

2015-2016



***Taking Charge of Your
Education...***

Jefferson Academy Mission Statement

To provide a safe and structured learning environment that facilitates student success in academics, self-respect, and self-discipline with the ultimate goal being a successful return to the regular education classroom.

Jefferson Academy
341 W. Broadway Blvd.
Jefferson City, TN 37760

Dear Parent/Guardian,

Please read over the student handbook so that you will be familiar with Jefferson Academy's procedures, expectations, and dress code. Each day your child will bring home a point sheet that will indicate how his/her day has been and will include any concerns of that day. Please read and sign these sheets daily. This is a requirement of the program and your child is required to return the point sheet, signed, each day. Any point sheet not turned in during homeroom or any sheet turned in without a parent's signature will result in the student losing an earned day for that particular day. No point sheets will be accepted after the student leaves his/her homeroom period. Please feel free to write any questions, comments, and/or concerns on the comment line and we will address them immediately.

We may call you occasionally with questions, concerns, and praises. Please call us with any questions, concerns, and praises that you may have. By working together, we can help ensure that your child has a positive experience at Jefferson Academy.

Thank you,

Garry Jett, Principal
Jefferson Academy

GJ/dlh



INCLEMENT WEATHER SCHEDULE

- **One (1) hour late – students may enter the buildings at 8:20AM and must be in homeroom by 8:30AM. Dismissal will be at the regular time**
- **Two (2) hours late – students may enter the buildings at 9:20AM and must be in homeroom by 9:30AM. Dismissal will be at the regular time.**
- **School dismisses early – the front office will call to inform parents school is letting out early. However, due to traffic issues with JMS, parents are encouraged to pick up their student as soon as they hear school is dismissing. If an administrator is not at the drop-off/pick-up gate, simply call the front office at 475-5007 and we will dismiss your child.**

JEFFERSON ACADEMY

Frequently Asked Questions

What is Jefferson Academy?

Jefferson Academy (JA) is the Jefferson County School System's alternative school program for grades 6 through 12. It was founded in the summer of 2009 with collaborative support from Jefferson County Juvenile Court System, Carson-Newman College Cherokee Health Systems and other community agencies. The program is supported by an advisory board of representatives from community agencies. The school system provides the teachers, school curriculum and all academic functions. Current capacity is 60 students serving Jefferson, Maury, White Pine, and Rush Strong Middle Schools as well as Jefferson County High School.

Who is Jefferson Academy Designed to Serve?

Jefferson Academy was established to serve eligible Jefferson County middle and high school students who have been targeted for expulsion or long-term suspension, or for "at risk" students who are having a great deal of academic, emotional or behavioral problems. The Principals from each school refer these students to JA from each school. Once designated for placement, an intake interview will be scheduled with the student and parent(s).

How is a Student Placed at Jefferson Academy?

Principals may issue a placement due to a student's consistent violation of discipline. Parents/ Guardians of any student who has been expelled due to zero tolerance must meet with the Director of Schools before he/she may attend Jefferson Academy. The Director of Schools may also place a student with a zero tolerance violation in Jefferson Academy.

Is Jefferson Academy a Mandatory Program for Students Referred?

No. Jefferson Academy is an alternative educational option for students. Students (and parents) are not mandated to attend JA but this is an opportunity rather than student expulsion. Due to strict guidelines required at JA, there are periodic alcohol and drug testing for all students who attend. Other educational options such as private schools or home schooling may be chosen in lieu of alternative school. However, once remanded to alternative school, a student would not be allowed re-entry to Jefferson County Schools without alternative program completion.

What is a Typical Day Like at Jefferson Academy?

Parents must provide transportation to and from Jefferson Academy each day (please consult with staff if you have any questions about this). All students must report to JA promptly at 7:30AM (per school clocks) Monday through Friday. If the student arrives late, points are deducted (refer to parent agreement). The school day consists of academic schoolwork in the classroom, counseling on social skills, appropriate behavior, other interpersonal skills, and some individual counseling (as needed). Lunch will be available to all students at regular school prices. The school day ends at 2:20PM at which time his/her parent or legal guardian must promptly pick up the child. If the parent/guardian is late picking the child up, points are deducted from the student's point sheet for that day (refer to the parent agreement). Jefferson Academy follows the regular school calendar for holidays and school closings.

How is Jefferson Academy's Classroom Different from a Regular School Classroom?

All Jefferson Academy middle and high school students are separated in different classrooms with teachers specially trained in Behavior Modification skills. These skills include crisis intervention, therapeutic techniques, "lay-counseling", mediation skills, and conflict resolution skills. The classroom and the entire school are highly structured and have a specific Behavior Modification system. Finally, there are also alcohol and drug meetings for all students who are referred by the school's Guidance Counselor, court system, or have failed drug tests.

What are Parental Responsibilities?

The student's parent/guardian must transport the student to and from Jefferson Academy each day. This will ensure the student will be present and also provide JA staff with regular and consistent contact with parents/guardians to give feedback on progress and to evaluate goals. Parents/guardians are expected to have contact with JA staff at least once per week to evaluate the student's progress. Parents/guardians are also expected to participate with JA staff in follow-up work, services or evaluations after the student leaves JA and returns back to regular school.

Is there a Dress Code?

YES. All students are expected to fully comply with the Code of Conduct, Dress Code and other requirements of Jefferson Academy. Failure to comply with any part of the dress code will result in disciplinary action!

ATTENDANCE
per
T.C.A. Code 49-6-3402

(c) Attendance in an alternative school shall be voluntary unless the local board of education adopts a policy mandating attendance in either instance. The student shall be subject to all rules pertaining thereto. A violation of the rules by a student may result in the student's removal from this school for the duration of the original suspension or expulsion, but shall not constitute grounds for any extension of the original suspension or expulsion. The final decision on removal shall be made by the chief administrator of the alternative school.

Visitor Policy

Parents are always welcome at Jefferson Academy. It is suggested that an appointment be made through the office to see a teacher or visit a classroom. The school policy is to accept only those visitors who have legitimate business at the school.

All visitors must report to the main office for a pass. Issuance will be at the discretion of the administration. Visitor passes will not be issued during exams or any other time which an administrator deems inappropriate to issue a pass. An administrator may refuse to issue a visitor pass any time he/she feels it is in the best interest of the school.

Visitor Guidelines

- Report to the main office to sign in and receive a visitor's pass.
- Display passes while in the building.
- Return the visitor's pass to the front office before leaving campus.
- Any person on school grounds at any time without a pass is trespassing and may be subject to arrest by local authorities.

Jefferson Academy Dress Code*

All students will abide by the following dress code daily:

- No jewelry of any kind except medic alert bracelets or necklaces.
- No backpacks, notebooks, wallets, cell phones, or purses are allowed.
- Toboggans only are allowed during the months of November through March and will be stored with the student's coat or jacket. No hats, caps, or any other types of headgear will be allowed.
- Coats and toboggans will not be worn in any building at any time. These will be put in a designated area and searched during the day.
- During winter months, a sweat shirt or "under armor" style clothing will be allowed if it meets Jefferson Academy Dress Code requirements. No hoods/hoodies, zippered fleece/sweaters, writing and/or logos will be allowed on clothing.
- Tennis or basketball shoes are the only acceptable footwear. No boots, flip flops, crocks, or sandals of any kind are allowed. Dress shoes are by approval only.
- Shoelaces must be tied with a regulation knot and be of a solid color. The laces will be the same color on both shoes.
- No make-up, fake fingernails, or nail polish will be allowed.
- Keys brought to school will be held by the homeroom teacher until the end of the day at which time the students return to their homeroom classes.
- All tattoos or any form of body art, temporary or permanent, must be covered by the student before arriving to school each day.
- Boys must be clean shaven with no facial hair.
- Below are more specific rules for pants, shirts, and hair:

Shirts

- Shirts must be tucked in at all times. This includes sweatshirts.
- Solid colors only. The colors black or gray; as well as checks, stripes, or see-thru shirts or tops are not allowed.
- No writing or emblems on shirts. Shirts are not allowed to be turned inside out to hide writing, emblems, etc.
- No holes in shirt.
- Crew neck tees or collared shirts ONLY. All shirts must have sleeves that cover the upper arms.

Pants

- Must be correct size. No "sagging or bagging", "skinny jeans", straight leg jeans, faded jeans, cargo pockets, capris, carpenter pants, or shorts are allowed.
- No black or gray pants allowed. Jeans must be blue. Dockers' style pants will be Navy blue or tan.
- A belt must be worn at all times. Only *solid color black or brown* belts are allowed. No large belt buckles, studs, grommets, etc. Only metal allowed on a belt is a *standard* belt buckle.
- No holes, rips, tears, or fraying will be allowed.

Hair

- A student's hair will be worn in a manner that does not disrupt the educational process.
- Hair must be of a natural color and only one color.
- No faddish hairstyles will be allowed. This includes but is not limited to Mohawks, spiked hair, Afros, cornrows reaching to the collar, and dreadlocks.
- Hair touching the collar will be kept in a ponytail.
- Bangs must be kept trimmed above the eyebrows. Any bangs below the eyebrows will be held back with bobby pins or hair barrettes.
- No braids, twisting, or hair products (gel, hair glue, etc) will be allowed.

**** Any student who refuses to abide by the dress code will result in disciplinary action. ****

This is not an all-inclusive list. List subject to change at principal's discretion.

Points Deductions:

- Uncorrectable Violation=100 points will be deducted for any "uncorrectable" offenses to the dress code. Parents will be called to correct the violation.
- Correctable Violation= A minimum loss of 25 points.

*All dress code issues are at the discretion of the principal of Jefferson Academy or his/her designee. The principal will have the right to take appropriate action to correct any student whose appearance, while not specifically covered by this policy, is considered by the acting principal to be out of compliance with board stated goals or to be disruptive to the educational process or sense of decency. I understand rules and regulations are subject to change without notice.

DAYS EARNED & POINTS SYSTEM

A student will earn 1 program completion day for each day he/she receives a minimum of 160 points. Points are earned through completion of assignments, behavior, cooperation, attendance, etc. Being tardy or early release will affect daily points and days earned for program completion. It is the parent's responsibility to synchronize personal clocks with Jefferson Academy's clock.

LOSS of POINTS:

- 10 points = Per incomplete or missing assignment
- 25 points = Cheating
- 25 points = Passing notes
- 30 points = Tardy 7:31-8:30; -40 points = 8:31-10:00; no earned day 10:01 or later (students must be in their classrooms before the bell rings at 7:30AM)
- 75 points = Picked up after 2:45PM (per JA's atomic clock)
- 100 points = Uncorrectable dress code violation
- 25 points = Correctable dress code violation
- 50 points = Correctable dress code violation 2nd offense
- 75 points = Correctable dress code violation 3rd offense
- 100 points = Abusive behavior or language (At the principal's discretion, student may be suspended.)
- 25 points = If requested to "take 5" by the teacher
- 100 points = If Mr. Jett is called into the classroom
- 200 points = OSS
- ANY absence will result in the loss of that day's program completion day. However, all policies concerning truancy still apply, so please be sure to send any doctor's excuses, funeral notices, etc with your student upon his/her return to school so the secretary can record the absence as "excused" or "unexcused" in the data base.
- All points and the possible earned program completion day will be lost if a point sheet is: 1-not turned in during Homeroom class the following school day or 2-the point sheet has not been signed by the parent/guardian. **ABSOUTELY NO EXCEPTIONS!!!**

ANY STUDENT MAKING RACIAL REMARKS, USING VULGAR LANGUAGE, and/or DRAWING, "THROWING", VISITING WEBSITES OR OTHERWISE MAKING REFERENCE TO ANY SIGNS, SYMBOLS, SPECIFIC COLOR COMBINATIONS, ETC THAT CAN BE CONSTRUED AS BEING GANG RELATED WILL RESULT IN AN AUTOMATIC OUT OF SCHOOL SUSPENSION.

FIRST TIME PLACEMENT LEVELS:

- Level 1 = earned day 0 – earned day 14
- Level 2 = earned day 15 – earned day 27
- Level 3 = earned day 28 – earned day 42
- Level 4 = earned day 43 +

RETURNING PLACEMENT LEVELS:

- Level 1 = earned day 0 – earned day 16
- Level 2 = earned day 17 – earned day 33
- Level 3 = earned day 34 – earned day 49
- Level 4 = earned day 50 +

First time placements must earn a total of 55 days before any consideration will be made to return to the student's school of record. Students placed with JA a second time must earn a total of 65 days for consideration. Any student placed with JA a third time must go before Dr. Edmonds for permission to attend (see last page of handbook under heading "Repeat Offenders" for more information). After required earned days are completed, the return date will be determined after the principal consults with the student's school of record. No student will return to their school of record before the mid-term period during any 9 week term.

****Please Note: an earned program completion day and an attended day of school are not the same. A student must receive at least 160 points before that day will be counted as an earned program completion day. Students cannot earn points and therefore receive an earned day for program completion when they are not at school. All student attendance and/or truancy issues are still governed by JCSS Attendance Policy 6.200 (see jc-schools.net for attendance policy information)**

****Snow make-up day if needed.**

Jefferson County Schools 2015-2016 Calendar

<p>August 3, 2015 August 4, 2015 August 5, 2015</p> <p>August 6, 2015 August 7, 2015 September 7, 2015 September 8, 2015 September 10, 2015 September , 2015 October 9, 2015 October 12-13, 2015 October 14, 2015 October , 2015 October 22, 2015 November 13, 2015 November 25, 26, 27 December, 2015 December 17, 18 December 18, 2015 December 19-31 January 1, 2016 January 4, 2016 January 5, 2016 January 6, 2016 January 12, 2016 January 18, 2016 February 2- Mar 13 February 5, 2016 February 15, 2016 February 16, 2016 February 17, 2016 March 1, 2016 March , 2016 March 15, 2016 March 21-28, 2016 March 31, 2016 April 21, 2016 April 22, 2016 April 22, 2016 April-May May May 23-24, 2016 May 25, 2016 May 26, 2016</p>	<p>Teacher Inservice Day # 1 Teacher Inservice Day # 2 <i>County-wide Training in afternoon</i> Teacher Administrative Day # 1 Registration New Students ONLY Registration/Freshman Orientation-Patriot Academy Teacher In-service Day # 3 <i>County-wide Training in afternoon</i> First Day of School for Students (1/2 Day Students Dismissal at 11:30) LABOR DAY HOLIDAY Professional Development Day # 1 Students off <i>County-wide Training in afternoon</i> Mid-term Progress Reports to Parents for 1st Nine Weeks (Day # 23) EXPLORE Test (8th Only) and PLAN Test (Sophomores Only) ASVAB Test (Juniors Only) 1st 9 Weeks Ends (Day # 45) FALL BREAK (Students & Staff off) Professional Development Day # 2 Students off <i>County-wide Training in afternoon</i> PSAT Assessment Report Cards Go Home (1st 9 wks Report) Mid-term Progress Reports to Parents for 2nd Nine Weeks THANKSGIVING HOLIDAYS EOC JCHS Assessments Exam Days End of 2nd 9 weeks & End of First Semester CHRISTMAS HOLIDAYS New Year Holiday (Students & Staff off) Teacher Administrative Day # 2 (Students off) Teacher In-service # 4 (Students off) <i>County-wide Training in afternoon</i> 2nd Semester Begins – Full Day for all students 2nd 9 weeks Report Cards go home MLK HOLIDAY (Students and Staff off) TN Ready Assessments Part I for 3rd -8th Grades Mid-term Progress Reports to Parents for 3rd Nine Weeks Winter Break Day Presidents’ Day (Staff & Students off) (**Snow Make-Up Day if needed) Winter Break Day (Staff & Students off) (**Snow Make-Up Day if needed) Teacher Inservice Day # 5 (Students off) (**Snow Make-Up Day) <i>County-wide Training in afternoon</i> Teacher Administrative Day # 3 (Students Off) And Election Day Statewide ACT Testing Date (Grade 11) End of 3rd Nine Weeks SPRING BREAK including Good Friday Holiday (Staff & Students Off) (**Snow Make-Up Day) Report Cards go home Mid-term Progress Reports to Parents for 4th Nine Weeks Day Professional Dev # 3 (Students Off) <i>County-wide Training in afternoon</i> (**Snow Make-Up Day if needed) K REGISTRATION EOC JCHS Assessments TN Ready Testing Part 2 and TCAP SS & S Grades 3-8 and JCHS AP Exams Exam Days (1/2 Day Early Dismissal @ 9:30) STUDENT LAST DAY (Subject to Change) Teacher Administrative Day # 4 -Final Day Staff (Subject to Change)</p>
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180 Student Days/3 Full Professional Development Day
5 Scheduled In-Service Days
10 Paid Holidays

Stockpiled days earned from extended day =13
Days are allocated as:
3 Professional Development

4 Administrative Days + 1 P-T Day of Two 3-Hour Conference Dates (TBA at Local Schools) 10 Snow Days

Jefferson Academy Breakfast/Lunch Information

Money for breakfast and lunch will be collected by cafeteria staff each Monday. Please be sure your child has his/her breakfast and/or lunch money every Monday morning *for the entire week*. The cafeteria does not extend credit. Please make checks or money orders payable to JMS Cafeteria.

Please note: due to accounting/deposit procedures, cash or checks sent in for payment takes 2 to 3 days to process and credit to a student's lunchroom account.

Applications for reduced or free lunch are available in the front office. Please be aware processing of an application may take several weeks. Until the application is approved, your child will remain on the previous year's status (free, reduced or full price) for one month after which he/she will go to full price status if the application has yet to be processed or filled out. Once the application is processed, you will receive a letter telling you of your child's status "free", "reduced", or "does not qualify".

MEAL PRICING

Breakfast Full Price \$1.50 per meal.....Lunch Full Price \$2.25 per meal
Breakfast Reduced Price .30 cents per meal.....Lunch Reduced Price .40 cents per meal

Weekly Total for Full Price Breakfast and Lunch \$18.75

Weekly Total for Reduced Price Breakfast and Lunch \$3.50

All meals will be pre-packaged. Extra helpings will not be available. Please make sure your child is aware of this before he/she decides to skip a meal.

If your child has any food allergies, ***we are required to have a doctor's statement on file***. Please make sure you get this statement to Jefferson Academy within the first week of school so we can coordinate his/her meals with the cafeteria.

To comply with federal guidelines, our school meals are nutritionally analyzed daily using USDA approved software.

Jefferson Academy Student Drug Testing

According to TCA 49-6-4213, a student may be subject to testing for drugs if there are reasonable indications to the principal that such student may have used or is under the influence of drugs. All the standards of reasonableness stated below must be met. Tests shall be conducted by properly trained persons in circumstances that ensure integrity, validity, and accuracy of the tests but are minimally intrusive and provide maximum privacy to the tested student.

For the purpose of this policy, the following definitions shall apply: “Drug” means any controlled substance, marijuana, alcohol, any liquid containing alcohol, legend drug or any other substance for which possession or use is regulated in any manner by any governmental authority including the school system. TCAA 49-6-4202

Students will be notified in writing at the beginning of the year, or at the time of enrollment, that they shall be subject to testing for drugs and alcohol during the school year under the following circumstances:

Standards of Reasonableness:

1. If the student is enrolled in an alternative school program.
2. If the student is in a 9-week transition period from an alternative program to a regular program.
3. If the principal has authorized a drug test when evidence of the violation of School Board policy on drug use is obtained through one or more of the following:
 - a. A search of the student’s locker;
 - b. A search of the student and the student’s possessions or containers;
 - c. A search of the student’s vehicle;
 - d. Observed or reported use of drugs by the student on school property; or
 - e. Other reasonable information received from a teacher, staff member or other student reasonably indicating that a student may have used or be under the influence of drugs or alcohol in violation of Board policy.

Students will be further advised as to the procedures for testing and possible penalties.

Testing Procedures: If a test is to be administered, the principal or properly trained designee shall take the following steps:

1. Call the student into the principal’s office or another private place.
2. Summon an appropriate witness to the proceeding. Inform the student of the substance of the information that is the basis for the determination that a test is necessary.
3. Inform the student of the procedures that shall be followed in administering the test.
4. Give the student an opportunity to decline the test. Inform the student that refusal to submit to drug testing will be handled in the same manner as a positive testing result.
5. Notify the parent or guardian of the student of the impending test.
6. A person trained in collecting and handling drug test specimens shall take the student to a designated place in the school and collect a specimen from the student. A specimen shall be taken in a manner which will reasonably protect the privacy of the student and will insure the integrity of the specimen is not compromised.
7. Once taken, the specimen will be handled with an identifying number, which in no way will reveal the identity of the student.
8. The specimen will be forwarded for analysis to a laboratory accredited by the Tennessee Department of Health and Environment.
9. Upon receiving a written, certified copy of the analysis from the laboratory, the principal or designee shall do the following:
 - a. If the results of the analysis are negative, all evidence of the individual test, including all record in the school that the test was ordered and reasons therefore, shall be destroyed.

- b. If the student refuses to submit to drug testing or if the results of the analysis are positive, the student and parents or guardian shall be notified and/or given a copy of the test results. The presence of any adulterating substance, as confirmed by the lab, constitutes a positive result.

At the time of enrollment to an alternative school program, the parent will provide written consent and instructions for drug screening in the event that they cannot be notified of impending test. Initial alternative program admission testing will establish the baseline of current drug use. Subsequent testing verifying the use of any illegal substance will result in a referral for an alcohol and drug evaluation which shall be the responsibility of the parents. Students testing positive for drugs/alcohol will be considered in violation of State law and school rules.

Consequences of a positive drug test/refusal to submit to a drug test:

1. Parents will be notified and/or given a copy of the results. In addition they will receive referral information which shall include community resources for community-based drug/alcohol assessment and treatment programs.
2. In the case of positive results of the analysis, the principal or his designee shall determine the appropriate disciplinary action.
3. Students in an alternative school program-If the drug test is positive, a treatment plan will be developed and/or appropriate disciplinary action will be taken.
4. The results of a positive drug test will not be used solely for criminal prosecution.

Payment for Test:

The school system will be responsible for costs of drug tests ordered by school staff. If the student, parents, or guardians wish to dispute the findings of the tests, the requesting party will be responsible for testing fees and charges. Upon request and receipt of payment by parent or guardian, students will be re-tested to determine accuracy of original test.

If a referral is made for Drug and Alcohol Assessment, the parents/legal guardians will also be responsible for those fees. A Drug and Alcohol Assessment is often free to those who agree to undergo treatment, which is normally covered by medical insurance.

Confidentiality:

Drug testing results shall not become a part of the student's permanent record. If treatment is required, the facility may receive records as requested through permission from the parent/legal guardian.

By signing below, I acknowledge the drug testing policy for Jefferson Academy, which coincides with the policy for the Jefferson County Schools System, and it has been explained to me. (Actual form to be signed is in the parent packet. Do not tear out this portion of the handbook, sign, and send to JA with the student.)

JEFFERSON ACADEMY

EDUCATION: Disclosure of offenses before entering school.

SB 1888

HB 1919

Requires disclosure of the fact that child has been convicted of criminal offense before child can be enrolled or re-enrolled with “any local education agency.” (S: Dixon; H: DeBerry L.) Senate amendment 1 rewrites this bill. This amendment requires the parents or guardians of a student adjudicated delinquent for an offense involving the following to notify the school principal in writing of the nature of the offense when such student enrolls, resumes, or changes schools in a local education agency: (1) First degree murder; (2) Second degree murder; (3) Rape; (4) Aggravated rape; (5) Aggravated robbery; (6) Especially aggravated robbery; (7) Kidnapping; (8) Aggravated kidnapping; (9) Especially aggravated kidnapping; (10) Aggravated assault; (11) Felony reckless endangerment. The above information would be shared only with school employees having responsibility for classroom instruction of the child, and would otherwise be confidential. This written notification would not become part of the child’s student record. House Amendment 1 was withdrawn.

TCA 49-063000

Senate status: Senate 05/27/1999 passed with amendment 1.

House status: House passed 05/28/1999

Other status: Enacted as Public Chapter 0462 (effective 07/01/1999)

PHYSICAL RESTRAINT INFORMATION

I understand that my child may be restrained while attending Jefferson Academy if certain behaviors are exhibited. I have had explained to me the procedure of the Behavior Continuum that leads up to a restraint.

The staff of Jefferson Academy hopes to never use this control technique on your child. In the event that your child becomes a physical threat to himself/herself or others in the building, the student will be restrained.

JEFFERSON ACADEMY

Jefferson County Schools Notice of Non-Discrimination

The following notice of non-discrimination meets the minimum requirements of the regulations enforced by Jefferson County School System.

The Jefferson County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person(s) has been designated to handle inquires regarding the non-discrimination policies:

Director of Student Support Services
Jefferson County Schools
1221 Gay Street
Dandridge, TN 37725
865-397-3194

Inquires may also be made to the Office for Civil Rights. The address of the regional office, which covers Tennessee, is:

United States Department of Education
Office for Civil Rights
Atlanta Office, Southern Division
61 Forsyth St., S.W.
Suite 19T70
Atlanta, GA 30303
404-974-9406

Understanding Early Withdrawal Consequences

When students change school environments, the transition can be disruptive in many ways. Although they may take the same courses, the delivery of the material is different, the order in which it is presented may be different, and the book may be a different version. When students come to Jefferson Academy, we make every effort to ensure courses being taken at their previous school can be completed at JA. Students sometimes think it is easier at JA due to the smaller class sizes and more individual attention received. Please be advised, in order to ensure a student is successful, he/she will not return to the school of record before any mid-term period. Returning before may put students at a disadvantage at the school of record due to curriculum and delivery differences and/or attendance issues which could result in not earning an expected grade.

JEFFERSON ACADEMIC MODIFIED PROGRAM

Parent Agreement

As the Parent, I agree to the following statements:

- I understand that during placement at JA my child cannot be on Jefferson County School property other than JA campus.
- I understand that it will be my responsibility to transport my child to and from JA.
- I understand that my student is not allowed to go home with another JA student unless approved by the principal.
- I agree to cooperate and support the staff at JA with any discipline issues involving my child.
- I understand that my child may not have a cell phone or any electronic device on the campus of JA. If found in possession of a cell phone or electronic device, it will be confiscated and may be held until the student completes the program.
- Each day my child is absent; a note will be required from the appropriate sources. (i.e. doctor's office, court officer, etc.) All unexcused absences will lengthen the student's time at JA.
- Funeral director note, court appearance documentation, etc. must have appropriate information. (i.e., a funeral note must concern the death of an immediate family member)
- If my child requires medication, I agree that I must bring the medicine to the school secretary. Proper documentation must be with medication.
- I understand if my child is late to school (must be in his/her classroom by 7:30AM per JA's atomic clock), he/she will lose 30 points if in 7:31-8:30, -40 points if in 8:31-10:00, and no earned day if in 10:01 or later.
- Students will not be allowed in the building prior to 7:20AM.
- Students are to be dropped off in the back of the school prior to 7:45AM. After 7:45AM students can be dropped off at the front of the school. Students are to be picked up at the back of the school after 2:10PM.
- If a student arrives late (after 7:30AM) the student must check in at the office prior to going to class. Students leaving early need to be checked out at the office.
- I understand that if I am late (past 2:45PM per JA's atomic clock), my child will lose 75 points.
- I understand if my child destroys or defaces any school property, (i.e., doors, walls, lights, name badges, computers and/or any technology equipment, staff property, etc.) I will be subject to the cost of repairing or replacing such items as determined by the school principal.
- I understand that JA is not responsible for my child should I not pick him/her up on time everyday. The JA staff's day ends at 2:45PM and the parent/guardian is responsible for on-time pick up of their child.
- I agree to cooperate and require my child to follow all rules of JA.
- I agree to attend parent meetings as required by JA.
- I understand any student who does not comply with the JA program, both the parent and child will be required to meet with the Jefferson County Juvenile Court Conduct Review Board.
- I understand even though my child may have a valid TN driver's license, he/she will NOT be allowed to drive him/herself to school while attending JA.
- I understand that my child is not allowed to drive to JA to pick another student up if they are attending JA themselves.
- I understand that if my child is suspended that he/she cannot be on JA campus.
- I understand if my child should make any racial remarks, use vulgar language, and/or draw, "throw", visit websites or otherwise make reference to any signs, symbols, specific colors or combination of colors, etc that can be construed as being gang related will result in an automatic Out of School Suspension. The number of days of the suspension will be determined by the principal.
- I understand if my child does not abide by JA rules then disciplinary action will be taken.
- This is **not** an all-inclusive list. List subject to change at principal's discretion.

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I agree to the placement of my child in the Jefferson Academy program. He/She must complete the program which consists of obtaining "earned" days. The total amount of earned days for program completion is determined by the number of times a student has been assigned to Jefferson Academy.

Each of the above conditions has been explained to me and I agree to cooperate with the Jefferson Academy Program and staff in all matters. I understand that failure to comply with these rules is my choice. If I choose not to cooperate and follow these rules, my child may be suspended. I also understand rules and regulations are subject to change without notice.

JEFFERSON ACADEMY MODIFIED ACADEMIC PROGRAM

Student Agreement

As the student, I agree to the following statements:

- I understand that during my placement at JA I cannot be on Jefferson County School property other than JA campus.
- I understand I will be monitored by video equipment at all times.
- I understand “school grounds” include but are not limited to school buildings, adjacent streets, and adjoining properties.
- I agree to complete all class work and projects as assigned.
- I agree that I will not disrupt classes, use profane language, and engage in fights.
- I agree that I will not possess any weapons, drugs, alcohol, or tobacco products while on school property.
- I agree not to damage or deface school or staff property. If I damage or deface school property, I will be required to pay for any and all damages as a result of my actions. This includes name badges!
- I agree that I will not attend any school activity or return to any other school campus during my placement at Jefferson Academy. Violation: Out of School suspension for 3 days and possible charge of trespassing. Participation in recreational leagues using other school buildings is not permitted.
- I will lose 30 points if I arrive 7:31-8:30; -40 points = 8:31-10:00; and no earned day if after 10:01. (must be in the classroom by 7:30AM per JA’s atomic clock)
- If I am late getting picked up, I will lose 75 points (late pick up is after 2:45PM per JA’s atomic clock).
- I agree to the drug testing policy for Jefferson Academy.
- I agree while on school property, my property and I are subject to be searched at any time.
- I understand I will NOT be allowed to drive myself to and from school while at JA.
- I understand that I am not allowed to drive to JA to pick another student up if I am attending JA myself.
- I understand that I am not allowed to go home with another JA student unless approved by the principal.
- I understand if I make any racial remarks, use vulgar language, and/or draw, “throw”, visit websites or otherwise make reference to any signs, symbols, specific colors or combination of colors, etc that can be construed as being gang related will result in an automatic Out of School Suspension. The number of days of the suspension will be determined by the principal.
- I will be required to do the following:
 - I will be in my assigned location at the start of each day and class period.
 - I will follow dress code requirements.
 - I will not leave my work area.
 - I will not speak without permission of the staff.
 - I will have no foreign objects in my mouth. (i.e., candy, gum, erasers, etc)
 - I will be given the opportunity for a minimum of 2 restroom breaks at specified times of the day.
 - I will practice appropriate social skills toward others at all times.
 - I will be assigned duties of maintaining the Jefferson Academy classroom daily.
 - I agree to participate in all Group Activities or Community Service Activities.
 - I understand that if I do not have my point sheet in morning homeroom or my sheet is not signed by a parent/guardian, I will not receive the earned day for program completion. NO EXCEPTIONS!!!
 - I am not allowed to bring a cell phone or any other electronic device to JA. If I do, it will be confiscated and may be kept until I exit the program.
 - I will not attempt to communicate verbally, or by passing notes, with any other student while moving about school campus or buildings or while in the classroom. School grounds include school building, adjacent street, and adjoining properties.
 - I understand should I choose to bring a drink from home, only unopened, clear, bottled water or sugar free Gatorade or Powerade will be allowed.
- I understand all school rules are in effect 30 minutes before and 30 minutes after school or while students are still in the building.
- I understand if I am suspended I cannot be on the JA campus.
- I understand if I refuse to abide by any of the rules at Jefferson Academy disciplinary action will be taken.
- This is **not** an all-inclusive list. List subject to change at principal’s discretion.

Each of the above conditions has been explained to me. I agree to cooperate with the Jefferson Academy Program and Staff in all matters. If I should choose not to cooperate and follow these rules, I may be suspended. It will be my Parent/Guardian’s responsibility to see that I am enrolled in school. I understand rules and regulations are subject to change without notice.

ZERO TOLERANCE PLACEMENTS

Per Jefferson County School Board Policy 6.309 “Zero Tolerance Offenses”, a student shall be expelled from any Jefferson County School for a zero tolerance offense and will not be allowed back in the county’s school system for a period not less than 180 school days or one calendar year. Only the Director of Schools shall have the authority to modify the expulsion requirement on a case-by-case basis.

Any student expelled for a Zero Tolerance offense such as sale of drugs, possession of a firearm, or assault of a teacher or school system employee will not be eligible for any modifications of their expulsion.

Any student given permission by the Director of Schools to attend Jefferson Academy due to a Zero Tolerance offense will not be eligible for consideration to return to their school of record until completion of at least 2 complete nine week terms. Students having discipline issues while attending Jefferson Academy will not earn the privilege to petition the Director of Schools for any consideration of early release from the alternative program.

REPEAT OFFENDERS

If a student is assigned to Jefferson Academy for a 3rd time, both the student and parent will be required to meet with the Director of Schools for permission to attend JA. The only exceptions will be students with an active 504 Plan or an active IEP. Students with an active 504 or IEP will immediately be referred to the Conduct Review Board upon their beginning attendance at Jefferson Academy.

All parents of students assigned to Jefferson Academy for a 3rd time will be required to complete the Journey Program along with their child. This program is spearheaded by the Jefferson County Juvenile Courts and consists of classes held at Jefferson County High School over a five week period. The Journey Program mandates attendance by a custodial parent or guardian and the student.