



Jefferson  
COMMUNITY  
SCHOOL

# Jefferson Community School

Parent & Student  
Handbook  
2015-2016

*Jefferson Community School inspires students to be responsible global citizens through individualized, experiential and expeditionary learning programs.*



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# INTRODUCTION

## School History – A Different Vision

Jefferson Community School was conceived in 2004 by a dedicated group of parents and educators, who were looking to create a truly life-changing educational experience for students. Both teachers and parents shared a commitment to individualized education, experiential, expeditionary-based learning & a goal of igniting students' intellectual passions.

## Good Templars Building 1870

The International Order of Good Templars began construction in 1869. The upper floor was used for meetings and the first floor housed a playhouse used for lectures, plays and recitals. In 1888, a new owner fitted the building to accommodate sleeping rooms for male laborers. The Fraternal Order of Eagles bought the building in 1904, giving it a face-lift in 1958. It was sold in 1995 to a local group who rehabilitated it, capturing much of its original charm. The building is home to the Jefferson Community School (which now owns the building), with one community business renting space on the lower level.

## The Mission of Jefferson Community School

Jefferson Community School inspires students to be responsible global citizens through individualized, experiential and expeditionary learning programs.

## Our Vision

All students will be academically and socially prepared to be successful citizens of their community and the world.

## Our Core Values

### Experiential Learning

- An experiential learning environment is one of the core values upon which Jefferson Community School was founded. We value spontaneous opportunities for learning, carefully planned expeditions integrated with the curriculum, and traveling to local, regional, and global destinations.

### Academic Excellence

- Jefferson Community School challenges students with rigorous curriculum, helping youth develop critical thinking skills while actively participating in their own learning and discovery. Students hold themselves accountable to each other, their teachers and their community through measureable outcomes. JCS balances strong academics with flexible learning environments to assist in a variety of learning styles.

### School Community

- Jefferson Community School values the diversity and background of each member of our school community. Scholarships and financial aid make the JCS experience more affordable to families in financial need. We recognize and respect that everyone has unique gifts and talents that contribute to the success of the school. Small class sizes and daily all school gatherings enhance a strong sense of community, belonging, and mutual respect.

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### **Leadership Development**

- Jefferson Community School values the development of global citizens capable of taking leadership roles. Students are consistently encouraged to develop skills through leadership opportunities, and by taking leading roles in service learning projects and efforts within the student body.

### **Expanding Opportunities**

- Jefferson Community School creates opportunities on many levels. In coordination with the Leadership Development component of the curriculum, JCS expeditions gives students opportunities to grow through structured challenges that are encountered through travel to new contexts. Flexible learning programs allow students to earn academic credit through involvement in the community working with outside experts on projects of interest and mentorships.

### **Global Citizenship**

- Our staff and students recognize that the world today goes beyond the confines of our buildings and physical geography. We value respect for the world around us through community service and interaction with other cultures. JCS students are prepared to live in a future where we are all connected with the world.

## **We are a school characterized by...**

- A strong academic college preparatory program and a developmentally appropriate curriculum from grades 7 through 12.
- The expectation that all students will take advantage of opportunities to contribute to, and benefit from, an integrated program that includes Expeditionary and Experiential Education, Community Service, Arts, and Athletics.
- A committed faculty and staff that develops close, caring relationships with students.
- An educational environment that embraces a variety of learning and teaching styles and respects individual differences.
- A school culture in which it is safe to take intellectual risks and which encourages independent thinking, creativity, ethical decision-making, and respect for others.
- An active school community comprised of students, their parents, faculty, staff, alumni and Board of Directors; all of whom are valued contributors to enriching and enhancing the life of the school.

*—Adopted by the Board of Directors*

## **Accreditation**

Jefferson Community School is an approved private school by the State of Washington Office of Superintendent of Public Instruction (OSPI), is accredited by the Northwest Accreditation Commission (NWAC), and is a subscriber member of Northwest Association of Independent Schools (NWAIS).

## ACADEMIC PROGRAM

### Course Offerings 2015-2016

Reading and Writing at the College Level

English (Literature and Writing)

History, US Government, and Global Geography

Public Policy - Civics, Contemporary Issues, Constitution

Science Foundations

Chemistry

Math (Exeter 1, 2, 3, 4), Pre-Algebra, Algebra, Geometry, Pre-Calculus

Spanish and Independent Language Study Options

Art Appreciation/Elements of Design, Ceramics

Experiential programming: SCUBA, Maritime, Equestrian, Tutoring

### Independent Study Courses: The JCS Flexible Study Program

An independent study course may be offered to students who wish to work beyond the requirements to pursue a topic that is not offered in the curriculum. Teachers are not required or expected to grant an independent study at a student's request; therefore, students should regard an independent study as a privilege. An independent study course may be taken for a semester or over a full year, depending on the intensity of the course and the frequency of meetings. A student may take only **one** independent study per semester and it may not serve as one of the student's five-class minimum.

An independent study may be approved if one of the following criteria is met:

- The student has a deep and special interest in a particular subject that is not covered in the academic program.
- The student has exhausted the current offerings in the curriculum in the area of his or her special interest.
- A teacher or adviser is available and willing to conduct the independent study. Students applying for an independent study must fill out a form from the Registrar and submit it to the Head of School. The Head of School will consult with appropriate personnel to determine if the independent study shall be approved.
- Students in any grade can also receive credit for PE, Art, Music, or Occupational Education experiences participated in outside of JCS. (high school sports, participation in a band and ongoing music experience, etc.) These Flex Study opportunities, however, must be approved by the Head of School in advance, and the number of hours expended must be tracked and turned in to receive credit.

### On-Line Courses

Jefferson Community School acknowledges the viability of on-line education and supports the principle of enhancing learning opportunities for all students. However, the school also believes in the strength of its own curriculum and the talented faculty who teach that curriculum to the students. Furthermore, we believe that an important part of the educational process is the interpersonal relationship that is cultivated by students with their teachers and with other students. The development of social skills, communication skills, and listening skills is an intrinsic part of the

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curriculum. These are best imparted in a three-dimensional learning environment. Therefore, the school adopts the following policy governing on-line courses.

A student will be allowed to take on-line courses during his or her tenure in the high school (grade 9-12). The course may be either a semester (.5), or year-long (1.0) course. The following restrictions apply:

1. The course must be approved by the Head of School,
2. The student must apply for the course through the Head of School, enrolling fully and using the appropriate form, **before** the course begins.
3. The student taking the on-line course must be enrolled in a minimum of five courses at Jefferson Community School.
4. The student taking the course must be supervised by a teacher/staff who will coordinate the work with the on-line service and report the student's progress. The Head of School will enlist the appropriate personnel.
5. The on-line course should be considered only if no other similar course exists in the Jefferson Community School curriculum. An exception might be made if there is a schedule conflict that prevents the student from taking the course offered by the school.
6. If the course is from an accredited on-line program, the course will appear on the transcript as transfer credit, and the grade will be averaged into the Jefferson Community School grade point average.
7. If the course is not from an accredited on-line program, it will be regarded as an Independent Study and must follow those guidelines set forth by the Independent Flexible Study Program. If approved by the Head of School, the course will receive Jefferson Community School credit and will appear on the transcript.

Before an on-line course is approved, the student and Head of School will carefully consider the following predictors of success for such a course:

1. Student is self-motivated, self-disciplined and has good time-management skills
2. Student exhibits intellectual curiosity
3. Student is willing to make the same commitment to the on-line course as to the other classes in the schedule
4. Student has good computer knowledge and skills

## **Repeated Courses**

Students who fail a required course must repeat it by taking it as an additional course during the next academic semester/year or by earning credit in an approved summer program. If a student repeats a course, the repeat grade and credit are posted on the transcript and averaged into the GPA.

## **Credits and JCS Course Requirements**

A semester course at the Jefferson Community School is equivalent to .5 credit. A minimum of 26 credits successfully completed during grades 9-12 is required for graduation. This total may include high school transfer or summer school credit. The normal and suggested course load is 6 classes each semester. Full time JCS students may take no fewer than 5 classes in a given semester and no more than seven classes in a given semester without permission from the Head of School.

Each student is responsible for completing all requirements for graduation. All students must complete the departmental distribution requirements as shown in the chart below. In addition each year all students must complete Service-Learning hours. JCS students, grades 7 and 8 are required to complete ten (10) hours of service learning per academic year. JCS students, grades 9, 10, 11, and 12 are required to complete twenty-five (25) hours of service learning per academic year. Service-Learning, for the most part, is built into the JCS curriculum. All seniors are required to complete a Senior Capstone Project.

<b>Graduation Requirements</b>	
<b>Humanities Requirements</b>	
Combines English & Social Studies	
English/Literature	<b>4.0</b>
Social Studies	
Pacific Northwest Studies	<b>.5</b>
World History	<b>.5</b>
United States History	<b>1.0</b>
Global Studies	<b>1.0</b>
<b>Science</b>	<b>2.0</b>
<b>Math</b>	<b>3.0</b>
<b>Art</b> (Visual, Media, Technology, Performing)	<b>2.0</b>
<b>World Language</b>	<b>2.0</b>
<b>Physical Education</b>	<b>1.5</b>
<b>Health</b>	<b>.5</b>
<b>Occupational Education (Life Skills)</b>	<b>1.0</b>
<b>Community, Leadership, and Service</b>	<b>1.5</b>
<b>Senior Capstone Project</b>	<b>1</b>
<b>ELECTIVES</b>	<b>4.5</b>
<b>TOTAL CREDITS:</b>	<b>26</b>

*Parents and students should be aware that State graduation requirements change and that JCS Faculty will review our own requirements in order to be in line with State requirements.*

## **Senior Capstone Project**

The Senior Capstone Project provides another opportunity for the kind of experiential learning that is so valuable to the total Jefferson Community School experience. This independent project is intended to add depth to the students' senior year; it is a challenging, self-directed, and self-disciplined enterprise that allows students to make decisions and be responsible representatives of Jefferson Community School in the wider community.

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Seniors choose from any area they wish for their mini-internships, providing certain predetermined criteria can be met. Each student is responsible for contacting the organization, researching the possibilities for an internship, and procuring a position. The student initially writes a proposal, which serves as an application for approval of the project. This proposal states the details of the project, its goals and how they are to be achieved, and describes the supervision that will be available during the project. The proposal is then submitted for approval to the Head of School. Seniors are responsible for planning with each of their on-campus teachers for completion of their academic courses before the commencement of the senior project.

It is the responsibility of the student to follow through on the requirements. The culmination of the project comes in the form of a portfolio and a formal oral presentation of the experience to parents, faculty, and students just before Spring break.

## **Transfer Credits**

All approved course work completed at another high school or other accredited institutions will be counted in the student's total earned credits and will show on the student's Jefferson Community School transcript. These transfer credits WILL be calculated into the student's Jefferson Community School yearly or cumulative GPA/Percent Average. The JCS registrar will request academic records from the previously attended schools.

## **Credits Earned in Middle School**

On occasion credits that are designed for High School (9-12) students and completed by Middle School (7-8) students will be reflected on the student's High School transcript. In the event that this does occur these credits may count toward the student's graduation requirements. Credit given for these courses will be determined on an individual basis.

## **College Credit**

Qualifying students may enroll in college courses through the Running Start program. Specific requirements exist for each program and students must meet with the Head of School in order to enroll. These courses will affect grade point average. A course at community college must have "5 quarter credits" in order to translate into 1 high school credit.

Dual enrollment is offered. These students can receive both high school and college credit.

## **Reflection and Evaluation Process**

Einstein commented, "We cannot solve our problems with the same thinking we used when we created them."

Our purpose at Jefferson Community School is to encourage habits of mind that will allow our students to become competent, critical and imaginative thinkers. By nurturing strong, integrated thinking in our students, we nurture the same in the world at large. This "competency-based" structure focuses on the idea that being a good learner involves a discernible set of thinking behaviors. We want our students to become responsible for the quality of their work and the depth of their learning.

## Aspects of the Reflection and Evaluation Process

1. Working closely with students to establish clear learning competencies and criteria for evaluation.
2. Utilizing a variety of qualitative and quantitative evaluation formats such as projects, exams, presentations and performances.
3. Providing opportunities for on-going student self-reflection, including R & E notebooks, on-line portfolios and year-end Capstones.
4. Individualizing and making the process effective for diverse learning styles.
5. Charting growth in the learning competencies over time and identifying areas for improvement.
6. Presenting parents/families with narrative reports in core subjects and competency grades across the curriculum in achievement, participation and responsibility.

## Competencies Promoted at JCS

### **Achievement = Critical Thinking, Creative Problem Solving**

*Knowledge, Understanding, Analysis, Perspective, Relevance, Accuracy, Questioning, Making connections, Synthesis, Thinking outside the box*

### **Participation = Communication and Community**

*Participation, Writing Process, Discussion Skills, Use of Technology/Media, Clarity, Precision, Cooperation, Teamwork, Leadership, Support of Others*

### **Responsibility = Commitment**

*Attention, Follow-through, Organization, Motivation, Discipline.*

To cite Einstein yet again, “*Education is what remains after one has forgotten what one has learned in school.*” By promoting mastery of thinking skills and learning habits, we are teaching HOW to learn, instead of WHAT to learn. And with this process of reflection and evaluation, we are cultivating refined minds with the capacity to think, express, reflect and imagine.

## Grades

Although subjectivity is inevitably a part of evaluation, Jefferson Community School teachers work from a position of respect and trust, as well as a shared set of community standards. Students should familiarize themselves with a teacher's specific requirements and expectations.

Below is how the JCS grading translates to a 4.00 grade point average (GPA), the following table displays the grade points earned for each equivalent letter grade. The grade point average is computed by dividing the sum of the grade points earned by the total number of potential credits.

### Grade Point Average

A 4.0	B- 2.7	D+ 1.3
A- 3.7	C+ 2.3	D 1.0
B+ 3.3	C 2.0	D- .5 (lowest passing grade)
B 3.0	C- 1.7	F .0

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## Conferences

The faculty of Jefferson Community School welcome the opportunity to discuss with students and parents classroom performance, behavior, and any other topic. While parent conferences are scheduled twice per year, parents are welcome to meet at any other time during the school year. Parents should make an appointment directly with teachers or Head of School. Each student is unique and has different needs. It is important to allow the teachers time to prepare for your conference by gathering the appropriate material and doing the necessary research. In doing this, your conference will be more beneficial to the student's success. Appointments will be held before or after school.

## Incomplete Grades

An incomplete grade is given at a teacher's discretion when illness or other circumstances beyond a student's control prevent completion of course work by the end of the semester. Both the student and the teacher must complete an incomplete form and file it with the Registrar. The teacher will prepare an evaluation with the incomplete grade, an explanation of the student's plan for completion, and the due date. A student is required to complete all work for the course by March 1 for the fall semester or September 15 for the Spring semester or the incomplete will change automatically to the grade recorded by the teacher on the Incomplete Grade Form.

## SERVICE-LEARNING PROGRAMMING

### Service Learning

*"How wonderful it is that nobody wait a single moment before starting to improve the world." ~ Anne Frank*

Service learning furthers Jefferson Community School's mission to teach responsibility, foster a compassionate community and embrace diversity. Through service learning, students apply skills, talents and interests in meaningful ways that create positive change for themselves and the organizations and individuals they serve. Through service experiences, students gain an understanding of their role as responsible, caring citizens in helping to meet community needs. Moreover, research indicates that students engaged in service during high school are more likely to remain civically engaged adults, with significantly higher rates of voting and volunteerism.

Students are encouraged to partner with organizations and community needs that suit their interests. Individually, students assist local nonprofits in a variety of fields including social services, education and environmental stewardship through activities such as tutoring underserved students, visiting homebound elderly, serving meals at food banks and planting native species for stream restoration.

Service learning provides meaningful opportunities for Jefferson Community School students to take responsibility for their world. Individually or in small groups, service projects and the learning that comes from them are integral to the Jefferson Community School experience.

## JCS Upper School Service Learning Graduation Requirement

- 25 service hours per academic year required for graduation (Grades 9-12).
- Service forms are submitted by students for approval by the Service Learning Coordinator and/or Head of School.
- An evaluation form needs to be filled out and turned into the Head of School **before** the hours will be credited. This includes all-school service projects as well as independent service projects.
- Service hours will not be granted for paid internships or employment. (Likewise, service hours will not be approved for funds donated to a nonprofit, even if funds are earned in employment for a nonprofit organization.)
- Service hours accumulated over summer months and reported after the last day of school are applied to the next academic year.
- Students must submit hours for approval to the Service Learning Coordinator by the end of the semester in which the service activity was completed. (Approval for hours submitted after the semester due date is at the discretion of the Head of School).

## EXPEDITION PROGRAM

### Field Trips

Field trips during the year are scheduled to supplement the instructional program. All field trips will be educational or designed to build community. School rules of conduct apply on field trips and exemplary behavior is expected of all students while representing the school. When field trips take students more than 20 miles from campus, permission slips must be signed by parents/guardians and returned to the front office prior to the trip in order for a student to attend the trip.

### Expeditions

Central to our mission is the concept of the world as a classroom. We encourage our students to become citizens of the planet and to have awareness of the complex interconnections among cultures, ecologies and economies. We incorporate short and extended expeditions, both local and global, into our program. International students are also invited here, to learn with us as we are a welcoming learning community for friends and students from around the world.

## COMMUNITY EXPECTATIONS AND STANDARDS

### The Community Standard

Membership in Jefferson Community School requires each person to take personal responsibility for herself or himself, as well as for other members of the community. The school community is defined and judged by how each of us acts every day and every student at JCS has a responsibility to uphold the trust and mutual respect on which all of our relationships are founded. These relationships are vital to maintaining an atmosphere in which everyone feels an important and meaningful part of the community. A successful community requires of its members character, honesty and integrity; its members must possess self-discipline, respect, loyalty, courage, compassion and responsibility. Our

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community fails when we, individually or collectively, fail to adhere to these basic principles. However, every action that affirms honesty and integrity builds the kinds of relationships and community we seek.

Learning requires an atmosphere of trust, support and compassion. Broken relationships distract us from our job: the academic, ethical, moral and social education of our students. When we are successful we fulfill Jefferson Community School's mission, and all members of our constituency—students, parents, staff, and alumni—are educated in the broadest sense of the word.

In our school, we oblige every member of the community to:

- Be honest in all situations – academic and personal.
- Respect each member of the community.
- Act in an ethical manner worthy of trust.
- Accept responsibility for his or her own actions.
- Care for and protect the school's facilities and property.

Throughout the course of its existence Jefferson Community School has identified core character values that it strives to promote and instill within its students. Over time, these values have been codified in various documents." In summary, the core values of Jefferson Community School can be characterized by the following statement:

We oblige every member of JCS, including students, faculty, staff, and parents, to:

- Act in an ethical manner worthy of trust.
- Respect and support each member of the school community.
- Be honest in all situations – academic and personal.
- Protect and take care of our local and global environment, including the school's facilities.
- Accept responsibility for his or her actions.
- Pursue a healthy lifestyle.

## **Chain of Communication**

One of the fundamental tenets of life at Jefferson Community School is that communication is clear and uninhibited. Such communication is integral to the fabric of the school, to its daily life, and to the broader educational mission of the school. The accompanying chart is intended to guide communication when an issue arises. Our experience has been that when such issues do arise, they are most effectively resolved by the student following the "Chain of Communication" represented by the chart.

### **Jefferson Community School Communication Chart**

1. Parent/Student

2. Teacher

3. Head of School

4. Board Chair

In short, if a student experiences a problem or faces an issue that he or she believes requires resolution, the first point of contact should be the appropriate teacher. If the problem remains unresolved, it should be taken to the Head of School. In the event that anyone is uncomfortable in speaking to a particular Head of School, he or she should contact the Chairman of the Board or one of the current Board Members. It is vital as well for every student to understand that he or she should always feel free to speak with any member of the faculty or administration concerning a problem.

If a parent or a teacher has an issue that he or she believes requires resolution, the same “Chain of Communication” should be followed. **It is particularly important for parents to go first to the teacher involved**, although every member of the administration is also always available.

The Head of School will make final decisions concerning curriculum, school operations, and administrative issues. The Board is responsible for major school policies. Communication is—by definition—a mutual and dynamic process. Good communication does not always result in agreement. The “Chain of Communication” insures that everyone who wishes to speak will be heard.

Ultimately, if all members of the school community communicate directly and responsibly, it will be rare for an issue to reach the bottom line of the chart. More importantly, responsible and direct communication will guarantee a healthy school environment.

## **Code of Conduct**

We are committed to creating a dynamic and reverent learning environment that both challenges and affirms our students. To this end, we embrace a code of conduct based on respect, responsibility and compassion that will create a safe and supportive school community. Jefferson Community School & Jefferson Community School students will not tolerate intimidation, violence, weapons, drugs, tobacco, alcohol, maltreatment of people or property or other behaviors that threaten the safety, security and integrity of our community members at school or while on school-related events and expeditions.

To provide an environment in which sensitivity, tolerance, acceptance, mutual respect, and genuine learning can occur, it is important that every member of the community recognize, understand, and display appropriate and sensitive behavior. Examples of unacceptable behavior are: (1) threatening actions or language; (2) use of sexually explicit language or materials, “street talk” or swearing; or (3) any comment that is derogatory relative to race, religion, sexual orientation, gender, culture, national origin, socioeconomic status, personal appearance, or the like.

We ask each member of the Jefferson Community School community to welcome and value the unique contributions of all students. We are here to learn from and with each other. If any member of the community feels that another has subjected him or her to unacceptable behavior, he or she should communicate the concern directly to the person whose behavior or language has been offensive. If direct communication is not possible or if the behavior continues, he or she should report the incident(s) in accordance with the complaint procedure set forth below.



## **Discipline Policy**

Jefferson Community School will apply fair standards when addressing disciplinary issues with students. Such issues will be reviewed on a case-by-case basis and be handled at the discretion of the teachers and administration. As appropriate, students, families, mentors and teachers will be invited to participate in the conduct review and the determination of consequences. Exclusion from activities/expeditions, long-term and short-term suspensions, school/community service, and expulsion are all possible consequences of inappropriate or dangerous student behavior. A student who has been placed on expulsion or long-term suspension may seek readmission or reduction of the length of suspension at any time during the course of the absence.

These forms of discipline are imposed on a student as a consequence of misconduct, and will only be imposed after giving the student: (1) some oral or written notice that discipline is being considered, and (2) the student has some opportunity to be heard. In situations where the student's conduct causes an immediate and continuing danger to others or to the educational process, the school may take emergency actions without providing the student an opportunity to be heard beforehand.

## **Social Misconduct Policy**

Social misconduct is defined as conduct or behavior that violates any school rule or policy or that may physically or emotionally damage any person, or the general welfare or educational environment of the school. In addition, the school expects and requires all students to be honest in their relationships with the faculty, the administration, and with one another. Social misconduct can include a wide range of behavior. The following are examples of serious misconduct. The list is not exhaustive.

### **Examples of conduct that may physically or emotionally damage a person include:**

- Physical or emotional bullying, including "hazing" (See Bullying below)
- Abusive language, including excessive profanity
- Sending abusive notes or electronic messages to harass or intimidate
- Racial, ethnic, or religious harassment
- Sexual harassment; gender orientation or body image comments

### **Examples of conduct that may damage property include:**

- Vandalizing the school or its property
- Stealing or intentionally damaging another's property

### **Examples of serious violations of school rules or policies include:**

- Violating the school's Alcohol and Drug Policy
- Violating other significant school rules related to academic honesty, facilities use, responsibility and or safety that have been communicated to students orally or in writing
- Engaging in acts of academic dishonesty or lying to a member of the faculty or administration.

## **Bullying Policy**

Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct against another student and the behavior:

- Results in harm to the student or the student's property
- Places a student in fear of physical harm or of damage to the student's property, or

- Is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment.

Bullying is prohibited by Jefferson Community School and could include hazing, threats, taunting, teasing, assault, demands for money, confinement, destruction of property, theft of valued possessions, name-calling, rumor-spreading, and ostracism. In some cases, bullying can occur through electronic methods, called “cyberbullying.” If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher or head of school, as soon as possible. The administration will investigate any allegations of bullying and will take appropriate disciplinary action if an investigation indicates that bullying has occurred. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Any retaliation against a student who reports an incident of bullying is prohibited.

The Board has established policies and procedures to prohibit bullying and to respond to reports of bullying.

## **Violence Policy**

Students must never resort to physical confrontation to resolve their differences. Fighting for any reason will not be tolerated and may result in disciplinary action including possible suspension or expulsion, loss of athletic or extracurricular activities privileges, parental conference, behavior probations, or other disciplinary action as may be deemed appropriate. Fighting includes the throwing of punches or a serious physical struggle. Likewise, threatening another will not be tolerated. Threatening includes any behavior, which purposely places or attempts to place another in fear of imminent bodily injury or physical contact.

## **Complaint Procedure *for bullying and other forms of disrespect mentioned previously***

1. Any student who believes he or she is the victim of bullying or observes incidents that might constitute bullying is strongly encouraged to inform or report the situation to a teacher or other staff member.
2. If a child reports to his/her parent(s) about an incident, that parent needs to communicate the situation directly to either the classroom teacher, or Head of School promptly.
3. The teacher or staff member who has been approached will notify the Head of School. The Head of School will promptly do an investigation of the incident(s). Reports will be treated confidentially and only reported to others within the school’s community on a need-to-know-basis. However, in almost every circumstance the offending party, if there is one, will have to be informed to properly gather all relevant facts.
4. Parents or legal guardians of both the alleged bully(s) and victim(s) will be notified of the incident right away, as well as next steps to resolve the situation and possible consequences. In most instances, a meeting will be arranged with the student(s), parent(s), and the Head of School and/or Assistant Head to discuss the situation further.

5. **Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.**
6. The Head of School may encourage parents of both the bully and the victim to consider private counseling to help address the pattern of unacceptable behavior of the bully and potentially long-term detrimental effects of the victim(s).

## **Mandatory Reporting of Abuse**

Adults at Jefferson Community School are legally required to report to Child Protective Services knowledge of or a reasonable suspicion of abuse inflicted upon a student under age 18, including instances of physical injury (including bruising); sexual abuse or crime (molestation, rape, statutory rape, exploitation); cruel or inhumane treatment; or persistent neglect. The school has established guidelines for handling the reporting process in such a way as to protect the welfare of the student involved.

## **Academic Misconduct Policy**

Every member of the school community is expected to be honest and ethical. Academic dishonesty compromises the integrity of every member of the school community and is unacceptable. Academic misconduct is defined as an intentional act of deception by which a student seeks to claim credit for the work or effort of another person. It is also defined as the intentional or unintentional use of unauthorized, misappropriated or fabricated material in any academic work.

### **Academic dishonesty includes:**

- **Cheating:** Cheating typically involves claiming another's work as one's own, as in the case of unauthorized copying or collaboration on a test or assignment, or using prohibited texts or materials.
- **Plagiarism:** Plagiarism typically involves representing the words or ideas of someone else as your own, as in the case of copying another person's work without appropriate references; presenting someone else's opinions and theories as your own; working jointly on a project and then submitting it as your own. Copying and pasting of online sources is plagiarism.

## **Drug & Alcohol Policy**

The illicit use of drugs and alcohol is unhealthy, illegal and counterproductive to an educational enterprise. The illicit use of drugs includes the use of illegal drugs and the abuse of legal drugs. We believe that the use of such substances by students creates an atmosphere of mutual distrust and is incompatible with our educational mission. We prohibit the use of such substances at school and strongly discourage their use outside of school. Students may not supply, use, have in their possession or be under the influence of drugs or alcohol on campus or during any school-sponsored event. The use of tobacco is also prohibited on campus and during all school-sponsored events.

There will be no possession or use of tobacco products, alcohol, or the illicit use of other drugs by any adult member of the school community (board members, faculty, staff, students, parents, or other participating individuals) in the course of any curriculum related event or student function, including but not limited to, all academically related activities, all school sponsored trips, athletic events and dances. Under certain specific circumstances, however, (such as fund-raisers, dedications, private gatherings, and parent sponsored events on and off campus) the use of alcohol by adults of legal

drinking age may be permitted. In all such cases, Washington Law governing the use of alcohol will be strictly observed. At all times cognizance of the presence of minors will dictate the behavior of adults with regard to the use of alcohol.

With the approval of the Head of School, the campus may occasionally be leased or donated to outside groups. When this occurs, the above rules will apply.

## **Possession of Weapons or Other Dangerous Objects**

The possession of a weapon or other dangerous objects in the school building or on school property, or at school functions is prohibited and may result in suspension, police intervention, and possible expulsion. Dangerous objects include without implied limitation items such as guns, firearms, explosive devices, knives, slingshots, pepper spray, and chemical sprays.

## **Notice of Nondiscriminatory Policy to Students**

The Jefferson Community School admits students of any race, color, national and ethnic origin and extends all the rights, privileges, programs, and activities generally accorded or made available to students at the school to all students JCS does not discriminate on the basis of race, color, national or ethnic origin, or gender identity in administration of its educational policies, admission policies, scholarship programs, and athletic and other school-administered programs.

## **SCHOOL LIFE**

### **Annual Calendar**

The JCS calendar can be found on our school website and also in Alma. JCS will strive to follow the general breaks and holidays guidelines as set by Port Townsend School District. Please watch the Weekly Head of School E-Bulletin too keep apprised of our many activities.

### **Daily Schedule**

Classes begin at 8:00 am and end at 2:45 pm. Students should arrive no later than 7:50 am to be ready, prepared, and seated at 8:00 am. Students arriving to the front door at 8:00 will be marked tardy to first period in Alma. Students requiring early release for sports practice may submit a practice schedule to the Head of School or Assistant Head of School at the beginning of the season to obtain approvals.

Parents are encouraged to schedule student appointments after 3:00 pm rather than during the school day wherever possible.

### **Community Circle**

The day at JCS includes a Community Circle. By gathering as a whole-school community, we can share information, ideas, and concerns. This time will offer a great opportunity to explore core values, as well as to do the work required to keep a community open, honest and responsible. Every member of the JCS community has a vital voice; the Community Circle is a time to hear and honor each other's voices. Students are encouraged to be involved in creating and maintaining our community values.

*Jefferson Community School inspires students to be responsible global citizens  
through individualized, experiential and expeditionary learning programs.*

Although it is not an academic course, Circle is an essential part of the JCS experience and all students must be on time and attend circle.

## Lunches

Jefferson Community School does not provide lunches and students are invited to bring sack lunches to eat at school (we do have a microwave). We also offer students the privilege, with parent/guardian permission, to go off-campus for lunch.

If student brings a lunch, lunches should be packed in a sealed container. Lunches left at the school at the end of the day will be thrown away as bags of food lying around the school create health issues. Students must clean up after eating lunch and do not bring food to be stored at the school.

The JCS faculty does not supervise students who leave campus for the lunch period. Jefferson Community School's Board of Trustee's and/or faculty are not liable for my student's safety if a student is off campus during the lunch period. JCS expects a certain code of conduct from students while they are exerting the off-campus lunch privilege. We also ask them not leave trash and food waste around the school, and to be mindful of their interactions with our neighbor's downtown. Students must not be late for classes. Off Campus lunch is a privilege that can be revoked.

## Electronics

Students will **NOT be allowed to bring cell phones, iPods and other portable electronic devices into their JCS meeting spaces or classrooms.** We ask students to leave electronic devices at home, or in their backpacks, out of sight. If the student does not have a backpack, the above electronic devices can be kept in the JCS main office. **Students can only use their electronic devices before and after school hours and during lunch.** If these items are noticed at school outside of lunchtime, **they will be confiscated**, and the student will have to meet with the Head of School or Dean to get his/her item back. This could take several days. In some cases, individual teachers may determine if use of a cell phone is appropriate for learning purposes.

Parents, please keep this in mind. If you need to contact your child any other time, please call the office phone at: 360-385-0622, the office will generally be staffed during the school day. Students can ask to use the Main Office phone if the need does arise.

## Computer Use

Each student is required to have the use of their own laptops. We require students to treat all technological tools with respect. **No food or drink is allowed near computers.** All authorized users of JCS's computers and associated technology must understand and practice proper ethical use. We ask students to read in full and sign the technology use agreement given to parents in the beginning of the year Forms Packet. Student computer use must be in support of and consistent with the educational objectives at JCS and the law.

## Dress Code

JCS recognizes the importance of individual expression and understands that the way we dress may be a creative extension of our ideas. We also know that we live in a culture that sadly imposes unrealistic, and unhealthy, expectations on appearance. For this reason, we ask our students to dress

for school with awareness, by making an attempt to avoid wearing prominent logos/slogans, untucked and unkempt outfits, and sagging or revealing clothes. With this general dress code, we hope to create an atmosphere that promotes a sense of community and nurtures self-respect.

On certain days, for Community Tea or Community Luncheons we will ask for more formal attire (slacks, ties, skirts, blouses etc.) as a way of honoring our guests and creating a dignified atmosphere.

For P.E. and experiential learning students should bring appropriate athletic clothes. And, because we are an expeditionary program, students should come to class EVERY day prepared for outdoor activities, with raingear and warm clothes and shoes for staying comfortable in our variable Northwest weather conditions.

## **Homework Policy**

Assigned homework strengthens and supplements the learning that takes place in the classroom. The value of homework is considerable because it:

- prepares the student for the next day's learning
- reinforces concepts
- provides opportunity for additional exploration
- involves the student in independent thinking
- develops responsibility
- teaches skills of time management
- provides opportunity for independent practice
- helps the student take ownership of learning
- increases self-motivation and focus

The amount of homework assigned and the complexity of these assignments consider student age and competency. Increasing emphasis on homework is placed as students progress through upper school.

### ***Homework Submission***

**Late homework will not be eligible to receive full credit, and may not be awarded any credit.**

**No credit will be given to homework turned in over two weeks late although completion of late assignments may influence the teacher's overall formative assessment at the end of the grading period.**

**Parental Help** – JCS welcomes parental involvement in a child's academic life. However, excessive parental help can become a crutch that, in the long run, can hamper that student's ability to grow and learn independently. As such, JCS asks parents to be judicious in their help by asking reflective questions rather than simply providing answers.

**Assignments for Sick or Absent Students** – Students who are absent but able to do homework are expected to check the school's website for assignments. Responsibility for completing homework, tests, and quizzes missed through absence is that of the student in that the student must initiate

scheduling make up sessions with the teacher. **The teacher is not obligated to make up labs, discussions or similar class work** but may create an alternative at their discretion.

## School Stewardship

We are grateful to have the use of the historic downtown Good Templar's Hall as our main campus. We will work together as a community to ensure that the building and grounds are treated with respect. Students will design and carry out stewardship activities to help in the maintenance and support of our school and wider community.

## Community Luncheons and Communi-TEAs

Periodically, distinguished community members are invited to join us for student-hosted luncheons or formal teas. This is an opportunity to invite community members to the school, and to share dialogue with guests about career choices, community issues, and subjects of interest. These luncheons are historically planned and prepared by a small group of students, who will ask each student to bring a portion of the ingredients. You will not be asked to send anything that costs in excess of \$5, and your child will be eating luncheon that day.

## The School in the Community

The school reserves the right to hold students accountable to its standards of behavior outside of school and reserves the right to discipline serious misconduct that occurs at any time off school premises. Serious misconduct by members of the school community can compromise and detract from the general welfare, reputation, and educational goals of the school. We anticipate that the exercise of this right will be rare, only in the event of egregious misconduct, and if the school believes its integrity has been compromised.

## Visitors

Students who wish to bring a visitor to school must request permission from the Head of School at least one day before the visit. The student should introduce the guest to his/her teachers at the beginning of each class.

**All visitors need to sign in at the main office when they arrive and sign out when they leave.**

## ATTENDANCE

### Excused Unplanned Absences

Students are expected to be in their seats with their materials at 8:00 and at the start of every class period. If a student has an unplanned absence, **parents must call the school by 8:15 am** to report the student's absence and reason for the absence.

Excused absences include:

- Illness
- Family emergency

If the absence is due to an extended illness or approved pre-planned absence, the student will be encouraged to keep up with his/her work. **Responsibility for making up homework, tests and quizzes missed through absence rests on the shoulders of the student.** He/she should consult Alma first to determine what work was missed. If clarification is required the student should email his/her teachers to ask specific questions for clarification.

Extended health related absences may impact the student's ability to finish class content on time and may result in an "I" (incomplete) on the next grade report until the work can be completed as determined by the student's teachers.

## **Planned Absences**

Families are encouraged to consult the school calendar when making all travel decisions and to view class time as invaluable to the student's overall success. Any absence compromises the student's ability to be fully prepared in their academic pursuits and puts their grades at risk. Vacations during school days and similar planned absences are discouraged, and excessive absences for any reason will affect the student's grades and possibly credits. For those occasions when a planned absence is unavoidable, please request a planned absence form. Students must obtain the form at least two weeks prior and complete the form at least one week prior to the planned absence. The Head of School will determine if the absence is excused or unexcused.

Note that the student must obtain the signature of the Head of School before those of his or her teachers. The completed form is turned in to the Office Manager for filing.

## **Unexcused Absences**

An absence is unexcused if the parent does not report the absence by 8:15 am or for reasons such as but not limited to the following:

- Oversleeping
- Staying home to do late homework or work on a project
- A planned absence with less than two weeks advanced, written notice
- Resting after an abundance of extra curricular activities
- Participation in events unrelated to the school
- Last minute passport applications

## **Tardy to 1st Period**

Any student not seated and prepared to work at 8:20am will be marked as tardy in Alma by their first period teacher. A tardy may be marked as excused for the following reasons if a parent provides verification:

- Car trouble
- Traffic
- Appointment that could not be scheduled after school
- Family emergency

A tardy will be marked as unexcused for reasons such as but not limited to the following:

- Oversleeping
- Trying to print out an assignment or complete homework



- No reason given by parent

Note that teachers often give graded opening assignments that will earn a zero grade if the student arrives late. The student may not be given an opportunity to make up assignments missed due to tardiness, regardless of whether or not the tardy is excused.

## **Tardy to 2nd - 7th period**

Students not seated and ready to work at the start of any class will be marked tardy by their teacher in Alma. Only a note from another teacher will excuse their late arrival. Note that teachers often give graded opening assignments that will earn a zero grade if the student arrives late. The student will not be given an opportunity to make up assignments missed due to tardiness. It is the student's responsibility to manage time and arrive to class punctually.

## **Early Departure**

Students are expected to remain at school through the end of the school day at 2:45 pm. A student who needs to leave early for any reason must go to the office and sign out with the Office Manager or office staff, noting the reason for the early departure.

## **Excessive Absences**

**Attendance in class is critical to learning.** A student's attendance record is available for viewing by parents at any time in Alma. Accrual of more than six absences from any class in a semester for any reason, will result in notifications being sent home and a 10% or greater reduction in the student's grade for that class. This may lead to grades of No Credit (NC) or Incomplete (INC).

Students with excessive absences may also receive a letter from the Head of School regarding the amount of class time missed. The letter will be copied to the student's family and a copy placed in the student's permanent file.

**Students will not receive any credit for late work beyond two weeks (or less as determined by the teacher but not more) past the due date** but completion of late work after that date will be assessed formatively at the end of the semester which may adjust the grade favorably.

## **Makeup Work**

It is a student's responsibility to make up missed homework and tests. If a student misses school, s/he should contact a classmate for assignments and class notes and look online at Alma for classroom assignments. A makeup schedule must be arranged with individual teachers on the day the student returns to school.

## **Appointments**

Parents and students should schedule appointments for after school. If an appointment (doctor, dentist, physical therapist) must be scheduled during school hours, parents should send a note to the Head of School and the student should notify the appropriate teacher(s) before s/he leaves. A student will not be permitted to leave school without a note, prior arrangement, or permission of the Head of School.

**Any student who leaves school during the day must sign out in the main office, and sign back in upon return to school.**

## HEALTH AND SAFETY

### Student Illness

Jefferson Community School does not have a nurse on campus. Parents will be notified immediately in the case of an injury or serious illness. In the interim, students will be asked to rest near the front office until they can be picked up by a parent, friend or relative named on the Emergency Medical Form. It is important that clear arrangements for an emergency contact person be in place with the administration. If the school cannot reach a parent to pick up his or her child, the emergency contact person stated on the Emergency Medical Form will be called.

### Snow Days

Occasionally, because of inclement weather, it will be necessary to cancel or delay school. Jefferson Community School follows school closures and delays in accordance with the Port Townsend School District. You may also receive information regarding school closures by listening to one of the following radio stations: KJR (AM 950), KIRO (FM 97.3), KOMO (FM 97.7), KUBE (FM 93), KING (FM 98.1), KZOK (FM 102.5), KUOW (FM 94.9), KISW (FM 99.9). These stations will announce a cancellation of classes for the day. Parents should try not call an administrator or teacher if information can be found elsewhere.

If inclement weather begins after school is already in session, the administration will decide whether or not to cancel school. Until the teachers and students are notified of the decision, no student may leave campus without the specific permission of the administration. When the school is closed due to weather conditions or an emergency situation, all school-related activities will also be cancelled.

### Fire, Earthquake and Tsunami Drills

Fire, earthquake and tsunami drills will be held periodically throughout the school year. Students and faculty will be made aware of proper procedures to be used during a fire or an earthquake, and copies of these procedures will be visible in every classroom.

**In the event that an earthquake or fire should occur, parents should not call the school.** It is important that all lines of communication be left open. The school will make every attempt to contact parents when the opportunity presents itself. Evacuation meet-up locations are Memorial Field, Bank of America parking lot or the water tower above the stairs for a Tsunami drill.

### Lost and Found

All clothing and belongings should be clearly marked. Lost and found items are placed in the JCS Lost and Found. When students have lost an item, they should check the Lost and Found basket. At the end of each semester, items remaining unclaimed in the Lost and Found will be donated to the Goodwill or another Non-profit organization in need.

## Medications

No medications, including over the counter pain relievers will be given to any student by Jefferson Community School faculty or staff. Students who need medications during the day must adhere to the following guidelines:

- Students must never share over-the-counter or prescription medications with others.
- Students who need to self-administer prescription drugs during the school day or during school activities must have written authorization from a physician to do so and this authorization must be on file in the school office.
- Students who need to self-administer over-the-counter or prescription medications during the school day or during school activities shall bring to school only the amount of medication to be taken that day whenever possible.
- **All** medications must be kept in the school office and must be clearly labeled with student's name, date, and medication name/description.
- A student with specialized needs should review his or her situation with the Head of School.

## Phones and Messages

A telephone for student use is provided in the Front Main Office. Students must ask permission from school staff before they use the school phone. Students are not allowed to have their cell phones with them during class time.

Parents should understand that it might be difficult for the Front Office to get messages to the students during the day, particularly when off-campus. The campus infrastructure requires that a staff member deliver the message in person; staff are unable to call the classrooms. Whenever possible, parents should communicate with their students before school about appointments and plans for pick-up. The school understands that emergencies do arise, and staff will always try to deliver messages in these situations.

## BUSINESS MATTERS

### Communications

Jefferson Community School is a busy place and we encourage parents to keep informed about school events. The Jefferson Community School email accounts and Alma are the communication portals for the JCS community. Parents will receive weekly emails, including newsletters, containing information about what is happening at Jefferson Community School for the next week. Parents should take time to go through these and call the school immediately if they do not receive them or if they have any questions. Again, if parents do not understand any part of these communications or would like additional information, they should call the school at 360-385-0622. The standard office email address is [jcs@jeffersoncommunityschool.com](mailto:jcs@jeffersoncommunityschool.com).

### Tuition/Billing

Traditionally, payment of tuition begins in July and goes through June. The tuition deposit, paid at the beginning of the year to JCS, is held in a school savings account and will be used for the last month of your student's tuition. Monthly tuition payments are managed through Tuition Management System

(TMS). Upon enrolling with TMS, you will be given a personal account number and payment plan, and will make payments to TMS directly through the school year.

Jefferson Community School relies on families to make timely tuition payments. Tuition is due the first of the month. We count on all our families to be responsible for remembering to pay their tuition on time and pay the amount that is due. If your family discontinues payments or gets more than 60 days behind, your child may be unable to attend school. Prior-year tuition and fees must be fully paid before the start of the new school year. Final grades and student transcripts cannot be released until all tuition and fees are paid.

## Financial Aid

If JCS is provided with the contact information, parents who are not located at the same address will both receive all school information, including mailings, emails, and grades, unless the school has a mandate from either the court or the divorce decree that directs communication solely to one parent.

The website for Jefferson Community School – [jeffersoncommunityschool.com](http://jeffersoncommunityschool.com) - has links for both Alma and Tuition Management System (TMS). Also under the current families tab of the website will be posted forms and information relating to experiential and other events as they are planned through the school year.

Families may apply for limited financial aid from JCS. The amount of financial aid budgeted will be distributed among the families who apply by the deadline and qualify. Jefferson Community School uses the School and Student Service for Financial Aid (SSS), a service of the National Association of Independent Schools, to help assess a family's ability to pay Independent school costs. Through this service you will receive confidential and objective consideration of your financial eligibility for reduced tuition. All families who desire financial aid for next school year must apply by May 20th for the following year, even if you qualified for and received financial aid in the current school year.

School & Student Services by NAIS is a secure website where you will apply online. Please go to <http://sss.nais.org/parents/> to read about the application process, find out what information you will need to assemble to make your application, and complete the Parents' Financial Statement (PFS) on-line. When filling out your PFS, you will need to use Jefferson Community School's code number: 4207.

## Auto Insurance

The school does not provide insurance for vehicles loaned to the school for any school activity. No coverage, either liability or collision, is carried by the school or for loaned vehicles. Parents who drive other students will be asked to have a signed form and a copy of the private auto insurance on file. We will not ask student drivers to transport other students to and from school-sponsored events.

## Parent Involvement/Service Hours

Independent school involvement, especially in such a small school, is a family commitment and should be viewed as such by all concerned. Each family is required to **volunteer 40 hours per year** to help the school in many ongoing efforts. Although many schools charge for un-worked hours, we count on parent's commitment to the betterment of the school. Your volunteer hours really matter.

The school needs parent assistance and support in many areas. Parents will be asked to officially join one school committee and also to support the efforts of all the committees. Current committees are:

- Building and Grounds Maintenance Committee
- Gala and Family Fundraising Committee
- Development Committee (Publicity, Outreach)

We will also publicize through emails and the newsletter our needs for assistance with the school program: drivers, chaperones, clerical assistance, luncheon help, work parties, etc.

## DEVELOPMENT/FUNDRAISING

As an independent, non-profit school, fundraising is an integral part of the Jefferson Community School experience. As in all other independent schools across the country, tuition alone does not cover the costs of operation.

### **Giving to Jefferson Community School**

Through philanthropic support, Jefferson Community School is able to sustain its unique learning environment characterized by intellectual challenge, close relationships among students and teachers and a comprehensive Experiential Education program. Each year, we rely on contributions from parents, grandparents, alumni and friends as well as proceeds from fundraising events to help bridge the gap between tuition and the actual cost of a Jefferson Community School Education. ALL GIFTS TO THE SCHOOL ARE TAX DEDUCTIBLE.

### **Annual Fund**

This fund has a direct impact on the gap between tuition income and the cost of a Jefferson Community School education. Contributions to The Annual Fund go toward faculty salaries, the cost of educational programs, building operations, and the Financial Aid program. It is imperative that all families support this fund. Without such support, the school simply cannot survive. A high percentage of parental involvement is an important measure of success to which foundations refer when considering grant requests.

### **Family Fundraising Events**

The school community holds a variety of fundraising events each year. All parents are encouraged to participate and be a part of this effort. Please follow the events which will be publicized in the weekly Head of School E-bulletin. Our fundraising events will be chosen and planned by our Events and Fundraising Committee.

Past events have been:

- November-January: Plant-a-thon card sales-this is a very successful fundraiser that requires parent and student involvement. Cards are sold for trees planted by the students every January.
- November: Hilltop Tavern sponsors Jefferson Community School during their Wednesday night Bingo. All proceeds are donated to JCS.

- May: Rhody Run Pledge/Food Drive: Students, Parents, and Staff are encouraged to participate in the Rhody Run. By obtaining pledges for running/walking the Rhody Run, they have found a fun way to raise funds for Jefferson Community School. A food drive was put into place in an effort to support the local Food Bank. Supporters bring donations to the Jefferson Community School stand at the Rhody Run event.
- Garage Sale: Jefferson Community School puts on two garage sales each year. Donations from parents, friends, and families are requested. Please consider donating your items big or small to the Jefferson Community Garage sale year round. Your items can be stored for the next sale.
- Bingo: Ongoing year round is Family Bingo. This has been held at the Port Townsend Recreation Center on Fridays from 6:00-8:00pm. Everyone is welcome, all ages, and prizes are offered.

## **Annual Gala!**

Five years ago we had our first Gala, and they have been very successful ever since then. This will be a continued tradition, which not only raises significant money for the school but also creates a fun adult venue for socializing. Much of work goes in to this event; please consider donating to the event in as many ways as you can. This year's Gala is scheduled at the Northwest Maritime Center for Saturday, April 30th.





SEPTEMBER 2015						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**31 Aug All teachers back**

**8 First Day of School Overnight Retreat**

**11 Wooden Boat Festival**

**17 Back to School Night**

**25 PTFF Luncheon**

FEBRUARY 2016						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

**6 Plant-a-thon/Service Day**

**7 Prospective Family Tea**

**12 Snow Make-Up Day if needed (or no school)**

**15 Presidents' Day**

**18 Open House**

OCTOBER 2015						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**26-30 Spirit Week**

MARCH 2016						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**15 Open House**

**28 Enrollment Opens for 2016-17**

**30-Apr 1 Conferences 2 Hour Early Release**

NOVEMBER 2015						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**4-20 Expedition: Vietnam/Cambodia**

**7-18 Expedition: Cabalgata, Mexico**

**9 Veterans Day/Service Day**

**23-25 Conferences**

**26-27 Thanksgiving Break**

APRIL 2016						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**4-8 Spring Break**

**11 Instruction Resumes**

**28-29 AdvancED Accreditation Visit**

**30 JCS Gala**

DECEMBER 2015						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**Dec 21-Jan 1 Winter Break**

MAY 2016						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**30 Memorial Day**

JANUARY 2016						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**4 Instruction Resumes**

**18 M. L. King Day/Service Day**

**29 End of Semester**

JUNE 2016						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**15 JCS Graduation**

**16-17 Year End Retreat Last Days of School (unless snow days)**

**20,21 Snow Make-Up Days (if needed)**

8.28.15 rev B

School day starts at 8:00 am and ends at 2:45 pm.  
Some scheduled events are approximate and dates may change.

*Jefferson Community School inspires students to be responsible global citizens through individualized, experiential, and expeditionary learning programs.*

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