
- Electronic tablets (iPads, Kindle Fire, etc.)-Must not be brought to campus, with ONLY limited exceptions, which must have the written permission of the Directors
- Electronic readers (Kindle, Nook, etc.)-Must not be brought to campus, with ONLY limited exceptions, which must have the written permission of the Directors
- MP3 players (iPods, etc.)-This item may be brought to campus, but it must be turned in at the front office before 8:00 am. Students can retrieve the item after 3:15 pm.
- Earplugs/headphones- This item may be brought to campus, but it must be turned in at the front office before 8:00 am. Students can retrieve the item after 3:15 pm.
- Portable tape/radio/CD players-Must not be brought to campus.
- Cellular phones-This item may be brought to campus, but it must be turned in at the front office before 8:00 am. CELL PHONES SHOULD BE TURNED OFF BY STUDENTS BEFORE BEING TURNED IN. STUDENTS WHOSE CELL PHONES CAUSE A DISRUPTION IN THE FRONT OFFICE MAY RECEIVE A TICKET FOR FAILING TO TURN OFF THEIR PHONE'S RINGTONES. Students can retrieve the item after 3:15 pm. Except in VERY limited situations and ONLY with the permission of the Directors, students will not be allowed access to cell phones during the school day. STUDENTS WILL NOT BE ISSUED EXCUSED TARDY PASSES IF THEIR TARDINESS IS CAUSED BY TURNING IN THEIR CELL PHONES.
- Electronic games or gaming systems-Must not be brought to campus.
- Digital cameras-Must not be brought to campus.
- Any other electronic item as determined by the Directors.

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.

## Family Handbook

### Daily Chores/School Cleaning

**Students will be assigned specific daily responsibilities for the cleaning and upkeep of the school. These assignments will take effect between 5<sup>th</sup> and 6<sup>th</sup> periods for all students. Chores should last only a few minutes. The student's first responsibility during chore time is ALWAYS his/her chore. Socialization must only take place AFTER the chore is complete.**

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

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

All advisor groups (also called "homerooms" or "houses") will have their rooms formally inspected for cleanliness periodically throughout the school year. Advisor groups will earn or lose homeroom points (or "house points") based on the cleanliness of their rooms at inspection time. All advisor groups compete with each other for house points throughout the school year to earn the honor of being Top House. House points are earned in a wide variety of ways, and a scoreboard that shows the current standings is kept up in the front office.

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

### Disposable Water Bottles

In an effort to be more "green," 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. The permanent water bottle should be clearly labeled with the student's name.

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 directors of JMPS reserve the right to deem what is an appropriate permanent water bottle. If a student is unsure about his/her water bottle, he/she should consult with the Director of Faculty and Instruction.

### 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 and is evaluated based on his/her involvement and effort. Students will receive a Satisfactory/Unsatisfactory grade each trimester.

## Family Handbook

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 in order 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. The student government also will be responsible each trimester for choosing a community service project for the school population to carry out in the larger Phoenix area community.

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 adjudicate alleged breaches of campus rules. Naturally, school administration will deal with egregious student infractions (i.e., felony and health and safety tickets), transcending the student government. In order 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 as a whole with a prepared speech, the State of the School address.

### 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.

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

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

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

There are many benefits of being involved with a small school – smaller classes, more personal attention, wider opportunities for actual extracurricular involvement – but these benefits come with the responsibility to join in and participate when the community pulls together for an event of some kind. For example, if a large number of people turn out for a small, school play production – not just the parents of the students involved in the play – the event will be a much more positive experience than if only a few people showed up. Positive events of this type make our school community stronger and the students' experience much more enjoyable. A good example was the 2002 graduation ceremony. With only four people graduating (JMPS's first-ever graduates!), there was a chance that a very small turnout could put a damper on things. But the school community turned out in high numbers and in good form, and the ceremony ended up being a true highlight of the school year.

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

- ✓ **Practical Support** - Encompassing everything from proper nutrition and good sleeping habits to appropriate attire and adequate school supplies, it is critical to a student's educational success that the basics

## Family Handbook

are provided and supported. At the family's request or faculty recommendation, Madison Prep will promote this parental support through information and referral.

- ✓ **Philosophical Support** - Students are most successful when their families place a high value on education. At JMPS we believe that each student, like each of our instructors, has a full-time job: School. In order for students to be truly successful at JMPS, their families must provide strong support for school and educational activities. This support may be manifested in structured family homework time, parental review of assignments, or participation in enrichment club and extracurricular activities.

**Another aspect of 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. By virtue of the fact that you have chosen this school, it follows 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 chaperones, tutors, coaches, office volunteers, etc., etc., etc.

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's 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

JMPS will share newsletter and calendar information with families via e-mail, the school website (madisonprep.org), and Facebook (facebook.com/madisonpreparizona). Families should ensure that JMPS has a preferred e-mail address for these items to be sent. Families should also form the habit of checking the website on a frequent basis. A weekly newsletter will be posted and emailed each Wednesday before 2:00 pm. Copies of the newsletter will be available in the front office at 2:00 pm each Wednesday. In the event that the family does not have an e-mail address, families are encouraged to pick up a newsletter in the front office.

On behalf of students whose parents are separated or divorced, the school will make every reasonable effort to share general and individual information about the school's activities and the student's school progress with all

## Family Handbook

parents or guardians 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.

**In the event that your family moves, or you change phone numbers or emails, PLEASE LET THE FRONT OFFICE KNOW!** There is nothing worse than trying to reach you when your child is injured or sick, and we don't have your current details. We can't communicate with you if you don't keep us informed of changes to your contact information.

**PARENTS SHOULD EXPECT REGULAR GRADE CHECKS, PROGRESS REPORTS, AND REPORT CARDS TO BE DELIVERED TO YOUR HOME ADDRESS EACH TRIMESTER.** You will receive a total of 12 such reports each school year.

### Parent and Student Complaints

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

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 involved students will not be penalized for classwork missed during this time. The time will be no longer than two school days.

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

All requests to appeal an individual student's grades must be made directly to the Director of Faculty and Instruction by the student or his/her parent(s) within 30 calendar days of the mailing date of Report Cards.

### Personal and Academic Habits

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

- **On school days, restrict to one (1) hour or eliminate TV watching, video and computer gaming, and Internet surfing and chatting.**
- Limit outside distractions while doing homework, e.g., **cell phones**, loud music, telephone calls, and personal visits.
- **Get plenty of rest.** A regular and consistent bedtime on school nights is a sensible idea. We recommend a 9:30 p.m. bedtime on school nights.
- 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.
- Eat a balanced diet. 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.

## Family Handbook

- Get to school on time. Constant tardiness makes academic achievement unnecessarily difficult and teaches young people that punctuality doesn't really matter, and will have disciplinary consequences per the 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.

### Study Materials

In order to do well at school, a student must be prepared with the proper tools. All 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students will receive and will be required to use a Madison Prep Planner that is included with start of the year school fees. We also recommend that high school students use a planner to facilitate their success, and while high school students may pick up their own planner, the Madison Prep planner serves the purpose well. Each student should be prepared with several pencils, black or dark blue ink ballpoint pens, and highlighters (optional). Spiral bound notebooks are acceptable for note taking; however, JMPS recommends that students secure a 1½ inch, three-ring binder with 8-cut dividers and plenty of loose-leaf, college ruled paper to help keep all academic assignments and other school related work organized. Some teachers prefer that students utilize composition notebooks. One tool that is VERY helpful for a number of 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:**

- Any pens that do not meet the specifications noted above
- Scissors and all other paper cutting devices
- Tape, in any form
- Glue, in any form
- Staplers, staples, and pushpins
- Paper hole punches
- Geometry compasses (except in Geometry class)
- Aerosol sprays and colognes
- Playing cards, including Magic the Gathering, Pokemon, et al., UNLESS part of and ONLY during a Club Class
- Rubik's cubes or other puzzle toys
- Dry erase and permanent markers
- Art markers, colored pencils, and crayons
- Liquid Paper™ or other brand correction fluid/pens
- Duct tape
- Disposable water bottles
- Chewing gum
- Electronics listed on page 31
- 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 the Directors

## Family Handbook

### Homework and Late Assignments

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

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

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

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

**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.**

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

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

## Family Handbook

### Rough Draft Bonus Policy

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

Students will 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 his/her 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.

### Special Education

As a public charter school, James Madison Preparatory School will provide identification, evaluation, and instructional services to any enrolled student as required by state and federal law. If requested by the parent or teacher, a student may be eligible to be evaluated for possible Special Education placement. Please see the section below on Child Find Policies and Procedures. Please contact the Director of Community Relations for more information.

### Student Evaluation

Students will receive three different types of formal grade evaluations. These include Report Cards (at the end of each trimester), Progress Reports (at the midterm point of each trimester), and Grade Checks (at the  $\frac{1}{4}$  and  $\frac{3}{4}$  points of each trimester). These formal grade evaluations are given to the students at assembly by their advisors and a copy will be mailed home.

At the end of each trimester, students and their parents will receive a Report Card that will include a letter grade for each class along with a written evaluation on the student's accomplishments, progress, and specific areas for improvement. The letter grades found on a student's Report Card will be the grades that transfer to a student's official transcript. That is, these are the grades that make up a student's permanent academic record. Put another way, these are the grades that count. Progress Report and Grade Check grades **do not** transfer to a student's official transcript. Their purpose is merely to show the student and the parents how the student is doing in his/her classes at that point in time.

The federal and state governments have put new 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.

**Mandatory parent/student/teacher conferences will be held following the first trimester. Subsequent conferences may be held based on individual student performance or parent/teacher/administration concerns.** Parents and students should take note of the dates set aside for the parent/student/teacher conferences after the first trimester. Those dates in the 2019-2020 school year will be published in the weekly newsletter.

At the midterm point (approximately six weeks in) of each trimester a Progress Report will be issued for all students. These reports will be mailed to the parents and will include current letter grades and teacher comments for each class. Each student's advisor may follow up the report with a phone call or e-mail to the parents if there is particular concern.

## Family Handbook

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

### Contacting the Teacher

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

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

### Contacting Students

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

### Lockers and Personal Effects

A student's locker will be in the room of his/her academic advisor whenever possible, and these rooms will remain unlocked throughout the day. **Students are not allowed to go to their lockers during class time unless given permission by a teacher.** Students are also allowed to bring a backpack for hauling books to, from, and around school. While the purpose of the lockers and backpacks is to keep the students' belongings together and secure, it is strongly suggested that students refrain from bringing valuable items to the campus. James Madison Preparatory School assumes no responsibility for the loss of such items. Students are expected to use their lockers or other designated areas for storage. Outside most classrooms are designated blue areas that have been painted off as well as backpack trees for students to keep belongings. **IN ALL CASES, THE HALLWAY OF THE AUDITORIUM BUILDING IS NOT A PLACE TO LEAVE BACKPACKS, BOOKS, LUNCH BAGS, etc.** Items not in a designated space will be taken to Lost and Found.

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

- The Lost and Found bin is kept in the front office.

## Family Handbook

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

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.

### Adult Students and Adult Student Release of Information

**James Madison Preparatory School enrolled students who are 18 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.**

Once a student reaches the age of 18, he/she is considered to be 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 18. 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 18, 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 generally 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 honor the privacy of its students to the fullest extent 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 Mr. David Batchelder, Director of Community Relations.

### 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 his/her children, including school and educational program decisions, and can include other restrictions on parental rights.

## Family Handbook

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 ascertain 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 Director of Community Relations or designee shall interpret it. If the Director of Community Relations is unable to resolve the conflict, he shall contact the Director of Operations and the Director of Curriculum and Instruction for assistance. If the Directors cannot resolve the concern, the Director of Faculty and Instruction or designee 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.

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.

### 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

## Family Handbook

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, he/she must leave the campus immediately. When on campus all visitors must wear a visitor badge.

The school campus is not open to individuals who wish to visit the school for social or other purposes. Per school policy, Madison Prep students' friends, including former students (who are NOT alumni) are not permitted to visit the campus before, during, or after school, unless specific written permission has been granted by a Director. 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 Director of Community Relations or the Director of Faculty and Instruction. These interested students are required to come with their parent(s), and a faculty member or student representative will accompany them on a tour of the school.

James Madison Preparatory School is private property, owned by the Tempe Christian Church, with James Madison Preparatory School as its tenant, and will exercise all rights of private property ownership. Individuals who refuse to comply with these policies will be warned and may be charged with criminal trespassing at the discretion of school administration, pursuant to ARS Chapter 15, 13.1501-1504.

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

### General Office Procedures

Please be aware that the behavior and speech of everybody in the front office, i.e., 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, 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 may lose the privilege of completing their call. Students who are rude on the phone may also receive a Code of Conduct ticket.

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

- 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 'hand' 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.

## Family Handbook

- All visitors must check in and register in the front office and receive a visitor's pass. Parents who are on campus to drop off or pick up a student or a student's personal effects (clothing, lunch, etc.), or conduct other brief business on campus are not required to receive a visitor's pass, but must check in at the front desk. Administration reserves the right to determine if a parent's business on campus requires a visitor's pass. Once the visitor's business or visit is concluded, he/she 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 25 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.
- In regards to transcript requests:
  - Students, parents/guardians need to request in writing a transcript from the Student Services Coordinator.
  - 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 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 Student Services Coordinator will track this information and payment will be required at the time of the request. The Student Services Coordinator 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 is working 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.

### 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.

## Family Handbook

- 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 that 45 days after the request.

### Child Find Policies and Procedures

The Policy assures that:

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

Procedures include, but are not limited to:

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

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

### Fingerprinting

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

### Drop-off and Pick-up

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.**

To ensure smooth traffic flow during heavy drop-off and pick-up times (7:30-8:00 and 3:00-3:30), cars should enter the campus at the McClintock Drive driveway (on the north side of the church). Students can be dropped off or picked up near the east end of the east classroom building.

## Family Handbook

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

Naturally, students involved in extracurricular activities will often be on campus beyond 4:00. 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 4:00 p.m. Students who remain on-campus after 4:00 p.m. without a constructive reason (e.g., after school tutoring, extracurricular activities) will be placed in the cafeteria or other designated area, and should be picked up there.

Any concerns regarding traffic should be reported to the Director of Community Relations.

### 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.**

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 permitted and accompanied by a designated 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.**

### School Activity Fees and AZ Tax Credit

All after school activities must be supervised by adults. Most such 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 Director of Operations.

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

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

## Family Handbook

### Fees and Deposits

JMPS does not charge a book deposit. Students who lose or return textbooks in poor shape shall be billed the cost of the book.

**At the beginning of the school year, a student fee of \$125 is due from all students. This fee assists with consumable class materials, planners, lockers, computer upkeep, club-class fees, M-Week fee, cap and gown for graduation (12<sup>th</sup> grade only), and other general campus supplies. There are additional fees for field trips.**

In addition to the start of the year fee, a 2019-2020 JMPS yearbook may be purchased for \$50. Please note this is a pre-order and the yearbook will be delivered in August of 2020. **It should be noted that the time of hardcover yearbooks may have past. A decision about producing a classic hardcover yearbook will be made early in the school year, but there may well be other and better ways to memorialize the school year via 21<sup>st</sup> Century digital and electronic means.**

Any questions regarding fees should be directed to the Director of Operations.