

# USJ

UNIVERSITY SCHOOL *of* JACKSON

## Upper School Handbook

2010 – 2011

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## **Welcome from the Head of School**

Welcome to the 2010-2011 school year at USJ! The faculty and staff of University School of Jackson are proud to be a part of your educational experience for the coming year.

The USJ Student Handbook is a very important document that contains important policies and procedures that will guide us through a successful school year. An understanding of the school calendar, activities, and policies will ensure a productive and effective year. Please take time to familiarize yourself with the contents of this handbook.

On behalf of the USJ faculty and staff family, I welcome you to the 2010-11 school year.

Sincerely,

Clay Lilienstern  
Head of School

## Preface

*This handbook is intended to be a guide to the policies and rules of the Upper School of the University School of Jackson. All decisions regarding admission, academic progress, grade level and classroom placement, discipline and participation in programs or activities are at the sole discretion of the school's administration. Reviewed annually, this handbook may be modified only by USJ administration, faculty and staff.*

# Guiding Principles

## *Mission Statement*

The University School of Jackson, a distinctive college preparatory school, seeks to instill a passion for academic excellence and lifelong learning so each student will reach his/her maximum potential.

## *Identity Statement*

USJ is a non-denominational, nonsectarian, college preparatory school dedicated to academic excellence and to our founding principles of faith, service, and scholarship. Based on a heritage founded in Judeo-Christian values, we provide an educational environment where students of all ethnic, cultural, and religious backgrounds are valued and respected. The faculty, administration, and students are empowered to nurture and embrace the Judeo-Christian values and our operating principles. Through the fulfillment of our mission and adherence to these core principles and values, we prepare our graduates to be responsible and informed world citizens.

## *Values and Operating Principles*

### **1) Integrity**

- a) We are firm and compassionate as we build strong character.
- b) We create an environment based on moral values and principles.
- c) We are fair and consistent with the discipline and ethical development of each student.

### **2) Honesty**

- a) We are truthful in all dealings.
- b) We honor and keep our commitments.
- c) We use facts as a basis for decision-making and problem solving.

### **3) Respect**

- a) We respect others and value each person's self-worth.
- b) We respect authority, the property of others, and the environment.
- c) We value the diversity of our student body.

### **4) Responsibility**

- a) We accept responsibility for our own actions and give credit to others for their accomplishments.
- b) We develop good work habits by striving for academic excellence.
- c) We encourage confidence and independence.

### **5) Excellence**

- a) We hire and retain the best available faculty, consistent with our mission.
- b) We set high standards and cultivate an environment of excellence.
- c) We evaluate and pursue all alternatives for enhancing the academic strength of the school.

## **History**

Officially founded on July 1, 1987, University School of Jackson was established through the consolidation of two independent schools, Episcopal Day School and Old Hickory Academy. With a rich heritage from both schools, USJ has doubled its years of experience and tradition to become the educational pace-setter for West Tennessee.

## **Accreditation and Memberships**

University School of Jackson is accredited by the Southern Association of Colleges and Schools (SACS) and is a member of the Tennessee Association of Independent Schools (TAIS) and the National Association of Independent Schools (NAIS). The school also holds memberships in the following organizations:

- The American Library Association
- The Association for Supervision and Curriculum Development
- The College Board
- The Educational Record Bureau
- The Jackson Area Chamber of Commerce
- The National Association of College Admission Counselors
- The National Association of Secondary School Principals
- The Southern Association of College Admissions Counselors
- The Tennessee Library Association
- The Tennessee Secondary School Athletic Association (TSSAA)
- The Tennessee Teachers of Foreign Languages

## Administration, Faculty and Staff

Head of School	Clay Liliensern
Upper School Director	Scott Phillipps
Dean of Students	Jim Hardegree
Director of College Advising	Rebecca Liliensern
College Advisor and Testing Coordinator	Shannon Whisenant
College Advising Assistant	Amy Buckley
US/MS Counselor	Julia Brundige
Athletic Supervisor	Scott Phillipps
Athletic Coordinator	David Rohm
Athletic Coordinator	Julia Brundidge
Athletic Coordinator	Mickey Marley
Facilities Director	Jim Hardegree
Upper School Librarian	Kathryn Weissenfluh
Upper School Secretary	Geri Breeden
Admission Coordinator	Kay Shearin
Computer Science Department	Linda Truex
English Department	Bridget Clark, Chair
	Anne Fine
	Linda Hawks
	Scott Phillipps
	Ruth Ann Morrison
	Carol Ryan
Visual Arts Department	Libby Lynch, Chair
	Anna McPeake
Foreign Language Department	Betsy King, Chair
	Nice Crockett
	Jimmy Glosson
	Chris Leonardi
	Michelle Steen
Mathematics Department	Donald Newman, Chair
	Peter Boedeker
	Christie Golden
	Carla Roach
	Tommy Russell
Performing Arts Department	Tom Grant, Chair
	Dian Eddleman
	Chris Bennett

	Tammy Grant
Science Department	Jane Ramer, Chair
	John Herriman
	Malea Mullins
	Judy Sanderson
History and Social Science Department	Clare Royer, Chair
	Clay Liliensern
	Rebecca Liliensern
	Shane Lynch
	Mickey Marley
	Scott Phillipps
	David Rohm

# Academic Life

## Upper School Bell Schedule

*Rotation by Weeks*

<b>Period</b>	<b>Time</b>	<b>B WEEK</b>	<b>R WEEK</b>	<b>U WEEK</b>	<b>I WEEK</b>	<b>N WEEK</b>
1 <sup>st</sup>	8:00-8:50	A	B	A	B	A
2 <sup>nd</sup>	8:55-9:45	B	A	B	A	B
Break/Advisory	9:45 - 10:00					
3 <sup>rd</sup>	10:05-10:55	C	G	F	E	D
4 <sup>th</sup>	11:00-11:50	D	C	G	F	E
5 <sup>th</sup>	11:55-12:45	E	D	C	G	F
Lunch	12:45 - 1:15					
6 <sup>th</sup>	1:20-2:10	F	E	D	C	G
7 <sup>th</sup>	2:15-3:05	G	F	E	D	C
Lab/Tutorial	3:05-3:35					

### *Grading Periods: 2010-2011 School Year*

1 <sup>st</sup> Quarter	August 6 – October 7
2 <sup>nd</sup> Quarter	October 12 - December 10
1 <sup>st</sup> Semester Exams	December 13- 16
3 <sup>rd</sup> Quarter	January 4– March 4
4 <sup>th</sup> Quarter	March 7 - May 16
2 <sup>nd</sup> Semester Exams	May 17- 20

## ***Graduation Requirements***

In order to graduate from USJ, a student must complete: a). a minimum of 23 academic units and b). 50 hours of school or community service.

### ***Academic Requirements***

A minimum of 23 units is required in order to graduate from USJ.

Specific academic requirements for graduation are:

- 4.0 units of English (I, II, III, and IV)
- 4.0 units of Mathematics, including Algebra I, II, and Geometry
- 3.0 units of History and Social Sciences, including World History and United States History
- 3.0 units of Science, including Biology, Chemistry, and Physics
- 3.0 units of the same Foreign Language
- 1.0 units of Fine/Performing Arts
- 0.5 units of Computer Science

### ***Community Service***

Upper School students at USJ are also expected to perform 50 hours of school/community service as a part of the graduation requirements. At least 25 of the 50 hours *must be performed through school-approved off-campus activities*. These activities must be approved in writing by the Upper School Director or Student Advisor and Testing Coordinator.

## ***Scheduling Procedures***

### ***Placement***

The goal for each student at USJ is to place students in classes where they can maximize their academic potential. Therefore, USJ reserves the right to place students in courses based on teacher recommendations and previous academic achievement. These decisions will be made by the College Advisor and Upper School Director.

### ***Honors and Advanced Placement Policy***

Given the academic rigor, the need for academic sophistication, and the desire for students to pursue academic excellence regardless of grade adjustments, the University School of Jackson sets forth the following guidelines for student enrollment in Honors and Advanced Placement (AP) courses. Our intent is to encourage students to take an appropriate course load and to help students and families resist academic pressure to take Honors or AP courses when it is not wise to do so. Students carefully should consider enrolling in an Honors or AP course since the curriculum requires more time and commitment than a non-Honors or AP course. Obligations to athletics, clubs, hobbies, work, and family should weigh in the decision to take such courses.

- A student should have displayed both academic excellence (generally considered to be a grade of 93 or above) and a sincere interest in the pre-requisite courses.
- A student will seek Department recommendation before planning the course of study. A recommendation to take an Honors or AP course may be based on a student's academic record, teacher recommendations, standardized test scores, extra-curricular commitments, and outside obligations.

- A student electing to enroll in an AP course is expected to maintain a high level of achievement, to complete the course, and to take the AP test in the spring. Failure to maintain high standards of achievement may result in a student being removed from an AP course and could exclude students from being allowed to take AP or Honors courses in the future.
- Students should understand that registering for an AP course may require students and parents to sign a contractual agreement outlining expectations for successfully completing the course. Students will receive the additional GPA weight associated with an AP course only after completing all required work for each semester and completing the AP exam in May of each year.
- A student may withdraw from an Honors or AP course during the first 10 class days of a semester or at the end of the semester. The withdrawal must be supported by and be at the recommendation of the Department Chair and the AP or Honors teacher.
- Should a senior withdraw from an Honors or AP course at any time during the college application process, all colleges to which the student has applied are notified.
- A fee of \$120 is required for each AP course. This fee covers course-specific instructional and/or laboratory materials, in addition to the College Board AP examination fee. Half of the fee will be due at the beginning of the course and half of the fee will be due prior to the AP exam.
- Although many colleges award some type of credit for scores of 3 or higher on the AP exam, students and parents should be aware that there is no guarantee that a student will receive college credit for exam scores at any given institution of higher learning.
- The AP exam is an integral part of the AP course. Students are required to take the AP exam in order to receive AP credit at USJ.

### ***Course Changes***

Once the semester begins, any student schedule change must have the written approval of a) the teachers of the courses involved in the change, b) the parent or guardian, c) the College Advisor, and d) the Upper School Director.

## ***Courses, Grades, and Averages***

### ***Letter Grades /Numerical Equivalent***

Evaluation of student academic performance at USJ will be expressed by means of letter and number grades. These letter grades and their equivalent are expressed in the table below.

<b>LETTER GRADE</b>	<b>NUMERICAL EQUIVALENT</b>
A	93-100
B	85-92
C	75-84
D	70-74
F	0-69

### ***Weighting for Class Standing***

For purposes of class standing, Honors courses are given an additional weight of five (5) points, and Advanced Placement courses are given an additional weight of ten (10) points. However, only the non-weighted grade is recorded on the USJ transcript. Courses taken at other institutions do not count for purposes of class standing. Additionally, Yearbook, Fitness, Aide, and Study Hall do not count for purposes of class standing.

### ***Grade Point Average (GPA)***

Each student's grades are converted to a four-point, cumulative grade scale. Each semester, for purposes of GPA calculation, Honors courses are given an extra weight of .5 and AP courses are given an extra weight of 1.0 on the four-point scale. All courses taken at USJ, excluding Driver's Education, are used to calculate GPA. Courses taken at other academic institutions are also included in GPA calculation. The conversion for the four-point scale is depicted below.

<b>LETTER GRADE</b>	<b>FOUR-POINT SCALE NUMERICAL EQUIVALENT</b>
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

### ***Transfer of Courses and Grades***

Only courses taken at USJ will be used to calculate class standing. Courses taken by students who transfer to USJ will not be reflected on the USJ transcript. Students who transfer to USJ must send transcripts from other institutions which they have attended. Only courses taken in residence at USJ will be included in determining class standing. Honors and AP courses taken at another institution cannot be repeated at USJ.

## ***Repeating an Academic Course***

### ***Courses Repeated at another Academic Institution***

Students who fail a course may repeat that course at another academic institution with the prior approval of a College Advisor and the Upper School Director. Grades for courses taken at another institution will not count as a part of the USJ GPA calculation, nor will those grades count for purposes of class standing.

### ***Courses Repeated at USJ***

Grades for courses repeated at USJ will count for purposes of GPA calculation **and** class standing.

A course repeated at USJ during summer school will give a student credit for the failed class. If the student passes the USJ summer school course, that student will receive a “P” (Pass), which will be the numerical equivalent of a 70.

### ***Failing Grades***

A student will receive only ½ credit for a year-long, one credit course if that student: a) fails the second semester of a year-long course (even if the overall year-long average is 70 or above) or b). fails the first semester of a year-long course with an overall, year-long average below 70. However, a student may fail the first semester of a year-long course and still receive one full credit if the student’s overall, yearly average is 70 or above.

Students who fail either semester of a course may be required to repeat all or part of that course if it is determined that the student has not mastered materials or skills necessary to go on to the next level of the subject-area sequence. Students may also, at the discretion of the Upper School Director and the Department Chair, be required to enroll in summer school coursework.

### ***Tutorial***

Upper School teachers are available for tutorial from 3:00 to 3:30 every afternoon. It is the responsibility of the student to make appointments for tutorial. Teachers may require students to attend tutorial. In addition, **students earning a 75 or below in a specific class are required to attend tutorials at least one day per week. Required tutorials preempt extracurricular activities.** Tardiness or absence from a tutorial shall be treated as tardiness or an absence from a class.

Students requiring ongoing tutorials may be referred for outside tutoring. Attendance at tutorial or outside tutoring may be a condition of continued enrollment at USJ.

### ***Homework Policy and Make-up Work***

USJ maintains high academic standards and homework plays an integral part in those standards. While teachers will strive to ensure that assignments are moderate in length and constructive in quality, Upper School students can expect an average of two to two and one half hours of homework per night.

It is the responsibility of the student to master the materials covered during an absence from school. When a student has an excused absence, he or she will have two (2) days for each day absent to make-up all missed work for full credit. **After this time period, the possibility exists that missing assignments will receive a**

**grade of zero.** Quizzes and tests that are announced in advance should be taken the day after the student returns to school.

Students missing classes for school-sponsored activities, including athletics or fine arts, are responsible for getting their assignments before they leave and will not receive additional time to complete the work. If students in this category have tests scheduled, they are responsible for making arrangements with the teacher(s) to make up the test.

## ***Testing***

### ***Three-test Maximum***

Students are not required to take more than three **major** tests in one day. Students with more than three major tests scheduled in one day should contact the Upper School Director as far in advance as possible.

### ***Standardized Testing***

The following standardized tests are given at USJ:

- PLAN, 9<sup>th</sup> and 10<sup>th</sup> grades
- PSAT, 10<sup>th</sup> and 11<sup>th</sup> grades

## ***First Semester and Final Exams***

Exam dates are posted on the school calendar and schedules are announced well in advance. In all academic classes, Upper School students have 120-minute exams that are cumulative by semester.

Students absent due to illness should obtain an excuse from a doctor or medical professional. Students absent due to extenuating circumstances must meet with the Upper School Director to determine procedures to make up the exams. Students who have an unexcused absence for an exam may face severe consequences, with the possibility of a grade of zero on the exam.

## ***Re-enrollment***

Re-enrollment at University School of Jackson is not automatic. Students are expected to earn their place in the USJ academic community. Students who continue to have academic difficulty and/or whose behavior is deemed unacceptable may be denied re-enrollment for the following semester.

## ***Textbooks***

Textbooks are loaned to students by the school. Students are expected to take good care of the textbooks. Students should not mark in their textbooks. Parents will be charged for lost or damaged books. Report cards and final records will not be issued until lost or damaged books are paid for or returned.

## ***Academic Warning and Probation***

At the end of every quarter, each student's progress is reviewed by the Director. If a student's grades are deemed to be unsatisfactory, the student may be placed on academic warning or probation. The student and his parents may be asked to attend a conference with teachers and the Director in order to discuss problems and solutions for the student's improvement.

When a student's academic progress is not satisfactory, the student may be placed on academic probation and his/her parents will be informed in writing. Academic deficiencies must be seriously addressed and corrected in order for the student to remain at USJ.

## **Attendance**

USJ recognizes that education requires continual instruction, classroom participation, learning experiences, and diligent study for students to reach their maximum potential. Tardiness and absenteeism are detrimental to academic achievement. Research has shown that there is a direct relationship between poor attendance and unsatisfactory scholastic performance. Students with good attendance records have a better chance to achieve higher grades, enjoy school, and learn the responsibility necessary for independence and success in later life.

### ***Tardiness***

Students will be on time for all classes, meetings, and assemblies and are strictly prohibited from cutting such activities. For attendance purposes, **if a student is more than 10 minutes late for a class, he or she is considered absent from that class.**

Students who are unable to be in their assigned location at 8:00 AM **must sign the tardy sheet and obtain a pass in the Upper School** office in order to be admitted to class. When students arrive late to school, they will not be admitted late to a class without a pass from the Upper School office.

If a student is absent for an unforeseen reason, the Upper School office must be contacted via email or telephone **by 8:30 AM.**

Tardies to classes from A to G period will be recorded with the office by the classroom teacher. All such tardies will be counted as unexcused unless the student has a note from a teacher or administrator. Students who accumulate 5 tardies in a quarter will be assigned a 45 minute detention. A continued pattern of tardiness will result in further disciplinary action which may include Saturday School, in-school suspension, out-of-school suspension, or expulsion.

**Students who are tardy to school may, at the discretion of the classroom teacher, be required to make up any assignments, labs, tests, or quizzes before leaving school that day.**

### ***Appointments***

**In order to avoid being counted tardy when having an early morning appointment, the student must bring in a note from a parent or guardian the *previous day*.** Students must sign in at the Upper School office upon their arrival at school, where they will receive a pass to class.

**Students who must depart campus before 3:05 PM for an appointment must present a note from a parent or guardian confirming the appointment *prior to 8:30 AM*.** The student will be given a departure pass in order to be dismissed from class at the appropriate time. No student may leave campus during the day without the permission of the Upper School Office and without signing out in the Upper School Office.

**Parents are strongly encouraged to schedule appointments after school or during periods when USJ is not in session.**

## ***Absences***

Absences are classified as either excused or unexcused. Absences are considered unexcused until the USJ Upper School Secretary receives appropriate notification. The administration reserves the right to make this determination. Students may not receive academic credit for work during an officially unexcused absence. The specific provisions of this requirement are noted below.

**Whether or not an absence is excused, in order to receive Upper School credit for a course at University School of Jackson, a student must not be absent from a course for more than ten (10) class periods during a semester or twenty (20) class periods over the course of a year.**

Written warnings will be sent to the student and his/her parent if a certain number of absences are accrued, regardless of whether the absence was excused.

- The first warning letter will be sent after a student has accumulated five (5) absences in a semester.
- If a student accumulates ten (10) absences in a year (as opposed to only over one semester), a meeting will be held with the parent(s) or guardian(s), the Dean of Students, and the Upper School Director.
- Absences from class due to school-related activities (such as field trips, athletic events, or disciplinary action) will not be counted as absences;

Students and parents should understand that excessive absences have a negative effect on academic performance. The 10 maximum absences should not be regarded as allotted "cuts."

After ten (10) absences in a class during a semester or twenty (20) absences over the course of a year, a student will be required to appear before the Attendance Review Board to appeal for class credit.

- The Attendance Review Board will consist of the Principal, the Dean of Students, the Dean of Student Activities, and two faculty members.
- Students who appear before the Attendance Review Board must furnish documentation which illustrates a valid reason for missing class.
- The Attendance Review Board will make a recommendation to the Head of School as to whether or not a student will receive credit for a class in which he or she has exceeded the allowable number of absences.

Students are expected to furnish valid reasons for missing class. Valid reasons for missing class include:

1. personal illness
2. court appearances
3. family illness, medical emergency, or death in the family
4. scheduled healthcare appointments for which the Upper School office was previously notified
5. college visits
6. religious holidays
7. school-sponsored extracurricular activities
8. family trips up to two days per academic year with parents or guardians
9. Pre-arranged absences approved by the Upper School Director.

Unless excused for extraordinary circumstances by the Upper School Director, students who are absent for the reasons outlined below will not be given an excused absence, and students student may not receive credit for work missed. Unexcused absences are:

1. Non-school instruction
2. Truancy
3. Suspensions

4. An absence not listed under “valid reasons for missing class” (above) and not previously approved by the Upper School Director.

In accordance with Tennessee state law (49-6-3007) which applies to all independent schools in the state of Tennessee, when a student accrues five (5) unexcused absences from school, written notice will be given to the student’s parent or guardian and disciplinary action will be taken. If the parent or guardian fails to rectify the absenteeism, the USJ administration is required by law to report said absenteeism to the appropriate local governmental authorities.

All questions regarding attendance requirements should be directed to the Upper School Director. In the event of communication problems or differences of opinion between home and school, the school reserves the right to categorize a particular absence.

All students returning to school following an absence, regardless of the reason, must report to the Upper School office with a note signed by a parent or guardian, stating the reason for the absence. In the event that a student's absences are excessive or are jeopardizing his/her academic success, the school reserves the right to require a doctor's excuse in order for the missed days to be deemed excused.

### ***Pre-arranged Absence***

The school's vacations are generous in both number and length, and therefore, USJ expects parents and students to observe the dates specified on the school calendar. Exceptions, which are requested in advance, may be considered. Only absences for which a *Pre-Arranged Absence Form* has been completed will be considered.

The *Pre-Arranged Absence Form* may be obtained from the Upper School office. **The form must be approved by all of the student's teachers and submitted to the Upper School Director no less than one week (5 school days) prior to the trip. The student should request all assignments from teachers and make arrangements to make up any missed tests or quizzes.** Failure to submit the form and follow the procedures outlined above may result in unexcused absences or zero grades for the days missed. If a student's academic standing is in jeopardy, a pre-arranged absence will not be granted.

## **Conduct**

### ***Code of Conduct***

Administration and faculty hold high, but reasonable, expectations for USJ students regarding behavior. Students are expected to accept responsibility for their behavior and treat all members of the school community with courtesy, respect and kindness. Similarly, parents are expected to support the school's policies. This code of conduct applies to student behavior both on and off-campus and whether or not school is in session. Violations of this code of conduct may be deemed sufficient grounds for disciplinary response, including expulsion.

### ***General Behavioral Standards***

In general, USJ students are to treat the school, the administration, parents, visitors, and fellow students with respect at all times and in all circumstances. More specifically, students are expected to abide by the following guidelines:

- Be on time for classes, assemblies, and school functions
- Comply with the dress code
- Take part in maintaining a clean, safe campus

- Cooperate immediately with the directions of any member of the USJ administration, faculty or staff
- Maintain high standards of good sportsmanship in all student competition

### ***Unacceptable Conduct***

Conduct deemed unacceptable in the USJ community includes, but is not limited to:

- Chronic tardiness or absenteeism
- Vulgarity in any form, by word or deed
- Public displays of affection
- Physical, emotional, or sexual harassment
- Physical abuse in any form, such as fighting or hitting
- Playing too roughly, including pushing, wrestling, running indoors
- Gum chewing
- Abuse, theft or violation of personal or school property
- Misuse of school technology
- Disrespect toward another person, by word or deed
- Possession of alcohol or non-prescriptive drugs
- Possession of anything that could be used as a weapon
- Use of cell phones, pagers, personal stereos, computer games, or any other electronic devices during the instructional day
- Poor sportsmanship
- Being present on campus, unsupervised

### ***Harassment and Bullying***

As a school community, we want to maintain an environment where all members may work, study, and enjoy freedom from harassment or bullying of any kind. Harassment may be: verbal abuse (oral or written); obscene or suggestive remarks; display of sexually explicit, demeaning, or offensive materials; or comments which are demeaning with respect to race, religion, ethnic origin, physical characteristics, appearance, sexual orientation, or gender. Actions considered to be bullying are any written, verbal, or implied communication that may be threatening, intimidating or demeaning. These actions are prohibited at all times and in all circumstances (including communication on the internet, on social networking sites, via email, through text message, or on personal blogs), whether or not it originates on the USJ campus.

### ***Locker Policies***

Lockers are provided to students as a privilege and should be treated as such. The following locker guidelines should be followed:

- Students should never open or remove items from another student's locker without permission.
- Locks are not provided by the Upper School. However, if a student chooses to use a lock, the locker combination or extra key must be kept on file in the Upper School office.
- Lockers must be kept clean, inside and out.
- No food or drink is to be left inside the locker after the end of the school day.
- Students may only use the locker which they have been assigned.
- Students are cautioned not to keep valuables or money in the lockers.
- All lockers and their contents are subject to inspection by school authorities for any reason at any time.

### ***Statement on Student Conduct Outside of School***

USJ realizes that parents have the primary responsibility for monitoring student conduct outside of USJ-sponsored activities and outside of the school day. However, the school may take action when a student's off-

campus behavior falls into the following categories: a) an arrest or citation, b) the destruction of property, c) being under the influence of alcohol or drugs, d) the distribution, sale, or possession of alcohol or other drugs, e) harassment of others, d) assault, or e) violation of USJ's standards of honor and respect.

### ***Tobacco, Alcohol, and Illegal Substance Policy***

The possession or use of tobacco (in any form) will not be tolerated on the USJ campus or at any school event held on or off campus. The possession or use of alcohol or illegal substances on campus, or at any other location, may result in severe disciplinary consequences, including expulsion from USJ.

### ***Weapons and/or Threats of Violence***

Guns, knives, clubs, or any other item that could be reasonably considered a weapon are prohibited on the USJ campus or at any school sponsored event held on or off campus. Students found to be in possession of a weapon will be subject to severe disciplinary consequence, including expulsion from USJ.

Students making threats of violence or harm against students, employees or others will be subject to severe disciplinary action, including expulsion, and will be referred to appropriate community agencies, including law enforcement and/or mental health services. This policy applies whether or not those threats originate on the USJ campus.

### ***Disciplinary Procedures***

USJ reserves the right to reprimand or dismiss a student for conduct **on or off campus** that is detrimental to the reputation or best interests of the school or its students or to USJ's standards of honor and respect.

The Head of School will be the ultimate authority and final decision-maker as to the meaning, interpretation and application of discipline. Mitigating or aggravating circumstances may influence a disciplinary decision. Factors considered may include, but are not limited to, seriousness of the offense, prior offenses, intent, provocation, and attitude.

Upper School students have a special obligation to meet the high standards of personal conduct at University School of Jackson. Disciplinary procedures have been established to provide guidance and education or to enforce consequences for inappropriate behavior. These procedures support USJ's goals: to maintain a positive learning environment that is physically and emotionally safe for all, to teach students that their actions have consequences, and to help students learn from mistakes.

### ***Consequences for Disciplinary Misconduct***

Minor disciplinary issues will be handled at the student/teacher level whenever possible. Students who persist in inappropriate behavior will be referred to the Dean of Students, the Upper School Director and/or the Head of School. Misconduct may result in one or more of the following consequences:

#### ***Detention***

A detention serves as a concrete consequence for the violation of school rules. Detention will be scheduled at the discretion of the Dean of Students. The student serving detention will be assigned specific duties, such as cleaning or yard work. If a student fails to appear at the assigned time, a double detention will be assigned.

#### ***In-school suspension***

There are times when the administration determines that a student must be suspended temporarily from the normal daily routine of school life. A suspension may last from one to five days. The student will be required to attend school, but will be isolated from the student body for the term of the suspension. The student will

work on regular assignments, will complete assigned tests, and may be required to complete written assignments that address issues that resulted in the suspension. Credit for such work will be determined by the nature of the offense.

### ***Off-campus suspension***

A student assigned off-campus suspension is not allowed to enter the campus during the term of the suspension. All assigned work must be completed before the student returns to the classroom. A student serving an off-campus suspension for an honor offense may receive a grade of “F” for all work related to the honor offense. A student serving an off-campus suspension for a disciplinary offense will receive no academic punishment and will be able to make up any missed work without penalty.

### ***Expulsion***

In all matters of behavior and conduct, the Head of School, in his sole discretion, has the authority to remove a student from USJ if the student is in violation of school rules and policies or the student's conduct is otherwise detrimental to fellow students, teachers, or the school community.

# The University School of Jackson Honor Code

**The Honor Code** at University School of Jackson is predicated on the assumption that all students are honorable young men and women and have the right to be trusted. University School of Jackson students desire to learn in an atmosphere where honesty and integrity endure and is an integral part of their lives. In the Upper School, beginning each year, each student will recite the USJ Oath of Honor, thereby accepting his or her responsibility for this Honor Code:

- A USJ student does not lie. Students will tell the truth and will not purposely mislead others.
- A USJ student will not cheat. Students will ensure that the work they do is their own and that they will neither give nor receive unauthorized assistance in academic work.
- A USJ student does not steal. Students will respect the property of others and will ensure school property remains protected and intact for their use.
- Individually and collectively, USJ students will do all in their power to support the community of trust embodied in this code. Students will not condone dishonesty or the disregard of the Honor Code by other members of the USJ community.

This USJ Honor Code governs all USJ students on campus and at all school functions. Student conduct must conform to the following:

- *Lying*: In any instance in which a student is asked a question, the student is expected to tell the truth. Deliberate verbal or written falsification is a form of lying and is, therefore, a violation of the code. Deliberately allowing a false assumption to be drawn also constitutes lying.
- *Stealing*: Students will not steal. No student has the right to take or use anything which is not his or hers without the express consent of the owner. Thus, borrowing without permission may be considered stealing.
- *Cheating*: Students will not give nor receive any unauthorized information in any form of schoolwork where credit is earned or lost.
- *Plagiarism*: Plagiarism is a form of cheating and will not be tolerated under the Honor Code. Students must give authorial credit on all writing assignments for work that is not exclusively their own. A more detailed explanation of plagiarism can be found on page 29 of the USJ Handbook.
- *Computer Misuse*: Honor violations involving misuse of technology may encompass some components of all of the above. Specifically, students may not electronically misrepresent who they are, send email that intentionally conceals their identity, or borrow documents from other students without permission.
- *Condoning*: Students are expected to support the community of trust and integrity embodied in the Honor Code. A USJ student will not condone violations of this code by others.

## ***Honor Pledge***

Teachers may instruct students to write the following pledge on written work:

*My name affirms my honor.*

### ***Honor is vital to University School of Jackson.***

The goal of the USJ Honor Code is that each student live as a responsible person—one whose word is a bond, whose work is always his or her own, and around whom the property of others is safe. Lying, cheating, and stealing have no place at University School of Jackson. In recognizing that honor can be learned, USJ uses an honor system to facilitate the Honor Code. The Honor Code is administered by the Honor Council, a body of class representatives elected by the students. Its duty is to present the concept of individual honor to all students and to uphold that concept through enforcement of the USJ Honor Code.

## ***Oath of Honor***

**At the beginning of each year, this oath is recited by all students:**

***As a student at the University School of Jackson, I will not lie, cheat, or steal, nor condone the actions of those who do.***

### ***Important Questions about the Honor Code***

**1) What three specific offenses violate the spirit and purpose of the honor system?**

A: Lying, cheating, stealing

**2) If an offense occurs, whose responsibility is it to report such an offense?**

A: It is the responsibility of every student and faculty member.

**3) What is the difference between “tattling” and reporting an offense to the Speaker of the Honor Council?**

A: “Tattling” is for some minor offense; it is done in bad spirit and is intended to harm the person reported. Reporting an honor system offense is a duty and responsibility and is necessary to maintain the spirit of honor and the integrity of the students and the school community.

**4) Is it important to report an honor system offense?**

A: Yes, it is vital to the atmosphere of our community of trust and honor that offenses be reported to the Honor Council.

**5) What is the benefit to the student being reported?**

A: First, a student will be given an opportunity to clear himself if he has not violated the Honor Code. If a student has violated the Honor Code, a student may avoid future dishonorable acts if asked to admit to wrongdoing and accept the consequences of those actions.

**6) How is the Honor Council chosen?**

A: The Honor Council is elected by secret ballot and is composed of two representatives of each class and one Speaker; the Speaker must be a senior.

**7) What are the duties of the Honor Council?**

A: Duties of the council are primarily to investigate every incident reported and then to clear a student if he/she is found not to have violated the Honor Code or recommend appropriate procedure if the student has been found to have violated the Honor Code.

**8) If a student is disciplined for an honor offense, is this fact made public?**

A: Out of consideration for the student and his/her family, discipline procedures are not made public.

**9) What is the wording of the pledge that may be put on written work?**

A: My name affirms my honor.

**10) Are quizzes, assignments and examination papers considered pledged if the above pledge is not specifically written on that paper?**

A: Yes. All tests, quizzes, assignments, or examination papers are under the honor system and a name on such paper signifies that he or she has neither given nor received assistance.

**11) Why write the pledge on papers?**

A: The pledge serves to call attention to the Honor Code and reinforces an atmosphere of trust when a test or exam is taken.

***UNIVERSITY SCHOOL OF JACKSON HONOR COUNCIL CONSTITUTION & BY-LAWS***

***Article I: Parliamentary Procedure***

**Section 1.** All hearings, deliberations, and/or meetings of the Honor Council shall be conducted using parliamentary procedure. All questions of parliamentary procedure not covered in this constitution or by these bylaws shall be determined by a two-thirds vote of the Honor Council with the concurrence of faculty advisors.

***Article II: Amendments/Addendums***

**Section 1.** Any proposed amendments and/or addendums to this document shall be approved by a consensus of the Honor Council with the concurrence of the faculty advisors.

### ***Article III: Oaths***

**Section 1.** Every incoming officer shall sign a Code of Conduct and take the following oath in the presence of the student body:

I will not lie, cheat, or steal. I will, in good conscience, act responsibly to promote cooperation with and respect for fellow Council members to ensure the integrity of this Honor Council. I understand that all proceedings are confidential and that it is necessary for my behavior to reflect a commitment to honor.

**Section 2.** Every witness and accused called in the course of an investigation shall take the following oath:

I do solemnly swear to tell the truth.

### ***Article IV: Membership and Offices***

**Section 1.** The Honor Council shall consist of nine members, two representatives from each grade level and one speaker from the senior class. All members must maintain a 3.0 GPA in order to remain on the council.

Offices of the honor council shall include, but are not limited to, a speaker pro-tem and a secretary. Freshman representatives are not eligible for council offices or appointments.

**Section 2.** The Speaker: The Speaker leads the meetings and is the chief correspondent between those involved in an investigation, the faculty, and the student body. With advisor approval, the Speaker shall appoint a Speaker Pro-tem who will, when necessary, assume the responsibilities of the Speaker. During deliberation and discipline procedure, the Speaker—or if applicable, the Speaker Pro-tem—votes only to break a tie.

**Section 3.** The Speaker Pro-tem: Duties of the Speaker Pro-tem/Vice-speaker include assisting the speaker upon request and acting on the speaker's behalf in his/her absence.

**Section 4.** The Secretary: The position to the council will be filled on a volunteer basis, changing every quarter. The secretary to the council will prepare correspondence, photocopy forms, and prepare semester reports for the council and faculty.

### ***Article V: Nominations and Elections***

**Section 1.** Students interested in running for Honor Council representative/speaker must complete and submit an application to the faculty advisors verifying the following: a GPA of 3.0, teacher recommendations, and the student's disciplinary record on file with the Dean of Students.

**Section 2.** No student who has been convicted of an Honor Council offense shall be eligible for election to the Honor Council.

**Section 3.** All elections are by secret ballot. The Speaker of the Honor Council is elected prior to the election of the council representatives. He/she then organizes and supervises elections of class representatives.

Elections for representatives from the rising sophomore, junior, and senior classes shall be held in the spring prior to the school year and after the SGA elections. Representatives from the freshman class shall be held during the month of September.

#### ***Article VI: Filling Vacancies***

**Section 1.** A special election to fill vacancies created by the resignation or removal of a council member will be held within the two weeks following that vacancy.

**Section 2.** The Speaker of the Honor Council organizes and supervises such election.

#### ***Article VII: Memberships in or Relationships to Other Bodies***

**Section 1.** The Honor Council and the Student Government Association (SGA) are two separate bodies. Class presidents and officers of the SGA are not eligible to serve as members of the Honor Council.

**Section 2.** The Speaker of the Honor Council is not eligible to serve as president of academic clubs or societies, but may serve in other capacities within those groups.

#### ***Article VIII: Hearing and Appeal Procedures***

**Section 1.** Summoning the Accused

A. ALLEGED VIOLATION: When an alleged infraction of the Honor Code is reported, the teacher will report the incident to the Dean of Students. The Dean of Students will investigate the alleged to determine if there is a possible Honor Code violation and will meet with the student in question. Then, the Dean of Students will confer with the Speaker and faculty advisors who will help determine the credibility of the evidence.

B. NOTIFYING THE ACCUSED: If a hearing is warranted, the Dean of Students will notify the student that he or she will be referred to the Honor Council (and concurrently notify the parents/guardians, see Article VIII, Section 1, C); the student will be apprised of the necessity of a hearing and of his/her rights: to designate a faculty member of choice who will advise and assist him/her, to summon witnesses on his behalf, to produce evidence supporting his innocence, to ask pertinent questions during his hearing, and to inform his parents of the hearing. This notification process shall be done during school hours; phone calls or text messages to the accused for this purpose are prohibited.

C. NOTIFYING THE PARENTS/GUARDIANS OF THE ACCUSED: If a hearing is warranted, the Dean of Students or the Faculty Honor Council Advisors to the council will inform the parents/guardians of the accused of the following: the nature of the alleged infraction, the rights of the accused, the date and time of the upcoming hearing, the process of the hearing, the process for appeal,

and the procedures for recommending disciplinary action. The Dean and/or Faculty Honor Council Advisors must stipulate to the parents that only Honor Council Members, advisors, the accused, and witnesses are allowed to be present at formal hearings.

C. **THE HEARING:** A hearing date will be set within three school days after notifying the accused. The accused will be summoned to the designated hearing room where he or she will be met by a representative of the Honor Council, who will remind the student to speak truthfully and again advise the student of his or her rights before the council.

Before the hearing, a council advisor will meet the accused and his/her faculty advisor outside the hearing room to briefly explain the hearing procedures.

The accused will be sworn in, and the Speaker will conduct the hearing.

## **Section 2. Conducting the Hearing**

A. **BEGINNING THE HEARING:** Upon convening, members will refrain from loud talking, laughter, and other forms of frivolity. This hearing is a serious undertaking and council members' attitudes and demeanor should represent such. Members will rise as the accused enters and remain standing until he or she is sworn in.

B. **QUESTIONING THE ACCUSED:** The Speaker will inquire whether the accused has been informed of his or her rights, and if necessary, repeat them to the accused. The speaker will then ask questions of the accused; representatives may also ask questions. Questions must be carefully thought out and formulated before being asked. Questions must be asked using a non-accusatory tone, and council members must refrain from exclamations or demonstrations of disbelief. A calm, dignified atmosphere is imperative and expected. Pauses of silence in order to digest information or allow the accused to answer are certainly acceptable.

C. **CALL FOR A DECISION:** When all questions have been asked and answered, the Speaker may call for a vote to determine whether or not the Honor Code has been violated. A decision by secret ballot will be rendered at the request of any council member; otherwise, decisions will be rendered by a roll call vote. In the case of a tie, the Speaker will vote.

D. **PROCEDURES FOR FINDINGS THAT THE HONOR CODE HAS BEEN VIOLATED:** If the Honor Council finds that the accused has violated the Honor Code, council members may recommend any of the following consequences and shall report such recommendation to the Upper School Director and the Dean of Students for review and approval: warning/probationary period; letter of apology; formal, verbal apology to classmates/school; council-approved community service; temporary suspension from extra-curricular, school-sponsored activity; in-school suspension; out-of-school suspension; expulsion. Any combination of these consequences may be used; however, the council is not limited to those procedures listed here. In the instances where student work is involved, council members may seek out the respective teacher's input in order to create a meaningful result for both teacher and student.

### **Section 3. Procedures for Insuring Secrecy**

A. All accused, witnesses, and council members will be required to preserve the secrecy and integrity of the proceedings. Individuals involved will be reminded that failure to protect this secrecy may be considered a violation of the Honor Code.

### **Section 4. Appeal Procedures**

A. A student must inform the Upper School Director of his or her intention to appeal the decision of the Council in writing within two school days of the Honor Council's decision (see Appeal Form 09). After such notification, the student will meet with the Upper School Director, the Dean of Students, and the faculty advisors to the council to discuss the advisability of seeking such appeal.

At this time, the student must be informed that an appeal will be granted only in the following circumstances:

- A correctable procedural on the part of the council;
- The transpiring of new evidence not available at the time of the hearing, which may have affected the outcome.

If such an appeal is granted, the faculty advisors will notify the Speaker, and a new hearing will be scheduled.

### **Section 5. Formal Notification/Closing of Procedures**

A. If applicable, the Speaker will ask the secretary of the council to compose a letter (on school letterhead) to the parents/guardians of the convicted student explaining the violation and the mandated penalties. The Speaker will then proofread, correct, and submit the letter to the faculty advisors, who will then forward it to the upper school principal and/or the Dean of Students for final approval and signatures.

## ***Article IX: Communicating with Students and Faculty***

A. At the council's discretion and toward the end of each semester, the Speaker will report the number of cases heard, the nature of those infractions, the number of convictions, and the penalties incurred to the students and faculty of USJ.

B. The Speaker may also be asked to report to the faculty during the year.

## ***Policy on Plagiarism***

Plagiarism is the intentional or unintentional use of another's **work** without giving credit. Plagiarism is a form of academic dishonesty. You must put the words of others in quotation marks and cite your **source(s)**. You must give citations when using the ideas of others, even if you paraphrase those ideas.<sup>1</sup>

“Work” includes ideas, interpretations, statistics, “art, graphics, computer programs, music and other forms of artistic expression. The work may consist of writing, charts, pictures, graphs, diagrams,”<sup>2</sup> phrases, or other media.

“The term ‘**source**’ includes published works (books, magazines, newspapers, websites, plays, movies, photos, paintings, and textbooks) and unpublished sources (...notes, handouts, speeches, other students’ papers, or material from a research service.)”<sup>3</sup>

Suspected plagiarism will be reported to the Dean of Students who will confer with the Honor Council. Consequences for acts of academic dishonesty will vary depending upon the details of the offense. Students need to be aware that acts of academic dishonesty could result in their expulsion or a decision to not allow a student to return to USJ.

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<sup>1</sup> “Avoiding Plagiarism; Mastering the Art of Scholarship.” UCDA VIS Student Judicial Affairs. <http://sja.ucadavis.edu/sja/plagiarism.html>. Accessed 7 July 2000.

<sup>2</sup> Id

<sup>3</sup> Id



## **HONOR COUNCIL CODE OF CONDUCT**

*I will not lie, cheat, or steal. I will, in good conscience, act responsibly to promote cooperation with and respect for fellow Council members to ensure the integrity of this Honor Council. I understand that all proceedings are confidential and that it is necessary for my behavior to reflect a commitment to honor.*

**I, \_\_\_\_\_, understand that by reciting this oath and accepting a position on the University School of Jackson Honor Council, I am committing myself to the following:**

- **Attending all meetings and informing a faculty advisor if I have an unavoidable conflict;**
- **Being a good listener and respecting the thoughts of others;**
- **Keeping confidential any and all information about past, present, or future cases discussed in the course of council meetings and procedures.**

**I understand that my attendance at council meetings is vital, and if I miss two meetings, I may be asked to resign from the council.**

**Should I ever have to appear before the Honor Council and be found guilty or before the USJ Dean of Students for a major disciplinary offense, I will immediately resign my position.**

**I understand that it is necessary for my behavior and my involvement in all activities to reflect a commitment to honor and decorum and that any behavior considered inappropriate, both in and away from school, my require my resignation from the council. I also understand that the administration reserves the right to remove any member of the council for actions deemed detrimental to the integrity of the Honor Council and USJ.**

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**signature of council member**

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**parent's signature**

## Dress Code

USJ believes that standards of neatness and appropriateness in clothing encourage an atmosphere conducive to learning, work and discipline. We expect all students to dress in accordance with the Uniform Guidelines on a daily basis. Any faculty member may question whether a student's attire is acceptable, but appropriateness of dress will be decided by the administration.

USJ's policy on school uniforms is based on the principle that school uniforms:

- Promote a sense of pride in the school.
- Engender a sense of community and belonging towards the school.
- Are practical and smart.
- Prevent students from coming to school in fashion clothes that could be distracting in class.
- Make students feel equal to their peers in terms of appearance.

All USJ parents are expected to support the school uniform policy. Parents have the ultimate responsibility for ensuring that their children come to school properly dressed and ready for their daily school work. It is the responsibility of parents to ensure that their child has the correct uniform and that it is clean and in good repair.

### ***General guidelines concerning daily attire/appearance:***

- All USJ dress code items must be purchased from Parker School Uniforms, Inc.
- All clothing items should be worn properly and should be size-appropriate.
- Shirrtails must be tucked in at all times. The only exceptions are the girl's oxford over-blouse and the girls, fitted, "fashion knit" polo.
- Skirts must be no shorter than 3 inches above the top of the knee. Skirts must have hems.
- A black or brown belt must be worn with pants or shorts designed with belt loops.
- Non-USJ outerwear may be worn outdoors, but should be placed in the student's locker upon arrival at school. Only Parker outerwear may be worn inside the building.
- Students may not wear hats, bandanas, scarves or other headwear inside the building.
- Socks, knee socks, tights, and leggings must be a solid color - navy, white, brown, black, grey, red or flesh tone ONLY. Lace on leggings is not allowed. Patterned tights or leggings are not allowed.
- Boys must be clean-shaven daily, and hair should not be worn below the collar or below the eyebrows.
- Piercings of any kind are not permitted.
- Piercings for females, other than the ear lobes, are not permitted. Ear piercings deemed by the administration to be excessive in number are also not permitted.
- Undershirt sleeves must be shorter than the uniform shirtsleeves. All undershirts must be white in color.
- Accessories, such as watches, bracelets, necklaces and earrings, should be appropriate and non-distracting.
- Tattoos are not permitted.
- All hairstyles should be in good taste and neatly groomed. Unnatural coloring of hair is prohibited.
- All dress code guidelines apply to USJ students until they have formally graduated from USJ.

### ***Shoe Guidelines:***

- Shoes must be clean and in good repair.
- Athletic shoes may not be worn.
- Appropriate dress or leather sandals will be allowed.
- Flip-flops are not permitted.
- Closed toe shoes are allowed in the following solid colors: brown, navy, black, burgundy, or red.
- Casual style boots, such as hiking or cowboy boots, may be worn only with pants. No boots may be worn with skirts, shorts, or skorts.

The Division Director may declare spirit days and allow students to wear school spirit shirts, or dress up days, or allow students to wear other uniforms such as Boy Scouts, Girl Scouts, band, chorus, or athletic teams. Questions concerning uniforms should be directed to the Head of School or the Division Director.

# Daily Operations

## *Communications*

### ***Messages***

A message center for students will be located near the Upper School office. Students are responsible for checking the message boards during break, at lunch, and between classes to see if a message has been left for them. Messages will not be delivered directly to students, except in the cases of extreme emergency. In order to help this system work efficiently, students are not to pull messages for others, but rather tell other students that they have a message.

### ***Cell Phones and Pagers***

Cell phones and pagers disrupt the academic environment; therefore, USJ prohibits the use of cell phones and other telecommunication devices during the instructional school day. Such devices will be collected and parents will be contacted. The Dean of Students will only return the item(s) to the parents. Parents should avoid using cell phones to communicate with students during normal school hours.

Failure to follow the above guidelines will result in the following:

- First offense: The device will be held by the Dean of Students and must be retrieved by a parent.
- Second offense: The cell phone is held for one week by the Dean of Students, the student is assigned a detention, and the phone must be retrieved by a parent.
- Third offense: The cell phone is held for two weeks by an administrator, the student is assigned an in-school suspension, and the phone must be retrieved by a parent.

Further violations of this policy will result in a conference and more severe disciplinary action.

This policy is cumulative for all four-years of high school. That is, the enumeration of offenses does not start over each academic year.

### ***Telephone Policy***

Courtesy telephones are available for student use in the Upper School office and at the front reception desk. **Use of the Upper School office telephone is restricted to emergency use only.** Students may not be dismissed from class to use the telephone, except in the case of an emergency and with the permission of the Upper School Secretary or Division Director.

### ***Monthly Calendar***

Students and parents should check the USJ website frequently for updated information on the monthly calendar.

### ***NetClassroom***

NetClassroom is a mode by which parents and student may track academic progress electronically, from home. For new families, a personal user ID and password may be obtained from the division office.

### ***USJ Website ([www.usjbruins.org](http://www.usjbruins.org))***

The website for USJ is an excellent resource for all students and parents.

## **Weekly Walkhome**

The *Weekly Walkhome* may be accessed from the USJ website each Friday. This publication contains pertinent information pertaining to announcements and events concerning the Upper School.

## **School Closings – Inclement Weather**

If inclement weather conditions or emergencies make it necessary to close school, parents will be notified on the USJ website and by radio, and as soon as possible. Parents will also be automatically called through USJ's automated phone system. During a tornado alert period, the school monitors the county-wide warning system. The following stations are sources for USJ announcements:

### **Radio**

1310 AM (WDXI)  
1390 AM (WTJS)  
1460 AM (WJAK)  
88.7 FM (WIGH)  
92.3 FM (WYNU)  
95.3 FM (WTBG)  
KIX 96 FM (WFKX)

101.5 FM (WNWS)  
Q102 FM (WZDQ)  
103.1 FM (WMXX)  
104.1 FM (WTNV)  
105 FM (WLSZ)  
106.9 FM (WWYN)  
107.7 FM (WHHM)

### **Television**

WBBJ (Channel 7)

## **Whom to Contact**

The Upper School office is staffed from 7:45 a.m. until 3:30 p.m. on a daily basis.

<b>Reason for call</b>	<b>Contact Person(s)</b>	<b>Contact Information</b>
<b>Absences (call by 8:30 a.m.)</b>	Geri Breeden, US Secretary	Phone: 731-664-0812 Email: <a href="mailto:gbreeden@usjbruins.org">gbreeden@usjbruins.org</a>
<b>Emergency messages</b>	Geri Breeden, US Secretary	Phone: 731-664-0812
<b>Assignments for a sick child</b>	Classroom teacher	Email available @ <a href="http://www.usjbruins.org/about/faculty.html">http://www.usjbruins.org/about/faculty.html</a>
<b>Athletics</b>	David Rohm, Athletic Coordinator Julia Brundige, Athletic Coordinator	Phone: 731-664-0812, ext. 38 Phone: 731-664-0812, ext. 23
<b>Instructional/academic concerns</b>	Classroom teacher	Email available @ <a href="http://www.usjbruins.org/about/faculty.html">http://www.usjbruins.org/about/faculty.html</a>
<b>Disciplinary concerns</b>	Jim Hardegree, Dean of Students	Phone: 731-664-0812, ext. 34 Email: <a href="mailto:jhardegree@usjbruins.org">jhardegree@usjbruins.org</a>
<b>Personal concerns</b>	Julia Brundige, MS/US Counselor	Phone: 731-664-0812 Email: <a href="mailto:jbrundidge@usjbruins.org">jbrundidge@usjbruins.org</a>
<b>Other concerns</b>	Scott Phillipps, Upper School Director	Phone: 731-664-0812, ext. 14 Email: <a href="mailto:sphillipps@usjbruins.org">sphillipps@usjbruins.org</a>

### ***After-School Carpool Procedures***

Carpool procedures for dismissal will begin at 2:55 p.m. For the safety and security of the students, all students not participating in an extracurricular or after-school activity should be picked up no later than 4:00 p.m. Any students remaining in the carpool area after 3:30 p.m. will be required to wait inside the building near the carpool area. Parents with extenuating circumstances should contact the Upper School Secretary or Director.

The Upper School/Middle School Library is available for student use until 4:00. Upper School students who use the library for academic purposes after school are encouraged to do so.

### ***Parking and Driving***

Driving a car on campus is a privilege, not a right. Students are expected to follow all guidelines for operating and parking a vehicle on school property; failure to follow the guidelines below may result in referral to the Dean of Students and/or a loss of driving privilege.

- Only students holding a valid driver's license may drive on the USJ campus.
- All vehicles driven by students on the USJ campus must be street-licensed.
- The speed limit in all areas of campus at all times is 15 miles per hour. Violations of the speed limit may result in revocation of on-campus driving privileges.
- Students who drive to school must park in their designated parking areas.
- All Lower School driveways are off-limits to student drivers.
- Students who drive to school must register their car with the Upper School Office and receive a hang tag to be hung on the rearview mirror of the car, with the lettering facing outward.
- All vehicles are subject to search at any time at the discretion of the administration.
- Students may not be in the parking lot during school hours without permission from the Upper School Office.
- Students may not drive on school trips unless appropriate parental and administrative permission is granted.

### ***After-Hours Guidelines***

Students should not be on campus except when participating in a supervised, school-sponsored activity. Any student found on campus outside of school hours (including times when school is not in session) without permission and/or unsupervised may be considered to be trespassing and may be subject to disciplinary action. Parents are responsible for making arrangements to pick up their students promptly after school functions and activities.

### ***Food Service and Lunch Cards***

Hot and cold breakfast items are served on the MS/US campus, beginning at 7:15 a.m. each day. Snacks may also be purchased from the cafeteria during the days that the Upper School students have morning break. A variety of hot and cold items will be served for lunch from 12:30 PM to 1:00 PM daily. All menu items are a la carte. All or part of a student's lunch may be brought from home.

USJ operates a cashless meal program. All students must make cafeteria purchases with a lunch debit card. To deposit money onto a lunch card, send cash or a check made out to "USJ Cafeteria." Deposits may be made before 10:30 on any school day in a minimum amount of \$25. It is possible to request a daily money limit for a student's lunch card. If a card is lost or damaged beyond the point of being usable, a replacement card costs \$5.00.

If purchases by a student results in a negative balance on a student's debit card, the cafeteria clerk will immediately collect the card. Only one (1) lunch pass will be issued to a student until a positive balance has been restored to the card.

### ***Forgotten Items***

USJ Upper School strongly encourages the development of student responsibility. Parents are discouraged from bringing forgotten assignments, projects or athletic equipment to school.

### ***Lost and Found***

Students are encouraged to be responsible in keeping up with their books, clothing, and other belongings. All materials brought to school should be labeled with the student's name. Report lost articles to the Upper School secretary and turn in found articles to the lost and found area in the Upper School office. Articles remaining unclaimed by the end of each quarter will be given to a charitable organization.

### ***Visitors / Guests***

Providing a safe environment for our school family is our first and foremost priority; therefore, student visits will be limited to family members only. Any exceptions to this rule must be approved by the Upper School Director. All visitors must report to the front reception area to receive a pass before being allowed to enter the Upper School area. Visitors are to check in at the Upper School office upon arrival and again when leaving.

Guest visits will not be permitted during semester exams.

## **Extracurricular Activities / Opportunities**

All extra-curricular activities, including athletics, fine arts performances, dances, Upper School chorale, and Student Council activities will adhere to the following policies:

### ***Eligibility***

Because USJ exists primarily to provide an excellent college preparatory education, academic requirements must take precedence over extra-curricular activities. In order to participate in an athletic or fine arts activity, students are expected to:

- Successfully complete the academic requirements in 5 subjects
- Abide by USJ's high citizenship standards
- Satisfy any additional requirements imposed by the sponsor, director, or coach

**In order to participate in *any* extracurricular activity, a student must be present for four full class periods.**

USJ is a member of the Tennessee Secondary School Athletic Association (TSSAA) and abides by TSSAA guidelines for athletic eligibility. Therefore, in order for a USJ student to be eligible to participate on a USJ-sponsored athletic team a student must a) earn five credits the preceding school year (all credits must be earned by the first day of the beginning of the school year); b) be enrolled before the 20th school day of the semester, in regular attendance, and carrying at least five full courses during the present semester; and c) live at home with their parent(s) or legal guardian(s) For more information on athletic eligibility, please visit the TSSAA website at <http://www.tssaa.org>.

## ***General Guidelines for Athletes, Cheerleaders, and Performers***

- Students will be expected to attend all practices, performances and games, or notify the coach/director in advance if unable to attend.
- If a student misses a practice, game, or performance without notifying and obtaining permission from the coach/director, appropriate disciplinary action will be administered.
- Students must be punctual for practices, games, and performances. Tardiness will not be tolerated.
- A student should conduct himself/herself in a courteous and respectful manner at all times.
- When traveling to and from activities in school transportation, students should behave in such a manner that the safety of another person is not endangered. Personal headsets may be used, provided they do not interfere with the privacy of others.
- Students must always remember that they represent USJ and their behavior must reflect positively on the school.
- Abusive or profane language is not permitted at any time for any reason.
- A student will not use tobacco, alcohol, or illegal or unauthorized drugs while representing USJ.
- The proper dress for travel or participation will be at the discretion of the coach/director.
- Upon the completion of games/performances, students will not be allowed to leave the area without the approval of the coach/director.
- If a student misses class due to a school-sponsored activity, it is the student's responsibility to make up all missed assignments and tests.
- Students are expected to follow all policies established in the student/parent handbook.
- Any student returning from a school-sponsored event before 11:30 p.m. MUST attend classes the next day. If a student does not adhere to this policy, he/she will be given an unexcused absence.

### ***Athletic and Extracurricular Alcohol and Illegal Substance Policy***

The following policies are in addition to the general disciplinary policies contained in this handbook and represent additional consequences for those students participating in athletic and extracurricular activities. As set forth previously, the possession or use of alcohol or illegal substances by any student may result in severe disciplinary consequences, including expulsion from USJ.

If it is determined that a student is involved in extracurricular activities has violated USJ's alcohol and illegal substance policy, the following procedures will be followed. It should be noted that coaches or sponsors may also impose additional requirements and/or sanctions upon students involved in their activities who violate USJ's alcohol and illegal substance policy.

#### **First Offense**

The Head of School, Division Director, Athletic Director, Head Coach and parents will be notified. The student may be suspended from participating in any extracurricular activity for two weeks (10 school days) and may be placed on probation for one year. Testing and/or counseling may be required for the student to continue extracurricular participation. The student may remain a member of the team or activity, and may continue to practice, but he/she may not dress out for games or participate in performances or competitions.

#### **Second Offense**

The Head of School, Division Director, Athletic Director, Head Coach and parents will be notified. The student may be suspended from participating in any extracurricular activity for one calendar year. The student may

remain a member of the team or activity, and may continue to practice, but he/she may not dress out for games or participate in performances or competitions. The one-year suspension may be a minimum punishment for a second violation of USJ's alcohol and illegal substance policy. The possibility exists that a student may be removed from extracurricular participation, altogether.