



## COMMUNITY HANDBOOK 2018-2019

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[www.TJS.org](http://www.TJS.org)

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## 1. INTRODUCTION

This handbook contains information, rules, and procedures that help our community run smoothly. The rules exist to protect the safety and property of everyone at TJ, to assure equal treatment for all, and to support the TJ mission: giving its students the strongest possible academic foundation.

Returning students should be aware that some rules and customs change from year to year; they should review the handbook each fall.

The rules, policies, and procedures set forth in this handbook are intended to apply under normal circumstances. From time to time, however, situations may arise that require immediate or nonstandard responses. This handbook does not limit the school's authority to deviate from the normal rules and procedures outlined here and to deal with individual circumstances as they arise in the manner deemed most appropriate by the school, taking into consideration the best interests of the school, its students, faculty, and staff.

The policies may also be revised or updated periodically, even during the school year. Families will be advised of any changes as they are made, either electronically or by mail.

### 1.1 Changes and Updates to the Current Edition

- Travel days for boarding students are Wednesday, December 12 (for winter break) and Tuesday, March 12 (for spring break). View the full school calendar [here](#).
- Section 5.3: Major changes have been made to the daily schedule. Please read carefully.
- Sections 7.7 and 7.8 clarify rules on certain contraband (vaping devices and firearms.)

## 2. OUR MISSION

Thomas Jefferson School gives its students the strongest possible academic background through a classical education. Within a nurturing community, students develop a responsibility for their own learning and a desire to lift up the world with beauty and intellect.

## 3. NONDISCRIMINATION POLICY

There shall be no discrimination by the School in the selection of its governing Board, in the employment of personnel, in the admission of students, or in the administration of the School's programming because of race, color, religion, national origin, sex, age, sexual orientation, marital, veteran, or handicapped status in violation of existing state or federal law or regulations.

## 4. IMPORTANT DATES

The [full calendar of events](#) and other essential information can always be found on the school's website, [www.TJS.org](http://www.TJS.org).

### 4.1 Required Co-Curricular Trips

The weekend of **Friday, September 14 through Sunday, September 16** (no school Monday, September 17), all students will participate in required co-curricular travel, the cost of which is included in the student activity fee. TJ's student travel program gives all students in every grade the opportunity to expand their horizons and have a transforming and educational experience that is "off the beaten path" of everyday school life.

Some years, students participate in different grade-level trips that include a variety of experiences—outdoor adventure, team-building initiatives, service learning, an urban experience, and activities that tie into the curriculum wherever possible. Trips for 2018-2019 are as follows:

- Grades 7 and 8: Camp Lakewood, Potosi, MO
- Grades 9 and 10: Nashville, TN
- Grades 11 and 12: Chicago, IL

Please note that this is a REQUIRED, co-curricular trip. Detailed information and permission forms will be sent by email.

### 4.2 Vacation Periods

Students MAY NOT LEAVE early for vacations. TJ has fewer class days than most schools, so it is especially important that travel arrangements do not conflict with the school schedule. Returning a day or two late after a break puts a student at a serious academic disadvantage. Please consult the [school calendar](#) for information about designated travel days.

The campus is closed and students are not allowed to stay in the dorms during Thanksgiving, winter, spring, and summer vacations.

International students are encouraged to stay with their American friends for the short Thanksgiving break and should begin making arrangements early in the fall. If a student is unable to find a place to stay for Thanksgiving, we are happy to help arrange for them to stay with a local family.

International students should not rely on our American families for lodging during the long winter and spring breaks. It is important for all of our students to spend these breaks at home with their families in familiar surroundings in order to break up the intense periods of work they experience during the academic year.

Please note that no student may stay on campus the night of graduation. We discourage students from staying in hotels without their parents, and we can help them make arrangements with day student families if necessary.

## UNACCOMPANIED MINOR POLICY

It is very important to research your airline's policy for unaccompanied minors. Most have strict policies regarding flights for students under the age of 15. Please look at your tickets and consult the airline website (and confirm this information over the phone with an airline agent as well) to see what kind of requirements they have. Most airlines have additional fees associated with this service and many airlines require an adult chaperone to wait at the gate with the student. Coordinating flights so that the minor is accompanied by an older student will sometimes eliminate the fee and chaperone requirement.

If your airline requires unaccompanied minors to be escorted to and/or from the boarding gates, please contact Amanda Correa ([acorrea@tjs.org](mailto:acorrea@tjs.org)) to arrange for TJ's unaccompanied minor service. These arrangements must be made at least three weeks in advance of flights. Costs are as follows and will be billed to the student's account:

\$150 per one-way trip	Flights arriving <b>OR</b> departing between 9 a.m. and 5 p.m.
\$275 per one-way trip	Flights arriving <b>OR</b> departing before 9 a.m. or after 5 p.m.

Siblings traveling together will incur only one fee per trip.

When your unaccompanied minor student arrives in St. Louis, they will be met at the gate by a TJ faculty or staff member who will then transport them to campus. For outgoing flights, your student will be transported to the airport by the school, where a TJ faculty or staff member will meet your student to take them through security. The adult chaperone will remain at the airport with your student until the plane leaves the gate.

TJ is only able to provide unaccompanied minor service on the travel days unless there are unusual extenuating circumstances that make it so a student must leave earlier. We cannot provide the service during graduation or any day after the travel day.

## 4.3 Graduation

**All students are required to attend graduation on Sunday, June 2, at 10:00 a.m., and their families are invited too.** This is an all-school event, with students in every grade recognized for their accomplishments. Please make travel arrangements that allow your child to attend this important final event. The campus closes after the festivities and the school is unable to house students graduation night. Boarding students are generally able to stay with their day-student friends.

## 5. STUDENT LIFE

### 5.1 The Advisory System

TJ has a highly individualized and personal advisory system. Each teacher has between five and eight advisees a year, representing a mix of grade levels and of day and boarding students. Students typically stay with the same advisor throughout their TJ career. The advisor meets with his or her advisees frequently to monitor academic progress and general wellbeing. The format may range from

formal group advisory meetings on Thursday mornings at 9:44, to individual meetings in the advisor's office, to casually "touching base" at meals or around campus.

The advisor is a true advocate and a "point person" for his or her advisees. The responsibilities of the advisor include communicating with parents about grades; helping to structure and schedule the advisee's time as needed; discussing with the parents any practical issues that come up, like missing part of a school day for orthodontics, or locating help in a subject; composing and sending the student's grade report letter at the end of each quarter; and informing the parents directly about any serious academic or disciplinary issues. Please note that guidance/advising related to college is provided by the Director of College Counseling, Karen Fairbank ([kfairbank@tjs.org](mailto:kfairbank@tjs.org)). For information on the advisory program contact Director of Student affairs, Marie De Jesus ([mdejesus@tjs.org](mailto:mdejesus@tjs.org)).

## 5.2 Attendance Policy

All students are required to attend classes, labs, meals, and athletics unless they are ill or otherwise excused by a teacher. Arriving late or missing such obligations carries a heavy demerit penalty, up to 12 demerits for missing a class. If a student is late or absent four times in a quarter, the Director of Student Affairs and the Director of Academics will call a meeting with the student and his or her family; continued tardies or absences may result in disciplinary action.

## 5.3 Daily Schedule

- The day begins for boarding students with breakfast at 7:45 a.m.
- Day students should arrive no later than 8:15 a.m. (but no earlier than 7:30 a.m., regardless of whether they have dorm access). Please remember that, though classes begin at 8:30, students often have work to turn in beforehand, so arrival by 8:15 is essential.
- Arriving early: The school opens at 7:30 a.m. We ask that day students not arrive (including to dorm rooms) prior to that time.
- An overview of the daily schedule can be found [here](#).
- Morning classes begin promptly at 8:30 a.m. and run through 2:01 p.m. (Portable electronic devices may only be used for academic purposes in Merrill Main Building or Sayers Hall during the academic morning or during fine-arts class.)
- In the afternoon between 2:05 and 5:15 p.m., students have a combination of study hall, labs, athletics, arts classes, and club meetings (depending on the day and depending on their individual schedules).
- Fine-arts classes generally meet for 60 minutes twice per week, on Wednesday and Friday afternoons. Some classes may meet in the evenings for 1-2 hours.
- Athletics meets three to five afternoons per week, depending on the sport. Game schedules appear on [www.TJS.org](http://www.TJS.org).
- Day students may leave between 4:30 and 5:15 p.m. once their obligations have been fulfilled, but they may stay as late as 6:00 p.m. without special permission. (4:30 is the earliest time an athletics course may end; day students who need to leave before this time should sign out in Boardingware and have it approved by their advisor.)
- Staying late: Day students staying later than 6:00 p.m. must follow the evening rules for boarders and obtain permission from the duty teacher using the On-Campus Permission Leave in Boardingware; they are generally expected to depart campus by 8:15 p.m. If they intend to eat dinner in the dining hall (for which there is a charge), they must arrange for that in advance.

- After a school event, day students are expected to leave the campus thirty minutes after the event ends. For example, upon returning from The Rep, day students should be picked up or drive home within thirty minutes of arriving on campus.

All of this translates into a longer school day (approximately 8:15 a.m. to 5:15 p.m.), during which all students—day students and boarding students alike—spend a good deal of time working independently either in the dorms or in other shared study areas. Some of this time is formally unstructured, but typical homework demands of four to six hours per day keep students busy. The premise behind such an arrangement is that much is learned (principally, how to get along with and study with peers) from the simple practice of sharing living and study space. If the main goal of a college-prep school is to prepare students for college, even our day students are getting ready for the college experience.

### 5.3.1 Absence or Tardiness

#### DAY STUDENTS

Parents of day students should call the Main Office (not the advisor) by 8:15 a.m. on days when their children are tardy, ill, or when bad weather might prevent them from driving to school safely.

- A message can be left on the Main Office voicemail; the student's teachers will be notified.
- Any other reasons for absence should be discussed with the student's advisor.
- Excused absences may be granted for religious or family reasons.
- Day students in particular should call or email their teachers to receive their assignments when absent since there may be quizzes the following day.
- During any absence, students should keep up with their studies as much as they can, and when they return, they are responsible for seeing their teachers to find out what makeup work is necessary. In return, the teachers will make every effort to give them reasonable time to catch up.

#### BOARDING STUDENTS

- Illness will be reported to the school nurse at breakfast.
- The school nurse will visit the student, observe the symptoms, and decide whether to excuse the student from classes.
- Please see the section on Health Services for an explanation of conditions for which the nurse will excuse students from class.

#### ILLNESS AFTER THE SCHOOL DAY HAS BEGUN

Students who become ill during the day should notify their advisors, who may excuse them from classes and/or athletics.

- Although the advisor will notify the students' teachers and athletics coach about the absence, the students are responsible for making up any missed work.
- When ill, a student should discuss the situation with his or her advisor. Students may not take any medicines, prescribed or over-the-counter, from other students. Please see the section on Health Services for complete information on the school's medication policies.
- In the evenings, students should inform the duty teacher of any illness. Severe illness late at night should be reported to the on-duty Security Officer, who will then contact the late night staff member on call.

### 5.3.2 Outside Appointments

If it is necessary to make an appointment (e.g., orthodontics) during a school afternoon, parents should consult with their child’s advisor at least twenty-four hours in advance to avoid conflicts with required activities.

- Families are encouraged to schedule these appointments after 2:01 p.m., **preferably NOT on days/times when fine-arts classes meet (Wed. and Fri. afternoons).**
- Consider a student’s afternoon schedule of arts classes, labs, athletics, and other afternoon obligations when scheduling appointments that might conflict.
- Students leaving campus for appointments must sign out using Boardingware and get approval from his or her advisor.

For information on attendance contact: Assistant to the Head of School/Registrar, Kim Fiala ([kfiala@tjs.org](mailto:kfiala@tjs.org))

### 5.3.3 Meal and Snack Times

- All meals are provided for boarding students; lunch is provided for day students. Meals are served buffet style, with members of the faculty and staff joining the students for all meals.
- All students are required to attend meals when they are on campus.
- Students on doghouse may not sign out of Saturday breakfast.
- If a student has a list job (waiter or lunch or dinner-area cleaner) it is his or her responsibility to find a substitute.
- If a student has permission to sign in or out of a meal, he or she must do so for breakfast by 6:00 p.m. the evening before; for lunch by 10:30 a.m.; and for dinner by 3:30 p.m.

#### MEAL TIMES

	Weekdays	Saturdays	Sundays
Breakfast	7:45-8:05	8:30-9:00	9:30-10:00
Lunch	11:35, 12:12, 12:49	1:00	12:00
Dinner	6:00	6:00	6:00

#### MEAL TIMES FOR THREE-DAY WEEKENDS

	Saturday	Sunday	Monday
Breakfast	8:30-9:00	9:30-10:00	9:30-10:00
Lunch	1:00	12:00	12:00
Dinner	6:00	6:00	6:00

We customarily spend a minimum of 15 minutes at the table during lunch and 20 minutes at dinner, after which a student must ask permission from a faculty or staff member to be excused. Students are expected to eat something at each meal. All seven-day boarders, with the exception of seniors, are assigned weekend waiter jobs. These jobs are listed outside of the kitchen. If a student has arranged to be off campus and is therefore unable to perform a job, he or she is responsible for finding a substitute.



## SNACK BREAKS

The kitchen puts out snacks for students in the morning (around 10:15) and again after study hall (around 3:30 p.m.), and the duty teacher puts a light snack out again in the evening at 8:15. A mess during snack break usually means that the students will lose that privilege for a period of time. Students should remember that taking food or drink out of the dining hall or student commons is not allowed.

### 5.3.4 Assemblies and Meetings

- All students are required to attend an all-school assembly on Tuesday and advisory on Thursday mornings at 9:44.
- Meetings of student organizations occur generally occur on other weekdays, usually during the universal free period, 9:44-10:19. This information is posted on the [daily schedule](#).

### 5.3.5 Afternoon and Evening Study Hall

- All 7<sup>th</sup> graders and new 8<sup>th</sup> and 9<sup>th</sup> graders begin the year in a teacher-supervised study hall, which takes place on Mondays, Tuesdays, and Thursdays from 2:15–3:30 p.m.
- Evening study hall generally runs from 7:00–9:45 p.m., with a break from 8:15–8:30. In consultation with faculty colleagues, advisors may make adjustments to a student's study hall schedule.

## 5.4 Inspection and List Jobs

All students except seniors and student dishwashers are assigned chores, such as waiting tables, straightening a common area or classroom, or sweeping the floor; these jobs are monitored by the student Head of Lists. A light daily inspection takes place each evening; every Wednesday afternoon, a more thorough inspection occurs. Day students should clean their areas before going home. Teachers may give demerits for extremely messy rooms or lockers at any time, even during the day, with or without advance notice, especially since the admissions staff may sometimes show visitors into student rooms.

## 5.5 Dress Code

Student Council and the faculty worked together to revise the dress code prior to the last school year. It preserves a standard of neatness during the academic morning and acknowledges the changing standards of formality in the modern working world. Please read the gender-specific rules that follow for a complete description of acceptable clothing. Any questions should be brought to the Director of Student Affairs, Marie De Jesus ([mdejesus@tjs.org](mailto:mdejesus@tjs.org)).

The following attire is unacceptable during the academic morning: T-shirts with or without logos, slogans or picture; jogging suits, sports team logoed apparel, sportswear, cargo shorts or pants, hooded sweatshirts, tank tops or tops with spaghetti straps, skorts, skirts or dresses that are more than 2 inches above the knee, sheer clothing, revealing garments, flip-flops, slippers, sneakers and open-back shoes.

**Monday through Thursday:** students dress in “business casual” attire during the academic morning (breakfast through lunch):

- **Boys’ Attire:** jeans (must be clean, free of rips, tears, fraying, not too tight or too baggy, uniform in color), slacks, khakis, collared shirts, polo shirts, sweaters with collared shirt worn underneath and dress shoes or loafers. Turtleneck with sweater or jacket.
- **Girls’ Attire:** jeans (must be clean, free of rips, tears, fraying, not too tight or too baggy, uniform in color), business dresses, slacks, khakis, blouses, blazers, sweaters, and dress shoes or sandals. Skirts should be no more than 1 inch above the knee; spandex or leggings are appropriate only if worn with a coordinating business dress, sweater or shirt that sits no more than 1 inch above the knee. Undergarments cannot be visible.
- Tuesdays are also school-spirit day. On these days, students can wear TJ logo shirts (including logo sweatshirts and hoodies), along with business casual attire in all other areas.
- Students may not wear tennis shoes or flip flops during the academic morning.

**Friday:** Students dress in formal business attire. No jeans. For boys, this includes a jacket and tie. For girls, this may include a dress or a blouse with a skirt or dress pants. No polo shirts or turtlenecks may be worn on Fridays.

**Winter Dress Code:** When the temperature falls below 40 °F / 4 °C, students must wear appropriate clothing for the cold weather. This can include a winter coat or lighter-weight jackets when outside, socks, boots, gloves, hats. No shorts, t-shirts, sandals, or flip flops.

### **A NOTE ON NEATNESS**

Above all, neatness and good taste is the standard: underwear cannot be visible; shirts with large writing or symbols cannot be worn; all clothes should be free from holes, tears, and stains; belts should be worn with pants that have belt loops (for both genders); and dress shoes or sandals (no tennis shoes or flip flops) must still be worn during the academic morning. If a teacher feels that a student, while dressed in the appropriate “dress code” clothes, still looks sloppy (i.e., wrinkled, dirty, or torn clothing), the student may be asked to change. Formal business attire also apply to outside events, such as attending plays and concerts.

### **AFTERNOONS AND BEYOND**

Dress is casual after lunch, at dinner, and on weekends. Students should not wear clothing or accessories that include logos or pictures of alcohol or drugs or that make overt sexual references. At dinner, casual but clean dress is acceptable with the following stipulations: no tank tops or shorts that are overly revealing, no bathing suits, bathrobes, hats, or clothes that were worn to athletics and have not been cleaned since. Students should be showered and clean as well when attending meals. If a teacher feels that a student’s attire is too wrinkled, torn, dirty, or smelly for someone to sit next to him or her, the student may be asked to change clothes.

### **DRESS CODE FOR ATHLETICS**

All students must dress appropriately for athletics. Specific guidelines in addition to those listed here may be issued by the athletic coach/teacher. Students should wear shoes appropriate for the sport they are playing, such as tennis shoes (soles slide on court), basketball shoes (soles do not slide on court), soccer shoes (cleats) and shin guards. No hard-soled shoes are permitted on the gym floor at any time. Appropriate socks are required as well. All students must wear shirts during athletics. Sports bras must be covered by a shirt.

### WEATHER-RELATED EXTRAS

St. Louis has a varied and changeable climate that can be very hot (90+ °F / 32+ °C) in the summer and fall, as well as very cold (-0 °F / -17 °C) in the winter. However, during the school term usually fall in a range between the 20s °F (-6 °C) and the 80s °F (26 °C). We generally receive snow and ice in the winter and rain all year round. We suggest that you bring clothing suitable for all of this weather. For the cold you will need a heavy winter coat as well as lighter-weight jackets and a hat, gloves, and boots. For the rain, an umbrella or raincoat will prevent you from getting soaked going from dorm to classes and meals. All students are expected to wear clothing appropriate to the season and may be asked to change if dressed inappropriately.

## 6. THE ACADEMIC PROGRAM

### 6.1 The Curriculum

What follows is a general six-year outline of academic courses for a typical TJ student. For full details and course descriptions, see the school's [Program of Studies](#). For information about the academic program contact Director of Academics, Jane Roth ([jroth@tjs.org](mailto:jroth@tjs.org)).

7th	English 7; Algebra 1; Latin 1; World Geography; Earth and Environmental Science, Visual Arts (semester 1); Fundamentals of Drama (semester 2)  7th graders also have an ungraded “prep period” at 8:30 each morning; this period gives TJ’s youngest students support with organization, time management, and study skills.
8th	English 8; Algebra 2*; Latin 2*; Ancient World History; Introduction to Chemistry; Beginning Tap Dance (semester 1); Visual Arts (semester 2) *New 8th graders will be placed in the appropriate level of math and Latin.
9th	English 9: Literature and Composition; Geometry and Introduction to Statistics; Greek 1: Homeric; Modern World History; Introduction to Biology; fine-arts elective
10th	English 10: Literature and Composition; Advanced Algebra/Trigonometry, Greek 2: Attic, AP U.S. Government and Politics*, AP Physics 1*, fine-arts elective *10th-grade AP courses are test optional, meaning that the students can elect not to take the AP in May.
11th	AP English Literature and Composition; Precalculus; Accelerated Introductory French or Italian; AP elective (See the note that follows on Advanced Placement courses); fine-arts elective

12th	AP English Literature and Composition; AP Calculus BC or AP Statistics; Accelerated Intermediate French or Italian; AP U.S. History (required for U.S. citizens and an elective for others); AP elective (See the note that follows on Advanced Placement courses); fine-arts elective
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Variations in the curriculum may occur for students who enter in later years or for students who need to be accelerated in math. International students will be placed in appropriate English or social-studies courses in order to help develop their speaking and writing skills.

Advanced Placement (AP) courses are equivalent to a first-year college course, and each teacher’s syllabus must be approved by the College Board. For each of these courses, the student takes a nationally standardized exam in May. In general, AP is the most challenging level available to a high school student in any subject.

- A senior at TJ will ordinarily take all AP courses.
- The upper level sciences for 11<sup>th</sup> and 12<sup>th</sup> grades, taught only at the AP level are Biology, Chemistry, and Physics 2; every student must take at least one of these three.
- AP Comparative Government and Politics and AP Economics (usually offered in alternating years and dependent on enrollment) are also electives.
- AP exams are administered each May. **Only 10th-grade AP courses (Physics 1 and U.S. Government and Politics) are test optional.**

Students may request to take one AP exam for which they have studied independently (that is, not through a course taught at TJ) each year. To do this, they must inform both their advisor and the Director of Academics **by November 1** of that year which exam they plan to take and a study plan. In addition to paying the College Board exam fee, they will also have to pay for the exam proctor (usually \$30 – \$40). For information about AP testing contact Director of Academics, Jane Roth ([jroth@tjs.org](mailto:jroth@tjs.org)).

## 6.2 Homework

The posting of homework assignments is done through [Google Classroom](#). Standard homework amounts for each grade level are as follows:

- 7<sup>th</sup> and 8<sup>th</sup> graders, with six classes including arts, have homework assignments meant to take about 45 minutes per class.
- 9<sup>th</sup> and 10<sup>th</sup> graders carry six courses (including arts) and slightly longer assignments of about one hour per class.
- 11<sup>th</sup> and 12<sup>th</sup> graders take five courses (including arts), and the average assignment length increases to two hours, reflecting the more intensive coverage needed for those courses. Juniors and seniors follow a “skip day” schedule in which each of their subjects “skips” one day per week, with no assignment. This gives them a slightly more college-like schedule; they study all four core academic subjects for Monday, but usually only three per day for Tuesday through Friday. A class that is scheduled to “skip” its assignment will often still meet the next morning for discussion or review at the teacher’s discretion.
- Homework for arts classes varies widely. Most hands-on studio work is accomplished during class time, but students may be expected to work outside of class time in order to finish

projects. Most courses require students to make progress on assignments or to collaborate with others outside of class in order to complete assignments.

For all grade levels, assignment lengths are only a theoretical target, and the students' actual experience will vary considerably. If a student seems to be spending far more than the expected time, he or she should contact either the advisor or the teacher of the class to discuss the situation and talk about strategies. It may be that he or she needs appointments for extra work with the teacher, or simply needs help in structuring study time, especially in the afternoon when we expect most students to make some significant progress on their homework. If a student has chronic trouble completing homework, or is staying up too late, the afternoon is likely the first place to try a new regimen.

### 6.3 Standardized Testing

Sophomores and juniors take the PSAT (Preliminary Scholastic Aptitude Test); in 2017, it will be administered at TJ on Wed., October 10, the day before first-quarter exams. Juniors and seniors take the SAT (Scholastic Aptitude Test), or the ACT (American College Testing) generally more than once. International students also take the TOEFL. Scores are reported to colleges as part of the college admission process. If a student might require special accommodations (e.g., extended time) on standardized tests, the family should contact the Director of Academics to learn about the application process. For information contact Director of College Counseling, Karen Fairbank ([kfairbank@tjs.org](mailto:kfairbank@tjs.org)).

### 6.4 The Grading System

Grades are the feedback by which students (and their families) get a realistic picture of their knowledge and achievement. They provide a necessary bottom line, letting the student know how he or she stands in terms of a definite standard set by the teacher—and by the school. A true “common standard” for all teachers is an ideal that can only be approximated, but the attempt to have one sets TJ apart from most other schools.

TJ has an uninflated grade standard; this is part of what we mean by a “challenging education.” For most students, good grades require hard work, a linkage that we believe in. To earn truly top grades (A's and high B's) takes both talent and consistent effort. It is therefore normal for new students to receive grades that are lower than they may be used to. Please understand that this is a tougher standard, designed to provide a higher ceiling and to make grades more meaningful. We believe that a true sense of confidence in one's own abilities comes from applying oneself to a challenging task with a meaningful standard, overcoming frustration and difficulties as one encounters them, and watching oneself improve and succeed. We try to give all students this opportunity, along with the encouragement and help they need to make the most of it.

#### QUIZZES

Frequent short quizzes are one of our important educational tools. Teachers try to grade them as soon as possible, so that good work will be rewarded promptly and illusions will be dispelled just as promptly. These frequent quizzes help students get into the habit of doing a good job on a regular basis instead of racing to catch up every couple of weeks. Upper-level courses tend toward fewer quizzes, depending on the subject, the teacher, and the maturity of the students. Quizzes are graded on a simple 0 to 5 scale:

0 means 100% perfect

3 means 70% fair, OK

1 means 90% excellent  
2 means 80% good

4 means 60% poor but passing  
5 means 50% failing

0, 1, and 2 are called “honor grades.” A 0 may be given for flawless work on math problems, verb conjugations, vocabulary, memorized poetry, etc.; on anything else, a 1 is usually the top grade. A 5 is normally the lowest score given, even if the percentage earned is below 50%. Longer tests or essays may be assigned multiple grades; most typical is a full-period test called a “doublegrader” because it is worth two quiz grades.

### STUDENT COLLABORATION

Any original work, such as an English composition or Outside Reading summary, will presumably be graded, and on these the student should work alone. Copying another person’s ideas or expressions (plagiarism) is a serious matter and may bring the student before Honor Court; similarly, the use of Cliff’s Notes, SparkNotes, or other diluted substitutes for reading is prohibited and may become a matter for Honor Court. Teachers provide course-specific rules and guidelines for use of Google Translate (or other translator programs) for school work. We encourage working together on assignments such as math problems and foreign language exercises if it seems clear that work is getting done and the students are learning from the group effort. Each teacher should provide guidelines for the class as to when working together is allowed or encouraged.

### AVERAGES AND LETTER GRADES

Averages of 60 and above are passing; 70 and above, satisfactory; 80 and above, an honor grade. These averages correspond to letter grades as follows:

90-92 A-	93-100 A	
80-82 B-	83-86 B	87-89 B+
70-72 C-	73-76 C	77-79 C+
60-62 D-	63-66 D	67-69 D+
Any average below 60 is failing (grade of E)		

Students should develop the habit of keeping track of their own grades and discussing them periodically with their advisors. Since teachers report their course grades to one another frequently, the advisor will usually be alerted to situations that need attention, but this does not absolve the student of responsibility for keeping track. The advisor makes sure the student understands how he or she is doing and offers advice for improvement; advisors may also impose extra structure on a student’s time (study hall, appointments with teachers) according to their best judgment.

Parents are encouraged to contact the advisor or the individual teachers at any time for an update on their child’s progress. At about the halfway point in each quarter (i.e., after three or four weeks), the faculty has a special meeting devoted to discussing the progress of all students in school; advisors then report the results to their advisees and their parents. Various actions and strategies for helping students



in difficulty will come out of these meetings and will be shared promptly with parents. When in doubt, always call the advisor and ask for the latest information.

### **GRADE POINT AVERAGES (GPAs)**

On the official high-school transcript sent to colleges, TJ reports a weighted GPA on a 4.0 scale in which courses with the AP designation, as well as those junior and senior courses that carry the same two-hour workload and expectations as AP classes, receive an extra point. All other courses (including fine-arts courses) are weighted on the traditional 4.0 scale, as that standard is what gives meaning to the distinction in weight of AP-level courses. All courses at TJ are taught at the honors or college-prep level and may be marked as such when self-reporting grades in the college-applications process.

## **6.5 Exams and Major Assessments**

Students undergo major assessments in each subject four times per year, at the end of each quarter. These assessments may take the form of a seated written exam, a project, paper, or presentation. At the end of the first quarter (late October) and again at the end of the third (late February), these occupy a three-day assessment period. At midyears (early December) and at the end of the year, assessments are longer and more comprehensive (1.5 – 3 hours, depending on age, for seated written exams) and are spread out over one week. Each teacher provides guidelines as to what the assessment will cover and its format. (We urge all students to get enough rest during these assessment periods, as sleep is a factor they too often ignore. To encourage this, senior boarding students are given a midnight bedtime.)

Exams and other major assessments are weighted at 15% of the student's grade for junior and senior courses, 10% for all others; this weighting depends on the course, not the student (e.g., a sophomore taking a junior course will have her exam weighted at 15% like those of the juniors).

After the faculty meeting on the Monday after exams, all students visit their advisors to find out about their grades and any special distinction they may have earned. The advisor will also contact the parents within 24 hours of the meeting since the written grade report, in letter form, may not arrive until about two weeks later.

If extreme circumstances might cause a student to need individual administration of exams outside the regular schedule (e.g., a mandatory competition for an outside activity), the family should contact the Director of Academics.

## **6.6 Testing Accommodations**

If a student might require special accommodations (e.g., extended time, use of a computer) on cumulative tests (including standardized tests), the family should share with the Director of Academics documentation from a credentialed professional that includes a clearly stated diagnosis, presents evidence of the student's functional limitation(s), and outlines the need for the specific accommodations requested. For more information, contact Director of Academics, Jane Roth ([jroth@tjs.org](mailto:jroth@tjs.org)).

## **6.7 Academic Standings**

These distinctions apply to all students, including those international students who may take one fewer course. The three categories of academic honors—cum laude, magna cum laude, and summa cum laude—carry with them some privileges (see the section on Honors Privileges).

### **Good Standing**

The minimum satisfactory grades to keep a student in good standing in any given quarter are C's, with no more than one D.

### ***Cum laude***

Students who end the quarter with ALL of their grades at B or better are awarded cum laude standing. (As noted above, B's are respectable grades here, while B's are quite good and A's are truly outstanding.)

### ***Magna cum laude***

To earn the distinction of magna cum laude, a student must end the quarter with ALL of their grades at B+ or better.

### ***Summa cum laude***

To earn the distinction of summa cum laude, a student must end the quarter with ALL of their grades at A or better. In recent years, this group has represented the top ten percent of all TJ students.

### **Warning and Probation**

A student who has more than one D at a quarterly marking period (or an E in anything) is below the minimum and will be placed on Warning as a signal that things are not OK. An exception is made for new students, who get one extra quarter to improve—although they still incur some restrictions, such as afternoon or evening study hall. If a student fails to meet this minimum standard after another quarter, he or she may be placed on Probation; this means he or she has one more quarter in which to bring his or her grades up to the minimum standard.

The faculty understands that while grades measure retention and understanding of course material, they do not measure many other important things, including character. Students who never come close to Honors may be among those most liked and admired on campus for their fine personal qualities. Even in a particular course, the grade does not necessarily measure the insight and enthusiasm that the student brings to the class, or what the student himself may be gaining in terms of engagement, pride, and seeds of future interest. Students who made C's in a subject have been known to major in that subject in college! None of this, however, should be a reason for slacking off. The saying "grades aren't everything" is absolutely true, but grades do mean something; most of all, they give each student an external view of his or her own skills and progress. Your child's advisor can help you assess what his or her grades mean and see them in the context of each class and the school as a whole.

## **7. EXPECTATIONS OF STUDENT BEHAVIOR**

### **7.1 Use of English in Merrill Main Building**



Students are always expected to use English in Merrill Main Building, including during meals, on weekends, and during fine-arts classes, whether they are held in Main or elsewhere. An exception is use of the languages students are learning as part of the TJ curriculum.

**7.2 Visiting One Another in the Dorms**

No guests are allowed in dorm rooms during the academic day—that is, until 2:01 p.m.. Students are only allowed to be in the rooms to which they are assigned.

**STUDENTS WITH THE SAME GENDER IDENTITY**

Hours of visitation in a residential building (no approval necessary):

Monday-Thursday	2:01–10:00 p.m.
Friday	2:01–11:30 p.m.
Saturday	8:30 a.m.–11:30 p.m.
Sunday	9:30 a.m.–10:00 p.m.

**STUDENTS WITH DIFFERENT GENDER IDENTITIES AND SAME-SEX COUPLES**

- Visits may occur when there is a duty teacher on duty and is at the discretion of the on duty teacher.
- All guests must complete a visitation request in Boardingware and see the duty teacher (in person) for approval.
- A new request will need to be made and approved when the duty teacher changes. (Monday–Thursday 8:15 p.m.; Saturday 1:30 p.m. and 7:00 p.m.; Sunday 2:00 p.m. and 6:30 p.m.)
- Only students identifying as the same gender as the residents of Gables may enter Gables; both guest and host will receive 21 demerits if found within.

**GENDER-INCLUSIVE ROOMS**

- Students assigned to gender-inclusive housing may visit other gender-inclusive rooms during normal hours of visitation without permission.
- Guests from other dorms may visit gender-inclusive rooms according to the above procedures for students with different gender identities. Students may also obtain parent permission to visit gender-inclusive housing between the hours of 2:01 p.m. and 6:00 p.m.

Hours of visitation in a residential building (with approval):

<b>Grades 7 and 8</b>	
Monday-Thursday	6:00–8:15 p.m.
Friday	6:00–10:30 p.m.

<b>Grades 9-12</b>	
Monday-Thursday	6:00–10:00 p.m.
Friday	6:00–11:30 p.m.

Saturday	8:30 a.m.–11:30 p.m.
Sunday	9:30 a.m.–8:15 p.m.

Saturday	8:30 a.m.–11:30 p.m.
Sunday	9:30 a.m.–10:00 p.m.

- While this type of visitation is occurring, students must leave the blinds open and may not be engaging in inappropriate activity during the visit.
- Each room may have no more than six people in the room at one time.
- Students are responsible for their guests and may not leave them in the building unaccompanied.
- Visitors may sit on lower beds (no upper bunks), but may not be under any covers.
- Students with differing gender identities/same sex couples may not nap together.

We recognize that not all students will identify with a binary gender identity. Those who do not identify with a binary gender identity may select one of the two binary-gendered dorms to visit.

Violations of the above policy will result in demerits and loss of privileges, depending on the offense. Disciplinary action may be taken for repeat and serious violations.

### **VISITORS FROM OUTSIDE THE TJ COMMUNITY**

Students may have friends as visitors on campus only with the advance permission of their advisor and the duty teacher. Here are the guidelines for such visits:

- The visitor must sign in with the duty teacher using the On-Campus Permission Leave found in Boardingware. Permission will not normally be granted Monday through Thursday.
- Visitors must remain with their hosts and in public areas such as Merrill Main Building and the gym.
- No visitors are allowed in dorm rooms, and relatives (parents, siblings, grandparents) are only allowed in their own relative’s dorm room.
- Visitors may not spend the night.

### **7.3 Public Displays of Affection**

Student couples, when they are together in public, have a responsibility to others as well as themselves to behave appropriately. Public displays of affection are unacceptable when they embarrass or make others uncomfortable. Examples of such behavior include, among other things, extended kissing or hugging, lying or sitting together inappropriately, and placing hands on each other in inappropriate ways.

### **7.4 Sexuality and Sexual Harassment**

Sexual activity between students is not condoned on the TJ campus. The school will not tolerate sexual harassment of students, employees, or other members of the community by anyone, whether on school property or at school-related events off school property. If we have reason to believe that such activity is occurring, we will take appropriate action and will discuss it with the student’s parents. **If a student has any questions or concerns, or finds him/herself in a situation in which sexual activity is an issue, he or she should speak to an adult at school.** In certain circumstances, the school is required to report sexual activity to state authorities, whether the activity is consensual or not.

Sexual harassment is unwanted sexual attention that makes a person uncomfortable or causes problems in school or in social settings. Some examples are verbal slurs or abuse; suggestive comments, sounds, or gestures; remarks about someone's body, clothing, or sexual activity; insults of a sexual nature; requests or demands for sexual favors; unwanted physical contact; and physical assault.

**Students who have complaints of sexual harassment should report them immediately to their advisors or to the Head of School.** Complaints will be maintained in confidence to the extent possible considering the school's obligation to take appropriate responsive action. Each complaint will be investigated to appropriately respond to the complaint and to ensure that no further harassment or retaliation occurs. If evidence supports the allegation, appropriate disciplinary action will result. Some forms of sexual harassment are considered violations of criminal law or are covered by mandatory reporting obligations and may need to be reported to legal authorities.

## 7.5 Bullying, Hazing, and Other Forms of Harassment

Students are expected to treat each other with dignity and respect, and no form of bullying, hazing, or harassment will be tolerated.

- Bullying occurs when a student is the target of negative actions, usually in the form of intentional, repeated, hurtful acts, words, or other behavior intended to intimidate, humiliate, or alienate (e.g., threatening, name calling, shunning, spreading rumors, pushing, spitting).
- Hazing is any conduct, coercion, or intimidation used as a method of initiation into a student organization or team, which is likely to endanger the physical or mental health of a student.
- Nonsexual harassment includes making derogatory comments about race, ethnicity, nationality, gender, religion, sexual orientation, or disability.

The school will follow the procedures set forth above regarding sexual harassment.

Students are also protected from retaliation for making a good-faith harassment complaint or for participating in an investigation. Any student with a concern that he or she is being retaliated against should bring it to the immediate attention of the advisor or to the Head of School.

## 7.6 Physical Force

Students must never resort to using physical force in any form (including physical intimidation) against other students. Fighting is strictly forbidden, and any instance of these may result in an appearance before the Super Judicial Committee and disciplinary action for both participants. Inform an adult immediately if there is an incident or threat of physical force.

## 7.7 Alcohol, Drugs, Smoking and Vaping

Students are expected to be completely free from drugs and alcohol while enrolled at Thomas Jefferson School. Abusing prescription and over-the-counter medication, household cleaners, and aerosol propellants is also prohibited. A student may not consume, possess, buy, or sell drugs or alcohol on campus or at, or preceding, any school activity or event. Such offenses will be handled through the school's disciplinary procedures for major rule violations, and students may be subject to possible prosecution by local authorities. Even drug and alcohol violations during non-school time or off school premises may have disciplinary ramifications.

In the event of such offenses, Thomas Jefferson School reserves the right to require drug and/or alcohol testing, substance abuse counseling, or other counseling or education for the offending student. The cost of such testing or counseling is the responsibility of the parents/guardians. Failure to cooperate may result in disciplinary action including possible immediate expulsion.

TJ is a tobacco-free campus. Student smoking and vaping is therefore against TJ rules with no exceptions, as is the possession of cigarettes, lighters, or other tobacco or smoking paraphernalia. For people 18 and under, smoking is also illegal in St. Louis County and punishable by fines starting at \$150 for the first offense. (For a complete description of TJ's policy against smoking, see the section on Fines and Damage Charges.)

## 7.8 Possession of Firearms or Other Weapons

Firearms or other weapons, except those possessed by law enforcement officials, are not allowed on property owned or leased by Thomas Jefferson School. Possession of a firearm or other weapon will result in disciplinary action including possible immediate expulsion.

# 8. THE DISCIPLINE SYSTEM

## 8.1 Philosophy

We strive to help our students develop a sense of responsibility for themselves and for the community. Instrumental in instilling this is our Honor Code and discipline system. There are three important aspects of TJ's philosophy of discipline:

1. We believe students should be involved in the process. The active involvement of students in rule making and discipline instills a sense of responsibility for actions and their consequences. The students themselves take this responsibility seriously, and often their words have a strong influence on the outcome of a proceeding. Student Council members and seniors are often encouraged to set an example for the students and to help, formally and informally, with general discipline.
2. By design, the system is fraught with second chances and opportunities to reform, although these do have a limit. We prefer to be tough on academic delinquency and more patient with various forms of adolescent foolishness. Historically, some of our most intelligent and interesting students have not necessarily been our best behaved, and most of our experienced faculty can remember some 15-year old miscreant who went on to become a graduate we are proud of.
3. While precedents may be observed, we retain the flexibility to judge each student and each case individually. Hence two different students, at two different times, may receive different penalties for offenses that appear similar. These similarities may be more apparent than real, but the differences in treatment, which cannot always be publicly explained, may be difficult to understand for those uninvolved in the proceedings.

## 8.2 The Honor Code

Thomas Jefferson School is a small community in which trust and respect for others and personal integrity are essential. In order to promote these values, an Honor Code was established in 1990. At the beginning of the academic year, all students sign the Honor Code and agree that they understand and will uphold it.

The students and administration of Thomas Jefferson School do not permit vandalizing, cheating, stealing, plagiarizing, or lying.

- To Vandalize: to intentionally alter another's property
- To Cheat: to give or receive unauthorized aid
- To Steal: to appropriate dishonestly anything belonging to another
- To Plagiarize: to take as, or use as one's own, words, thoughts, or ideas of another
- To Lie: to make an untrue statement with intent to deceive

Violation of the code will lead to action taken by the Honor Court or by the Super Judicial Committee, depending upon the offense.

## 8.3 Demerits and the Court System

Discipline at TJ employs a system of demerits, which students receive for various minor offenses. The number of demerits is up to the teacher or staff member who gives them, but there are basic guidelines:

- 12 demerits for missing a class, missing a meal, missing appointments
- 4-6 for late or missing homework, not signing out of a meal, arriving late for obligations
- 4-6 for a dress code violation or a messy room.
- Late to class: 1 demerit per minute up to 12 demerits.

Repeat offenses can earn higher numbers, but students may appeal demerits if they seem unfair. Teachers are expected to notify students of demerits given—or to post a notice of them—but failure to do so does not void the demerits.

### **THE DEMERIT WEEK**

Every Wednesday a list of each student's demerits and totals for the week are posted. The list shows how many demerits each student received, the names of the teachers who gave them, and whether or not the student is on "Court". For the new week, every student starts with a clean slate; demerits do not carry over. Thus the effect of the system is to allow students a certain amount of leeway each week (up to 20 demerits' worth) for mistakes and forgetfulness before they actually incur any penalties. Problems only develop if the student doesn't pay attention to what produced the demerits in the first place; then he or she may end up on Third Court or higher.

### **MERITS**

Every week students can earn merits if they don't receive too many demerits. These merits cancel out demerits received during that week. One merit cancels out one demerit. Day students can earn up three merits, according to the following schedule:

- 0 – 5 demerits earns 3 merits
- 6 – 10 demerits earns 2 merits

- 11 – 15 demerits earns 1 merit.

5-day boarders earn double the number of merits listed. 7-day boarders get 3 additional merits, no matter what. No matter how many merits a student earns in one week, they are all used for that current demerit week. Like demerits, they do not accumulate from week to week.

## **COURT**

If a student receives 21 demerits in a typical week, this is called being “on Court.”

- Courts are calculated in multiples of 21: thus, 42 demerits equals Second Court, 63 equals Third Court, and so on.
- Courts do add up from week to week (for example, earning 21 demerits two weeks in a row will place a student on Second Court).
- A student on Second Court receives a two-hour study hall on Friday night (from 6:30 – 8:30 p.m.) in addition to doghouse. A student on Third Court or higher must appear before a Judicial Committee (see below).
- Once a student earns fewer than 21 demerits in a week, the slate is wiped clean. Be assured that occasionally getting too many demerits (and thus being on Court) is a pretty normal part of TJ life, not a cause for alarm.

## **INSTANT COURT**

Students may receive an Instant Court, which results in doghouse for two offenses:

- Being out of one’s dorm room or hosting an illegal guest in one’s dorm room from 10:30 p.m.
- Disobeying a teacher’s or staff member’s direct order. The Director of Student Affairs reviews all Instant Courts.

## **DOGHOUSE**

Anyone with 21 or more demerits in one week (“on Court”) works them off by manual labor on campus (informally called “doghouse”) on Saturday mornings from 9:00 a.m. to 1:00 p.m. under the supervision of the duty teacher and the Student Council Vice President.

- A 7-day boarder may not stay overnight off campus on Friday night before a scheduled doghouse and must attend breakfast at 8:30. A 5-day boarder who stays overnight on Friday (before a scheduled doghouse) must attend breakfast at 8:30. Five-day boarders (coming from home) and day students must be at doghouse by 9:00 a.m.
- Day students or five-day boarders should inform their parents as soon as they know that they are on doghouse (normally late Wednesday afternoon).
- We ask parents to have their children at school in time for doghouse.
- A postponement must be approved by the advisor at least one day in advance and should only be for a real family emergency or some long standing prior commitment.

## **JUDICIAL COMMITTEE (JC)**

A student who accumulates three consecutive courts, which can sometimes occur in fewer than three weeks, goes before the Judicial Committee (JC), where two teachers (in rotation), the student’s advisor, the Student Council President, and the student’s Student Council class representative (or other peer of the student’s choosing) discuss the problem and assess an additional penalty, often something that

may help the student avoid future demerits. The advisor informs parents if a student must appear before the JC. If a student gets as far as a fifth consecutive court (or the equivalent in 21 demerit units), the JC will normally suspend the student from school for a few days.

### **NEGOTIATING TO REDUCE OR REMOVE DEMERITS**

After the court list is posted on Wednesday afternoon, the students have 24 hours to discuss their demerits with teachers and to negotiate the possible reduction or removal of demerits.

- Negotiations occur from the moment the demerit sheet is posted until 5:00 p.m. on Thursday.
- The student then must present a note from the teacher to the Director of Student Affairs by 5:00 p.m. Thursday.
- Faculty and staff are under no obligation to remove demerits. Students are advised to enter negotiations maturely.

### **APPEALS COURT**

A student who feels that some demerits are truly unfair may take his or her case to the Student Appeals Court (the President plus one student from each class, chosen by the faculty and Student Council from a pool of volunteers). This group will listen to both sides and may decide to reduce demerits, keep the demerits, or remove them entirely.

### **STUDENT OFFICIALS AND DEMERITS**

Certain student officials have clearly defined demerit power: the Vice President, over any aspect of doghouse and the Head of Lists: over all list jobs. The three officials of the Council elected at large (President, Vice President, and Head of Lists) also have general demerit power at any time, so that they can intervene if someone is breaking a serious rule or won't quit doing something wrong when directly asked.

Like the teachers or staff members, students who give demerits are expected to:

- Inform the recipient. They may, if they wish, announce that they are going to give some demerits but withhold a decision on how many until they have checked the rules or consulted the Director of Student Affairs.
- Student officials cannot give more than four demerits at a time for a given offense.
- Student officials must turn in their demerits for entry onto the list no later than 1:30 p.m. Wednesday.
- No student official may remove any demerits after entering them without the permission of the Director of Student Affairs. This rule is to prevent unfair pressure to remove demerits.

## **8.4 Major Rule Violations**

The school addresses major rule violations in a variety of ways. When any formal action is taken, the advisor and Director of Student Affairs communicates with the parents, and a public notice may be shared with the student body.

<b>Violation</b>	<b>Addressed by</b>	<b>Consequences and Penalties</b>
<ul style="list-style-type: none"> <li>• Smoking/Vaping</li> <li>• Climbing on Buildings</li> </ul>	Internal investigation by faculty/administration	Fines and/or disciplinary action



<p>Violations of Honor Code</p> <ul style="list-style-type: none"> <li>Cheating, Plagiarism, Vandalism, General dishonesty</li> </ul>	<p>Honor Court (consisting of the Head of Lists, five students and two teachers, all randomly chosen)</p>	<p>Consequences and penalties can include a recommendation for disciplinary action to faculty/administration.</p>
<ul style="list-style-type: none"> <li>Extreme or repeat violations of Honor Code</li> <li>Leaving campus without permission</li> <li>Sexual Harassment</li> <li>Bullying, hazing, and other forms of harassment</li> <li>Physical force</li> <li>Drugs and alcohol</li> <li>Possession of firearms or other weapons</li> </ul>	<p>Super Judicial Committee (SJC) (consisting of Head of School, Director of Student Affairs, Director of Residential Life, Student Council President, student's advisor, Director of Academics, if involving an academic offense rising above Honor Court)</p>	<p>Consequences and penalties can include Disciplinary Warning or Probation for a specified time, suspension or camping, expulsion (in most cases, after approval by faculty)</p>

### SEQUENCE OF DISCIPLINARY ACTION

- First level: Disciplinary Warning  
Student must receive advisor's permission to leave campus; there may be additional consequences or loss of privileges, depending on the nature of the violation. **Some violations may rise immediately above this first level. The school reserves the right to impose the consequence or penalty that is commensurate with the violation.**
- Second level: Disciplinary Probation  
Same conditions as Disciplinary Warning, but for students in grades 9-12, the school is required to report Disciplinary Probation on college application forms. An additional violation at this level can lead to suspension or expulsion.
- Third level: Expulsion  
Immediate, permanent dismissal from the school. For an international student who is expelled, the school is required by federal law to report immediately to SEVIS the student's change in status at our school.

## 9. SIGNING ON AND OFF CAMPUS

If a student (day or boarding) goes off campus when he or she is normally expected to be on campus, the duty teacher and/or advisor must sign give permission to leave. A student must communicate where he or she is going, the form of transportation (e.g., school driver, Name of another driver), and planned departure and return times.

### 9.1 Boardingware Procedures

- The student will log into his or her Boardingware.com account and complete the "Leave Request" form online. He or she must include destination, transportation, departure and return times.



- The student will locate the advisor or duty teacher, who will then review the “Leave Request” and decide whether or not to approve the “Leave Request.” A student can only request the leave for himself or herself. In other words, one student cannot sign out other students.
- Upon returning to campus, the student will locate the duty teacher who will then sign him or her back in on Boardingware.com. Again, a student can only sign himself or herself back in.
- If plans change after a student has left campus, he or she must inform the duty teacher and, if necessary, secure the teacher’s permission by calling the school and talking directly to the teacher on duty.
- Before 5:00 p.m., call the Main Office number, 314-843-4151; after 5:00 p.m., call the duty cell phone, 314-494-1038.

It is important that students complete each “Leave Request” correctly because it is our record of that student’s whereabouts, in case parents or anyone else needs to know. Students may not go anywhere but to the location and with the driver that they have indicated in the “Leave Request,” and they must return by the time indicated. **Leaving campus without without proper authorization is a major rule violation.**

## 9.2 Sign-Out Policies

### WEEKDAY SIGN-OUT

All students may sign off campus on Wednesday afternoon between 3:30 and 5:30 p.m. The faculty may grant juniors and seniors an additional privilege of signing out for 45 minutes one day per week to run errands in the immediate area. The faculty may cancel this privilege if any student abuses it. Students who sign out use the same procedure as listed above.

### FRIDAY AND SATURDAY NIGHT SIGN-OUTS WITH THE SCHOOL DRIVER

Students may sign out when the school driver is available to transport them. The driver has responsibility for the management of trip schedule and routes. Destinations are usually limited to Ronnie’s Movie Theater, Tokyo Sushi, Wal-Mart/Target area, Downtown Kirkwood, Global Foods, West County Mall, The Galleria, and the Delmar Loop. All students must leave the Loop no later than 8 p.m.

Riding with the School Driver is a privilege, not a right, and the driver deserves the same respect that the students show teachers and other staff members. Students who treat the driver with disrespect or who miss scheduled pickups will lose this privilege. Also, smoking inside a school vehicle is equivalent to smoking in a dorm room and will result in a \$75 fine. Moreover, no food or drinks are to be consumed in a school vehicle. For information about the school driver, contact Business officer, Dale Bording ([dbording@tjs.org](mailto:dbording@tjs.org)).

Students will not be allowed to go to the following locations by shuttle, car or taxi:

- East St. Louis
- Establishments serving alcohol (bars, clubs, etc.)
- Any private homes without permission from the duty teacher, the advisor, and the hosting parents
- Discretion is left to the duty teachers and advisors.

### UBER, LYFT AND SIMILAR SERVICES

Students may not use transportation services like Uber or Lyft. Students who use these services will be subject to disciplinary action.

### **CAB SERVICE**

Students may use cab service to approved locations during times when they are allowed to sign out. Cab charges are at student expense and can be paid in cash, by credit card, or by cab voucher. Cab vouchers (for County Cab/Yellow Cab only) are available from Mrs. Fiala, Mrs. Correa, or the duty teacher. Vouchers are charged to the student account. Please remember that it is customary to tip drivers 15-20% of the fare. When students do not tip, cabs are less likely to provide service to TJ.

### **SUNDAY SIGN-OUT**

There is a two-hour signout limit on Sundays. Students should sign out for Sunday mornings the night before with the Saturday night duty teacher (before midnight on Saturday), especially if they are attending religious services before duty begins at 9:30 a.m. Students will use Boardingware.com to request their sign-out.

### **CURFEW**

St. Louis City and County curfew laws state that those 16 and younger may not be on the streets without a parent or guardian after 11:00 p.m. on weeknights and after midnight on weekends. Therefore, younger students (grades 7-9) must return to campus no later than 10:30 p.m. unless given special permission by the duty teacher to return later. Older students (grades 10-12) must return to campus no later than 11:00 p.m. unless given special permission by the duty teacher to return later.

### **WALKING, BIKING, ETC.**

A student may only leave campus on foot or on a bike during daylight hours and only if he or she is signed out to go with at least one other student. Students must wear a properly fitted helmet to ride a bike, skateboard, roller skates, or scooters. In addition, elbow and knee pads are required when using skateboard, roller skates, and scooters. Hoverboards are not allowed at any time.

### **STAYING ON CAMPUS OUTSIDE NORMAL HOURS (“ON CAMPUS PERMISSION”)**

If a student is going to be on campus at a time when he or she would normally not be expected, that student must check in with the duty teacher. For an overnight stay, permission must be given by both the duty teacher and the student’s advisor. Arrangements for any meals must be made through the Business Office ([dbording@tjs.org](mailto:dbording@tjs.org)). The student should indicate the time and date(s) he or she will be on campus.

- A “Leave Request” must be completed if the student wants to leave campus temporarily while using On Campus Permission—that is, while under the supervision of the duty teacher. If a student’s behavior becomes a problem, the duty teacher may restrict or cancel visiting privileges.
- All day students must leave campus before 8:15 pm unless they have a school activity or commitment that extends beyond that time. In such cases, students are expected to leave within a half hour of the event’s end time.
- If a student wishes to have a guest (other than parents) on campus, the guest must be requested through Boardingware and approved by the duty teacher.

- Guests are usually allowed only from Friday evening to Sunday afternoon and must be in the presence of their student host at all times and in a public area such as Merrill Main Building or the gym.
- Guests may not spend the night on campus and may not visit dorm rooms.

### 9.3 Cars on Campus

Any licensed sophomores, juniors, or seniors who wish to drive a car on campus must:

- complete a permission form that can be obtained in the Main Office and submit a copy of their driver's license and a copy of a current insurance card. (A campus parking permit sticker will be issued only after all of the required information has been submitted.)
- keep the insurance information on file current; it is the student's responsibility to make sure that proof of insurance is current.
- display the campus parking permit sticker in the appropriate place.
- park only in the gravel lots designated for student parking; under no circumstances may students park in any of the residential neighborhoods adjacent to or near the campus or in the tennis court lot.
- observe rules about signing out and leaving campus: drivers can go only where their Boardingware information says they are going and must return by the designated time.
- have had a driver's license for at least six months before being allowed to drive other students.
- When driving other TJ students, drivers must pick up passengers via the main school entrance. In addition, drivers must make sure that each passenger has the proper riding permit and signed-out properly through Boardingware.
- never drive any other student's car at any time.

Any misuse of cars may result in the suspension of TJ driving privileges. The faculty may inspect any car when they suspect it contains contraband; inspections may occur while the car is on campus or while the car is at a TJ event, such as a sports event or a theatre performance. Please remember to drive cautiously and slowly on campus; the driveways are also walkways, and small children are sometimes around.

#### **RIDING IN CARS**

Parents must designate the level of permission for who may drive their child:

1. Any licensed driver ("Unrestricted")
2. Only TJ students or adults ("Licensed TJ Drivers")
3. Only adults or family members ("No Riding Permit")

Riding permission is marked in the Boardingware system, and a student must have the proper riding permit and get his or her "Leave Request" approved to ride with anyone but a faculty or staff member. Students on Warning or Probation must have their advisor's permission to ride with anyone, and the advisor must personally approve the "Leave Request." At their discretion, the faculty may refuse permission to ride no matter what a student's riding permit says.

#### **AN IMPORTANT SAFETY REMINDER**

Please remember that the TJ entrance and exit drives are one way. Exiting onto Lindbergh Blvd. is extremely dangerous, as is entering the campus from Robyn Rd. We expect all drivers, including

parents and students, to comply with the posted signs indicating one-way traffic and to help one another remember this practice.

## 10. LIVING IN THE DORMS

For both boarders and day students, sharing a room with someone is part of preparation for college life, and working with roommates to set some ground rules for a shared dorm room (study hours, time for socializing, cleaning responsibilities, etc.) will help ensure that the experience in the dorms is a positive one. Differences are bound to arise occasionally, and when they do, communicating openly with roommates about these issues is essential.

### 10.1 Evening Duty Teacher

- One faculty member or residence assistant is on duty each evening until 10:30 p.m. (midnight on Friday and Saturday) and circulates among all the rooms to see the students and help them with their assignments.
- The duty teacher's cell phone number is **314-494-1038**.
- Students should avoid contacting their teachers at home for help with homework after 9:00 p.m. unless the teacher approves it in advance.

### 10.2 On-Campus Staff

Seven staff members live on campus, and all faculty and resident assistants (RAs) share in a daily duty rotation that includes evening supervision and study help. Thus at least one teacher, and usually more, is available for homework and other help from breakfast to bedtime seven days a week. Six RAs live on campus and their main responsibility is to be on duty for large amounts of weekend time, and so that is when parents and students are most likely to interact with them. For supervision and discipline, the RAs have the authority of a faculty member. One staff member is assigned to supervise each dorm and to help communicate maintenance or other problems to the appropriate individuals.

#### 10.2.1 Security

If a boarding student has a medical emergency during overnight hours, call the Security Officer, who will contact the adult on call for you. **The Security Phone is 314-320-8688.**

### 10.3 Boarding Council

Along with dorm teachers and advisors, students are encouraged to turn to their peers for advice on how to manage life at boarding school. Boarding Council is composed of boarding students in grades 10-12 who serve as experienced students to whom others can turn for advice and help. This group plans activities for boarding students, helps younger boarding students with their studies, and works closely with the on-campus staff to create a welcoming and safe campus and living environment.

### 10.4 Dorm Policies

What follows are policies and information (in alphabetical order) that apply to both boarding and day residents of the dorms.

## **AIR CONDITIONING AND HEATING:**

Air conditioning may not be turned on when the thermostat reads below 75 °F (23.8 °C) or when it is below 80 °F (26 °C) outside. The thermostat heat may not be set above 70 °F. No heat or AC should be on with the windows left open. If the maintenance staff determines it is necessary, an additional space heater will be provided. Heating and air conditioning violations receive a \$15 fine for the first offense and more for subsequent ones.

## **BLINDS**

Blinds must be opened after breakfast and kept open until it gets dark (except when changing clothes). If students of the opposite gender are visiting one another, the blinds must remain open at all times.

## **FOOD**

If students keep extra food in their rooms, they must store it so that insects and animals cannot be attracted, and they should empty trash cans daily.

## **FURNITURE**

- Due to fire safety regulations, students may only rearrange the furniture in the room with the advance approval of the Director of Facilities.
- Students may not bring any couches, sofas, or other furniture. The school cannot allow any furniture arrangements that cause the room to become too cluttered, that are unsafe, or that pose any other unwanted problems.
- Furniture may never be placed against baseboard heaters.

## **GENDER-INCLUSIVE HOUSING**

Thomas Jefferson School is committed to creating a safe and inclusive residential community welcoming to all students. To that end, we offer a variety of housing options to ensure that each dorm is a supportive space for residents of all gender identities and gender expressions.

It is the school's policy to house students by their gender identity. Most dorms are designated as male or female spaces and house students identifying as that gender. The school recognizes that some students may be gender nonconforming and may feel most comfortable in a gender-inclusive house that is open to all students, regardless of their sex, gender identity, or sexual orientation.

Gender-inclusive housing is designed for students of all gender expressions, including transgender, gender nonconforming, and gender queer students as well as students who are allies and trusted advocates. Students may voluntarily select to opt-in to this program during the housing selection process. Gender-Inclusive housing will never be forced upon a student. This option allows students to live with another student regardless of gender identity.

- Both students must agree to room together and be comfortable living in a gender-inclusive room.
- The school must receive parental support prior to placement in a gender-inclusive room.\*
- This is not an option for couples to live together. If the school becomes aware of a romantic relationship at any point during the year, students will not be allowed to room together.

- If a student decides during the year that they would prefer to be moved to a gender specific dorm, TJ's established room change policy allows for reassignment if there is a problem that cannot be resolved.

\* The provision requiring prior parental support does not apply to students who have reached the age of majority, have been legally emancipated, or are legally married.

Gender-Inclusive housing is based on the community's demonstrated need using the current process of residential placement. If no students request this option, then no rooms will be designated as gender-inclusive.

### **IN-DORM, IN-ROOM, AND BEDTIMES**

At night, all students have an in-dorm time, and all except seniors have a bedtime. When more structure seems appropriate, advisors intervene quickly with bed checks and stricter in-room times. Conversely, students with academic distinctions may receive extended privileges.

Evenings, Sunday through Thursday, are study times. In-room time means being in your own room or another room in your dorm; inroom time means being in your own room. Demerits are given for breaking in-dorm and inroom times during the evening; violations between 10:30 p.m. and 7:00 a.m. are considered major offenses.

<b>Grade</b>	<b>In-Room</b>	<b>In Bed (lights out)</b>	<b>Bedtimes for students with Academic Distinction</b>
<b>7th</b>	9:00 (11:00, weekends)	10:00 (12:00, weekends)	10:30
<b>8th</b>	9:00 (11:00, weekends)	10:00 (12:00, weekends)	10:30
<b>9th</b>	10:00 (11:30, weekends)	10:30 (12:00, weekends)	11:00
<b>10th</b>	10:00 (11:30, weekends)	10:30 (12:00, weekends)	11:00
<b>11th</b>	10:15 (11:30, weekends)	11:00 (12:00, weekends)	11:30
<b>12th</b>	10:15 (11:30, weekends)	11:30 (12:00, weekends)	No bedtime

After first-quarter grades, students with academic distinctions have the bedtime of the next higher grade on weeknights. During exam periods, 12<sup>th</sup> graders have midnight bedtimes.

### **NOTES ON BEDTIMES**

- Rest and sleep are essential to physical health and to learning. If there is concern that a student is not getting enough sleep, the advisor has the authority to impose a bedtime.
- Bedtime means that the student should be in bed with the lights off. If a roommate has a later bedtime, the roommate should use a study light and turn the room light off.
- Students may not make telephone or Skype calls after their bedtime.
- Students may not use computers, phones or other electronic devices for any purpose after bedtime.
- Demerits are given for breaking one's own or someone else's bedtime.

## **INSPECTION**

A light daily inspection (beds made, floors clean, bathroom neat, trash can empty) is made by the duty teacher each evening.

- Rooms should be ready for inspection at 7:00 p.m.
- On Wednesday afternoons, a more complete inspection occurs in the afternoon.
- Teachers may give demerits for extremely messy rooms or lockers at any time, even during the day, with or without advance notice, especially since the admissions staff may sometimes show visitors into student rooms.

## **LATE NIGHT IN-ROOM VIOLATIONS**

Students will not allow other students into their rooms after hours, nor will they enter their friends' rooms.

- The host and the guest will receive the same number of demerits for in-dorm and inroom violations.
- Between 10:30 p.m. and 7:00 a.m., all in-room violators will get Instant Court (chronic violations may even merit an appearance before the Super Judicial Committee).

On the weekends, students can request to stay in another student's room overnight. Arrangements must be submitted through Boardingware and approved by the duty teacher.

## **LAUNDRY**

Washing machines and dryers are located in the basement of Merrill Main Building and are intended for boarding student use only. Please avoid overloading the machines, and do remember to clean out the lint trap when you remove your clothes from the dryers. Do not leave laundry in the laundry room.

## **MAIL AND ALLOWANCE**

Student mail and packages are distributed from the Main Office on the second floor of Merrill Main Building between 8:00 a.m.– 12:30 p.m. and 1:00–4:00 p.m. daily. Students can pick up and send mail during those hours, and 7-day boarders can pick up their allowance during these hours on Friday.

## **MONEY**

Students may keep no more than \$50 of cash with them or in their room at any time. If a student arrives with a larger amount of cash, he or she must deposit it in the Main Office where it will be available for them to retrieve. Parents may also provide their child with a prepaid debit card, or arrange a weekly allowance, which will be drawn directly from his or her student account and handed out to them every Friday. Please understand that the school cannot be held responsible for lost or stolen money.

## **PASSPORTS**

When international students arrive on campus, their passports and visas will be collected and stored securely in the Main Office.

## **PROTECTING YOUR BELONGINGS**

Each student is issued a personal room code on Opening Day, and the members of a room are expected to protect their property by keeping the door locked when they are not in the room.

- Students should never share their personal room code with another person.



- There is a \$50 charge to reprogram a personal room code, and disciplinary action may be taken.
- If something goes missing, a student should report it to his or her advisor immediately.
- As a general precaution, all boarders should lock their doors and windows at night.
- Do not prop doors open or leave windows unlocked when out of the room.
- Students should never enter or exit through windows (unless it is an emergency)

## REPAIRS

If something gets broken or isn't working, students may fill out a work order through the TJ website. The dorm teacher can check on maintenance or other problems. For information contact Director of Facilities, Toby Turnbough ([tturnbough@tjs.org](mailto:tturnbough@tjs.org)).

## SICKNESS

Boarding students quarantined by the nurse are excused from classes. Missing classes means:

- Resting in bed (until permission is given to get up or to leave the room), accepting no visitors, and making up missed work.
- The nurse will post a quarantine notice on the door to keep the illness from spreading (and staff members will give an appropriate number of demerits to violating students).
- The nurse will coordinate with the student's advisor to create a plan for care, including a doctor's visit if necessary.
- Any worsening of the condition should be reported to the nurse or student's advisor immediately. The advisor will notify parents of any illness or injury.

## STORAGE

Limited storage space is available over summer vacations for 7-day boarders, but unclaimed items will become the property of the school. Before bringing items to school, please consider the problems of transportation and storage. For information contact Director of Student Affairs, Marie De Jesus ([mdejesus@tjs.org](mailto:mdejesus@tjs.org)).

## WEEKDAY FOOD DELIVERIES

- Students may order food to be delivered to campus (e.g., pizza) after 7:00 p.m. and up to 30 minutes before their in-dorm time, **with the last ordering time of 9:00 p.m.**
- No food may be delivered after 9:30 p.m. because cars coming onto campus cause disruption. Older students may not place orders for younger students.
- On weekends, students may order from 9:30 a.m. until 10:00 p.m. so that all food will be delivered by 10:30.
- **All deliveries must be made to Merrill Main Building and not to the dorms or to any other location on campus.**

## WHAT CAN I BRING?

Space is limited, and students should be conservative about what they bring. Anything needed can be sent from home or purchased near school. Please see the emailed packing list for guidelines.

- Students must bring and wash their own bed and bath linens.
- Students may bring desk lamps, radios, stereos, computers, hot pots, microwaves (only one per room), hot-air popcorn poppers, small refrigerators (only one per room), bicycles, and decorations for their rooms.



- All clothes and possessions should be labeled with a student's name.
- A locking trunk is recommended.
- Do not bring items, such as jewelry, that are expensive, breakable, highly prized, or hard to replace.
- Please note that TV sets, pets of any kind, guns, darts, large knives, fireworks, open burners, and cooking surfaces such as hot plates, electric frying pans, toasters, toaster ovens, and electric woks are prohibited.
- Candles, incense, cigarette lighters, and drug paraphernalia (such as bongs and clips) are also prohibited.
- The school will levy fines, confiscate, not return, and assume possession of any of the above listed items that the faculty or staff may find.
- In addition, we will assume that any items left in a room 24 hours after a student has moved out have been abandoned.

## 10.5 Spending the Night On or Off Campus

### SPENDING THE NIGHT ON CAMPUS

In order for a five-day boarder to stay over on campus on Friday or Saturday, or for a day student to stay over any night:

- space must be available.
- parents need to contact the student's advisor at least a day in advance to make the arrangements, and the student needs to get the approval from her or her advisor (or the duty teacher).
- students who stay over are expected to know and follow the rules for boarders. They are also expected at all meals and will be charged for them. They must sign in for all meals during their stay on campus.
- a student who is staying over but is planning to have a meal off campus will have already signed in for the meal and should then also sign out.

The duty teacher may limit the number of students allowed to stay over on any given night, to ensure responsible boarding for that night. Also, if a student staying overnight does not follow the rules or causes any problems, he or she may be denied permission to stay over in the future, and parents will be notified.

### Extra Charges for Day Students and Five-Day Boarders

Breakfast	\$6.00
Lunch	\$9.00
Dinner	\$9.00
Overnight (includes dinner and breakfast/brunch)	\$60.00
Complete Weekend (includes all meals)	\$90.00
Five-day boarding for one week	\$390.00

- Five-day boarders who stay overnight to attend a required school event, such as a Rep performance, will not be charged if they leave by noon on the following day.
- Five-day boarders who stay overnight to participate in a school-scheduled activity, such as a basketball game, will not be charged provided that they leave soon after the activity is finished.
- All students who stay overnight to serve doghouse will be charged. If they have doghouse and another school-scheduled activity (i.e., an athletics event, the Rep), they will not be charged.
- Students who stay over for student-scheduled activities will be charged.

Only the Head of School has the authority to grant exceptions. For information contact Director of Residential Life, Amanda Correa ([acorrea@tjs.org](mailto:acorrea@tjs.org)).

## **SPENDING THE NIGHT OFF CAMPUS**

A boarding student may visit or stay over at another student’s home by prior arrangement (at least one day ahead) between the boarder’s advisor, the boarder’s parents, and the other student’s parents—though the boarder’s parents may give the advisor blanket permission to approve overnights. For permission to be granted:

- it must be clear that the host’s parents approve of the invitation and will be home.
- the advisor must also certify that the arrangements are okay.

## **10.6 Weekends**

Many weekend activities are planned by the faculty, staff, and Student Activities Committee (SAC), supplemented by an athletic schedule of varsity games. Students in good academic standing and on no disciplinary restrictions may sign off campus during the weekend for several hours at a time, but their departures, destinations, and returns are monitored by the duty teacher through the Boardingware system. The school must approve where the students plan to go, how they are getting there, and when they expect to return.

A school driver is available on Friday and Saturday evenings (and some Sundays) for student use. The driver may take boarding and visiting day students to malls, movies, the grocery store, appointments, religious services, or other events, as long as the time frame is within the driver’s hours and the destinations are approved. Students may also watch TV and movies and engage in other recreational activities on campus during the weekends. For information on supervision and residential life contact Director of Residential Life, Amanda Correa ([acorrea@tjs.org](mailto:acorrea@tjs.org)) or Director of Student Affairs, Marie De Jesus ([mdejesus@tjs.org](mailto:mdejesus@tjs.org)).

## **WEEKEND VISITS BY DAY STUDENTS**

While we encourage day students to visit boarders on weekends, the duty teacher, when signing the On Campus Permission (required for day students after 7:00 p.m. Fridays), may restrict the time and place of the visit. Day students may not be on campus unless there is a teacher on duty.

# **11. RESOURCES AND SUPPORT**

## **11.1 College Counseling**

As a “college prep” school, TJ’s most obvious function is to help its students be ready for success in college. The simplest measure of its success is that 100% of its graduates have done so, and nearly all

of them have gone on to graduate from college within four years. We have developed a four-year program that gets more in-depth each year as the students prepare to apply to college.

In 9<sup>th</sup> and 10<sup>th</sup> grades, students are invited to attend presentations by college representatives, which helps them to start thinking about college. In 11<sup>th</sup> grade, the college counselors begin suggesting to individual juniors that they come to presentations. Juniors attend monthly class that covers all aspects of applying to college, including familiarizing them with the format of the various standardized tests they will take. The college counselors then schedule meetings with individual students and their families to talk over the possibilities, respond to their ideas, and offer suggestions.

The school keeps up contacts with a wide variety of high-quality colleges and develops contacts with new ones. Students are expected to take the initiative in thinking about their preferences, in making and revising lists of colleges that interest them, in composing their essays, and in keeping track of requirements and deadlines. They are given plenty of guidance to get them started, however, and to keep them moving along.

Representatives of twenty or more colleges come to visit the campus and make presentations to students, mostly in the fall of each school year. We encourage families to visit colleges during breaks, and we also take juniors to visit Washington University and St. Louis University in the spring.

The college counselors divide the upcoming senior class among them to help students with applications, shepherding them through the process, writing the secondary school reports, which are thorough, detailed discussions of each student's career at TJ, including academic progress, extracurricular contributions, and general growth and development. In addition to the secondary school report, most colleges require one or two teacher recommendations. The teachers who are asked for recommendations put a great deal of effort into writing them, so as to give an in depth, personal view of the student.

An annually updated profile of TJ and its grading system is sent with every transcript. The current version of the profile incorporates suggestions from some college admission officers and has garnered compliments from many of them for its clarity.

Overall TJ has a very strong record of placing its graduates in a wide variety of high-quality colleges and achieving a good fit between the individual and the college. Just as important, most TJ graduates are remarkably well prepared for the academic standards and the freedom they meet at college; they usually find themselves comfortable and successful right from the outset. For information contact Director of College Counseling, Karen Fairbank ([kfairbank@tjs.org](mailto:kfairbank@tjs.org)).

## 11.2 Gymnasium and Weight Room

Students are allowed in the gym during the evening hours until their in-room time. It is expected that they will respect the facility and not leave their belongings or trash behind. Both the gym and the weight room will close at 10:00 p.m. on weekdays (Sunday-Thursday) and 11:30 p.m. on weekends (Friday-Saturday).

All high-school students (9<sup>th</sup>-12<sup>th</sup>) are allowed to be in the weight room unsupervised as long as they are with another student. They must check in with the duty teacher before using the weight room and when

they have left. Duty teachers may require that students have a partner when using the weight room. 7<sup>th</sup> and 8<sup>th</sup> graders may only use the weight room if they are supervised by a faculty member or RA. The duty teacher will report all activity to the Director of Athletics. For information on athletic facilities contact Director of Athletics, Boaz Roth ([broth@tjs.org](mailto:broth@tjs.org)).

### 11.3 Health Services

TJ employs a team of part-time registered nurses to oversee the health and physical well being of our students, to maintain student medications and records, and to facilitate appropriate healthcare services in the event of illness or injury. A nurse is present on school days from breakfast to late morning and is available by phone at other times for consultation.

#### **ANNUAL CHECK UPS**

New students are required to have a complete physical prior to the start of school. An annual check-up is recommended for all returning students. Each student must have a medical information form, which includes a History of Immunizations (provided by the student's physician) on file in the school office.

#### **IMMUNIZATIONS**

**Any student who does not have a medical form on file or is not in compliance with the immunization requirements for the State of Missouri may not start classes.** If a 7-day boarding student does not have the necessary immunizations by Opening Day, the school will send the child to the school's pediatrician and charge the cost of the immunizations to the student's account.

#### **MEDICAL INSURANCE**

All students are required to have health/accident insurance that is accepted by hospitals and doctors in the U.S. International students must purchase health/accident insurance through TJ to ensure appropriate levels of coverage and acceptance at medical facilities in the greater St. Louis area.

#### **DAILY CHECKS**

Each weekday morning, TJ's school nurse checks on boarding students reporting illness and decides if the student should be excused from class. If a student is quarantined, the nurse creates a plan for student care, which may include taking the student to see a physician. The advisor then follows the care plan and continues to monitor the student. The nurse and the advisor will communicate with parents as needed.

#### **BEING EXCUSED FROM CLASS**

We will excuse a boarding student from classes if one or more of following symptoms has occurred. Day students who arrive at school or present with the following symptoms will be sent home.

- the child has a fever greater than 100°, in which case the child will remain quarantined until he or she has been free of fever for 24 hours.
- the child has vomited twice in 24 hours.
- the child has an unexplained rash.

A student who has been excused from class is expected to rest in bed (until permission is given to get up or to leave the room), to accept no visitors, and to make up missed work. The nurse will post a quarantine notice on the door to keep the illness from spreading (and staff members will give an appropriate number of demerits to violating students).

We will NOT excuse a boarding student for the following conditions; instead, we will attempt to remedy the problem with an over-the-counter medicine, if necessary:

- headache/migraine
- nausea/upset stomach
- nasal congestion/runny nose
- menstrual cramps
- allergies/sniffles/sneezing

Following illness, a student may return to school when he has been free from fever or vomiting for 24 hours. We ask day student parents to honor these guidelines as well.

## **MEDICATION POLICY**

We do not permit students to have medicines or herbal preparations of any kind in their own possession. If a medication or herbal preparation is found in a student's room, it will be confiscated, and disciplinary action may be taken, including an appearance before Super JC.

Thomas Jefferson School has over-the-counter drugs on hand for students. If your child needs to bring a prescription drug with him or her, we require that it be declared and described by the parents in writing and in English. All medication must be stored in the nurse's office, not in a student's room. It will be dispensed (and logged) as needed by the appropriate personnel. Any medications or herbal preparations with labels not in English must be translated by a professional.

There may be special circumstances under which a certain medication should be exempted from the above policy (e.g., asthma inhaler, Epi-pen), and we need to know about all such cases right away. If you think your child needs this exemption for one or more prescriptions, please contact the school nurse.

Over-the-counter medications that school staff may distribute include: acetaminophen, ibuprofen, calcium-carbonate tablets for indigestion, cough suppressants and expectorants (e.g., Mucinex), cough drops, nasal decongestants, menstrual-cramp relievers, antidiarrheals (e.g., Imodium), benzocaine insect sting wipes, and triple-antibiotic ointment. Please make sure you have provided the school with information about any possible allergies.

Students are never to share any medicines with one another. Sharing of medications is a serious rule violation, and a student could be placed on disciplinary action for either giving medicine to someone else or receiving it from someone else.

## **ELECTIVE SURGERIES**

Elective surgeries or extensive dental work should be done during school breaks when the student is at home, or at a time when the student can stay with a parent or guardian off campus.

## **MEDICAL PROFESSIONALS USED BY TJ FOR BOARDING STUDENTS**

For routine pediatric care or for a sports-related injury, your child will visit:

Dr. Jerome O'Neil (pediatrician) 314-353-8777

Dr. Robert Medler (pediatric orthopedic doctor) 314-849-0311

U.S. Center for Sports Medicine 314-909-1666

In case of emergency, your child will be taken to one of the following facilities:

Total Access Urgent Care: 314-756-2041

St. Anthony's Urgent Care: 314-543-5970

St. Anthony's Medical Center: 314-525-1000

Cardinal Glennon Children's Medical Center: 314-577-5600

Mercy Hospital: 314-251-6000

If your child needs a prescription, the school uses [Walgreens on Watson Rd.](#), 314-966-0605. Please call the school's Main Office if you need someone to pick up a prescription for your child.

The school nurse and the advisor are the liaisons between the boarding student/parents and other medical professionals. If necessary, the school will schedule an appointment with a doctor, and the advisor (or another staff member) will accompany the student to the office or treatment center if the situation warrants. If a student requires recurring appointments, the school may need to arrange for a student to travel by taxi, depending on the student's age and situation and on the availability of the advisor or other school staff.

### **CONFIDENTIALITY POLICY**

Parents and students agree, as a condition of continued enrollment, to consent to the release of any of the student's health-related information, including medical and mental health records and information related to drug treatment and testing, to employees or agents of Thomas Jefferson School, as determined by the Head of School or her designee, to meet the medical and safety needs of the student and the community or the legal responsibilities of the school.

Thomas Jefferson School will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of Thomas Jefferson School to safeguard student medical information, we must balance matters of privacy and confidentiality with safeguarding the interests and wellbeing of our students and community. Thus, parents/guardians and students consent to allow employees of Thomas Jefferson School who have a need to know medical and/or psychological information necessary to serve the best interests of the student and/or the community. In the event of a disclosure required by law, the school will make every effort to notify the student and/or parents/guardians in advance. For information on Student Health Services, contact School Nurse Pat Denny ([pdenny@tjs.org](mailto:pdenny@tjs.org)).

## **11.4 Technology on Campus**

### **COMPUTERS**

While public computers are available for use in Merrill Main Building, students are welcome to bring their own computers. The entire campus is networked, and secured wireless access is available in all buildings. All students must sign the **Acceptable Computer and Technology Use** policy upon admission to the school. If we find that a student is misusing the computer network in any way (including visits to objectionable web sites or using public computers for entertainment during the week), he or she will be warned and may find the computer disconnected for a while. Antivirus software is required for all PCs (not for Macs). Infected computers will be disconnected from the network until



they are cleared. All computers and phones, and other electronic devices on campus are subject to the school's Acceptable Use Policy, whether owned by the school or the students. **During the academic morning or during fine arts classes, portable electronic devices may be used in public areas for academic purposes only.**

## **G SUITE FOR EDUCATION**

All students and staff use G Suite for Education (formerly Google Apps for Education). This system provides a suite of other products such as Google Docs, Sheets, Forms, Slides, and Drawings; Gmail; Drive; and Calendar that enables us to communicate, share, and collaborate. Students can log into their Google accounts at <http://www.google.com/a/tjs.org>. Homework is posted through [Google Classroom](#).

## **SOCIAL MEDIA**

It is the policy of the school that employees will not establish or continue online "friendships" with current TJ students or parents. Only email and Internet technology officially sanctioned by the school, such as official school email addresses, shared Google documents, and texting for school business will be used by faculty and staff in communicating with current students and parents.

## **EMAIL**

Students, faculty, and parents communicate frequently with one another via email. Each student is assigned an email address on Opening Day: the student's first initial, last name, and the two-digit class year, followed by @tjs.org (for example, John Smith, Class of 2021, would be jsmith21@tjs.org). Students must check their TJ email daily since teachers may communicate important class-related information over email.

## **PHONES**

Boarding students are required to have a cell phone and to register the number with the Director of Student Affairs. If a student does not currently have a cell phone, we recommend the family purchase a prepaid cell phone from the local Target or WalMart near the school. Phones are available at low cost (starting at \$15) and time can be added to the phone utilizing cards in various amounts depending on budget and need. **During the academic morning or during fine arts classes, cell phones and iPods should not be used in or immediately outside Merrill Main Building or Sayers Hall.** While day students are not required to have a cell phone, it is strongly recommended that they have one and to register the number with the Director of Student Affairs.

## **ELECTRONIC ENTERTAINMENT (TV, DVDS, GAMES, ETC.) DURING THE SCHOOL WEEK**

### Public Computers

During the school week, public computers are restricted to academic use, with the sole exception of checking email (but not messages on social-networking sites).

- Social networking sites, TV/video sites, and DVDs may not be used on public computers until after classes on Friday.
- Discs and computers may be confiscated for violating this rule.
- No public computer may be used for any type of entertainment during the school week unless a faculty member gives specific permission (for example, as part of a modern language, science, or social studies assignment).
- Students must wear headphones when using public computers on sites that require sound.

### Private Computers

In the dorms, private computers and other electronic devices (tablets, cell phones) may be used for entertainment purposes (including social networking, TV/video sites, gaming, and broadcasted sports events) only:

- between 3:30–5:30 p.m. and 7:00–8:30 p.m.
- Violations of these times may result in demerits or even confiscation of the computer or other devices.
- Students may not use Merrill Main Building or Sayers Hall as a space for electronic entertainment during the school week.

### **ELECTRONIC ENTERTAINMENT ON THE WEEKENDS**

Public and private computers may be used for entertainment (social networking, TV, DVDs, gaming) only after classes on Friday and until dinner on Sunday. A student who needs a public computer to complete schoolwork on the weekend has priority over a student playing a game or watching TV. Students must wear headphones when using sites or discs that require sound.

On weekends, at the discretion of the duty teacher, students may watch TV on Friday and Saturday evenings and until brunch on Sunday. Students are expected to keep tidy whatever room they use to watch TV. The duty teacher has the authority to curtail what is being watched if he or she believes the subject matter is inappropriate.

### **NETWORKING EQUIPMENT**

All networking equipment (cables and routers primarily) is given out on an as-needed basis. All equipment will be logged to the person requesting it, and should the equipment become damaged or lost, a fee will be charged to the requester. All equipment must be returned before the student leaves at the end of the academic year (before graduation). Fees for damaged or lost equipment are listed below:

<b>Equipment</b>	<b>Fee for Damage or Loss</b>
Network Cable	\$5.00
Router or Switch	\$75.00

### **ACCEPTABLE USE POLICY (signed by all students at the beginning of each year)**

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources. Students must:

1. Respect and protect the privacy of others.
  - Use only your assigned account. Do not share your username and password with anyone.
  - Do not view, use, or copy other user's passwords or data.
  - Do not distribute private information about others or yourselves.



2. Respect and protect the integrity, availability, and security of all electronic resources.
  - Report security risks or violations to a teacher, RA, or the network administrator.
  - Do not destroy or damage data, devices, or other resources that do not belong to you.
  - Conserve and protect these resources, do not share passwords or networking information with other users or on the Internet.
  
3. Respect and protect the intellectual property of others.
  - Do not infringe copyrights (no illegal copies of music, games, or movies!).
  - Do not plagiarize others' work.
  
4. Respect and practice the principles of community.
  - Communicate only in ways that are considerate and respectful.
  - Report threatening or discomfoting materials to a teacher or other TJ staff member.
  - Do not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  - Do not intentionally access, transmit, copy, or create material that is illegal (such as stolen materials or illegal copies of copyrighted works).
  - Do not use the network resources to further other acts that are criminal or violate the school's code of conduct.
  - Do not send spam, chain letters, or other mass unsolicited mailings.
  - Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Students may, if in accord with the policy above,

  - use direct communications such as Skype, online chat, or instant messaging.
  - install or download software, if also in conformity with laws and licenses.
  - use the network resources for any educational purpose.
  - use the network resources for recreational purposes during specified times.

## **CONSEQUENCES FOR VIOLATION**

Violations of these rules may result in disciplinary action, including demerits, Honor Court, Super Judicial Committee, the confiscation of electronic devices including laptops, cell phones, tablets, and multimedia devices, the loss of a student's privileges to use the school's information technology resources, and possible legal action.

## **SUPERVISION AND MONITORING**

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Thomas Jefferson School cannot be held responsible for material (photos, video, audio) placed without its knowledge or permission online on personal sites (such as Facebook, YouTube, Twitter, Picasa, or Flickr) or other external media.

## 11.5 Information for Parents

In our experience, the most satisfied TJ parents see their relationship with the school as a partnership. To ensure a positive experience for your child, we hope you will stay well informed about the school policies outlined in this handbook, seek the clearest understanding of the educational process through conversations with your child's advisor and teachers, and—when necessary—offer constructive advice concerning the school's programs.

You have joined this community because you believe in the TJ program and understand that we have successfully prepared students for selective colleges for over 70 years, but since education—like life—involves problems, you can expect to encounter trying times at some point this year. You can expect to hear some of these typical issues: missing home, missing friends, missing home-cooked food, not wanting to clean the dorm room, feeling restricted by a new set of rules. When this happens, use your child's advisor as a resource and remind yourself and your child of the advantages of a TJ education:

- Experiencing a challenging academic program alongside other students who take their education seriously.
- Living and working with peers of different ethnic, racial, and socioeconomic backgrounds.
- Learning to become far more self-sufficient, responsible, and confident than most teenagers.
- Building deep and lasting friendships that result from living and working in the same community.
- Learning from adults committed to helping students both inside and outside the classroom.
- Receiving thorough and personalized guidance in selecting an appropriate college or university.

Certain moments in the academic year can be especially trying for students, and parents may be called upon to be particularly supportive at these times:

- The beginning of the school year is intense for everyone: for new students because everything has changed; for others because not everything has changed.
- The end of each quarter brings about anxiety over studying for exams, writing papers, or preparing presentations, all of which can be a new experience for younger students.
- Grade meeting at the end of each quarter is trying because students can sometimes be affected rather deeply by hearing teachers' opinions about their efforts.
- In the first semester, seniors who are engaged in applying for colleges and writing college essays are often apprehensive because they believe that great things are expected of them.
- The last week of school, especially final exams and end-of-year events, can be emotional because it marks the end of an intense and important experience. Seniors most of all have the sense that they will never again share their lives with such a special group of people.

Of course, trying times can strike anyone at any moment: a sudden death, a disappointment in love, or a crisis of belief do not wait for breaks or vacations. Trying times can even crop up during vacation periods when students would rather do anything but spend 30 minutes or so a day keeping up with their Outside Reading assignments. The faculty and administrators at TJ have years of experience distinguishing emotional moments from significant problems, and we are here to help your family

through these difficult stretches. Your child's advisor is often your best resource when you encounter the occasional rough patch.

### THE TJ PARENT ASSOCIATION (TJPA)

- **Mission:** The Thomas Jefferson Parent Association advances, through parent involvement, the TJ mission and its core values.
- **Authority:** The TJPA functions under the umbrella of the school's Board of Trustees and operates directly with the Development Office; it is an auxiliary organization to TJ, which the current officers hold in stewardship for future parents and for the school's future.
- **Partnership:** The TJPA serves as a partner with the school in furthering the mission of the school through volunteerism, promotion of school spirit, strengthening communication between parents and TJ, supporting parent education, and engaging in fundraising activities for the school.
- **Membership:** All current parents and guardians belong. The TJPA engages volunteers from current parents, guardians, and parents of graduates or students formerly enrolled at TJ.

### SPIRIT OF PHILANTHROPY

At Thomas Jefferson School, we are grateful to have past and present families, friends and alumni contribute generously to support the mission of our school. It is through their generosity that we are able to provide the strongest possible academic background to all of our students. As in most independent schools, tuition revenue does not cover the entire cost of a TJ education. For this reason, we rely on the "spirit of philanthropy" from our TJ community to enrich our programs and improve our facilities.

Thomas Jefferson School is an independent, non-profit, tax-exempt organization that receives no public funding. Your gift is important, and no gift is too large or too small. You can proudly support TJ in various ways:

- **Annual Giving** — This annual program is the cornerstone of philanthropy at TJ. Funds from Annual Giving are generally unrestricted, which means they are used for the general operating budget.
- **Matching Employment Contributions** — These funds are available from many employers, who will match their employees' contributions to TJ. All paperwork should be initiated with your employer. This program is an opportunity to double your giving donation to our school.
- **Specific Campaigns** — TJ may embark upon a "specific campaign" to raise revenue for new capital or programmatic projects. These campaigns are targeted to achieve specific goals aligned with our Strategic Plan.

Your gifts of time, talent and treasure convey a powerful message, one that says you believe in and support the mission of our community. We are grateful for your "spirit of philanthropy" and could not do what we do without your support. To learn more about how to get involved, or for instructions on how best to structure your gifts, contact Kathleen Kelly in the Development Office at 314.843.4151 or [kkelly@tjs.org](mailto:kkelly@tjs.org).

## 12. SERVICE LEARNING

TJ wants to give its students an awareness of the larger community beyond their school and their individual social circles. We believe that volunteer work is a good way for our students to gain a sense of responsibility for helping others and participating in activities that do not always provide monetary rewards. To that end, students must complete a required amount of service in order to graduate.

**All service hours must be completed by the beginning of a student's senior year.** The number of required hours of service varies according to when a student entered TJ. If a student starts in the 9<sup>th</sup> grade or earlier, the requirement is 75 hours; if a student enters in the 10<sup>th</sup> grade, the requirement is 60 hours; 11<sup>th</sup> grade, 45 hours; and 12<sup>th</sup> grade, 30 hours. All service hours must be completed while the student is in grades 9-12. If a student enters TJ above the 9<sup>th</sup> grade, any previous volunteer work may be discussed with faculty member Jim Pesek, the Director of Service Learning, to see if it might count towards the TJ program ([jrpesek@tjs.org](mailto:jrpesek@tjs.org)).

We encourage parents to support their children's dedication to service and to help them see the benefits—including the intangible ones—of such efforts. The annual All-School Service Learning Day is also a good way to learn about the many organizations that depend on volunteers for support, and a variety of volunteer opportunities organized by TJ are offered throughout the year, but students should expect to complete the majority of their hours through their own initiative. Students must keep track of all work completed and submit appropriate documentation to the Director of Service Learning. This documentation can be an email from the student's supervisor (using an address clearly affiliated with the organization), a certificate from the organization, or a completed copy of the [TJ Service Learning Verification Form](#).

Because one goal of service is to let the student experience a larger world, TJ will not approve projects that exclusively benefit the TJ community, or projects sponsored by a family member or former employer. Long-term projects with one or two agencies will prove more satisfying and easier to manage than a collection of smaller projects. Such projects will be more useful to the agencies as well. For many students, summer, winter, and spring vacations are ideal times to schedule service work. For others, a project that entails regular weekly or bi-monthly hours will prove more feasible. Either way, students and their families might be surprised at how fast these hours add up.

## APPENDICES

### A. Who's Who at Thomas Jefferson School

#### The Board of Trustees

The Board includes alumni, past parents, and non-affiliated members from the community at large. The members of the current Board of Trustees are:

Stephen Bacon, President	Dennis Boone P'17
Patricia Winchell P'10, Vice-President	Joanna Eagan
Jimmy Holloran '03, Treasurer	Mary Karr P'06
Andrea Reubin P'13, Secretary	David Messina '92
	Greg Oldham '70

## Administrative and Campus Operations

Head of School	Elizabeth Holekamp, Ph.D.
Assistant to the Head of School and Registrar	Kim Fiala
Business Officer	Dale Bording
Advancement: Director of Admissions and Communications	Erin Walsh
Advancement: Director of Development and Constituent Relations	Kathleen Kelly
Director of Facilities	Toby Turnbough
School Custodian	Clayton Gardner
Director of Residential Life	Amanda Correa
Resident Assistants	Anne Benson, Carlos Burgos, Christa Cunningham, Wendy Macias, Harry Skaletsky, Claire Wilson
School Chef and Kitchen Manager	Matt George, Pedestal Foods
Kitchen Staff	Lily Baumgarn, Abigail Driemeier, Aura Cooper

## Academic and Co-Curricular Operations

Academics: Director of Academics	Jane Roth
Academics: Director of Teaching and Learning	Matt Troutman, Ph.D.
Middle School Coordinator	Beth Human, Ph.D.
Director of Athletics	Boaz Roth
Director of College Counseling	Karen Fairbank
Director of Student Activities	Karen Fairbank
Director of Diversity, Equity, and Justice	Marie De Jesus

Director of Student Affairs	Marie De Jesus
Director of Service Learning and Global Citizenship	Jim Pesek
Coordinator of Co-Curricular Trips	Angela Audet

## Academic Departments

English	<b>Boaz Roth, Chair</b> ; Angela Audet; Karen Fairbank; Beth Human, Ph.D.; Benjamin Smith, Jane Roth
Fine Arts	<b>Jane Roth, Coordinator</b> ; Robin Berger; Rob Lippert; Meredith Foster; Myra Miller
Mathematics	<b>Stephen Braun, Ph.D., Chair</b> ; Amanda Correa; Marie De Jesus; Jim Pesek; Heidi Pieroni; Boaz Roth; Matt Troutman, Ph.D.
Science	<b>Marie De Jesus, Chair</b> ; Stephen Braun, Ph.D.; Heidi Pieroni; Matthew Troutman, Ph.D.
Social Studies	<b>Karen Fairbank, J.D., Chair</b> ; Angela Audet; Beth Human, Ph.D.; Rob Lippert
World Languages	<b>Elizabeth Holekamp, Ph.D., Chair</b> <b>Classical Languages:</b> Beth Human, Ph.D., Boaz Roth, Jane Roth <b>Modern Languages:</b> Jim Pesek; Benjamin Smith

## B. Snow Schedule

As a boarding school, TJ rarely cancels classes on account of bad weather, but we may make a late start if snowfall creates a difficult commute. The Head of School will decide if the snow schedule is needed; normally it will be announced by 6:00 a.m. on the School's website, Facebook page, through text messaging, and via an all-parent email. A late start will also be posted on the local FOX, CBS, and NBC affiliates (channels 2, 4, and 5).

8:45-9:05 a.m.	Breakfast for boarders (one hour later than usual)
9:15 a.m.	Day students arrival time
9:30 a.m.-1:58 p.m.	Eight class periods of 28 minutes each; no change in sequence or classroom; schedule of exact times will be posted for students

Afternoons run as usual from 2:00 on (for arts, athletics, etc.)

During inclement weather, parents may of course pick up their children early if they consider it necessary. If there are serious travel problems, it is always okay to keep a child home for the day.

### C. Senior Privileges

The following set of privileges is standard for the senior class each spring, after AP Exams and assuming good behavior.

1. One-hour signout permitted on Mon., Tue., Thu., Fri. between 2:01 and 5:30, **OR** 6:15 and 8:30 p.m.. Not to interfere with any responsibilities. Must use sign out as usual.
2. On Wednesday, signout extended to three hours and may include either lunch or dinner. Cannot be combined with any other signout to make it longer than three hours.
3. May wear TJ logo shirt or logo shirt of their own college at all times including classes.
4. During last week of classes and exam week, athletics optional for those who are in them.
5. One full skip day for the whole class by negotiation with faculty. Seniors don't have to be here and can plan an activity. The skip day cannot be turned into an overnight event and must take place on a Tuesday, Wednesday, or Thursday.
6. Class may get together and plan the school's lunch menus for the last week of classes, in conjunction with the kitchen manager (i.e., a retrospective of their favorite lunches). Choices have to be approved by the kitchen manager. Does not include the day they skip.

As a general practice, seniors on Warning or Probation (whether academic or disciplinary) do not get these privileges. Exceptions will be decided by consultation between their advisors and the Head. Privileges 1 and 2 do not apply during exam week.

### D. Honors Privileges (for those with cum laude grades or higher)

The following set of privileges is standard for all grades and the end of each grading period and assuming no academic action. Sign out privileges cannot be added to normal Wednesday sign out times.

#### **11th & 12th graders**

All seniors have a no bedtime (11:30 p.m. for juniors)

- 7-day: Sign out until 7:00 p.m. Wednesday
- 5-day: Sign out until 7:00 p.m. Wednesday
- Day: Sign out Friday at 3:30 p.m. if all obligations are fulfilled (must sign out with advisor)

#### **9th & 10th graders**

All freshman and sophomores have a 11:00 p.m. bedtime

- 7-day: Sign out until 6:30 p.m. Wednesday
- 5-day: Sign out until 6:30 pm. Wednesday



- Day: Sign out Friday at 3:30 p.m. if all obligations are fulfilled (must sign out with advisor)

### 7th & 8th graders

All seventh and eighth graders have a 10:30 p.m. bedtime.

- Day: Sign out Friday at 3:30 p.m. if all obligations are fulfilled (must sign out with advisor)

## E. Student Accounts and the Student Activity Fee

Each month parents receive by email an invoice of what has been charged to your child's student account. Your August invoice (to be paid in early September) will include a refundable damage deposit of \$125 and the first installment of the Student Activity Fee. This fee will be paid in three installments over the first three months of the school year. For day students, the activity fee is \$1375; for five-day boarding students it is \$1560; and for seven-day boarding students it is \$2250. The Student Activity Fee covers all of the following:

- all required events sponsored by the Student Activities Committee, including season tickets to the six Repertory Theatre productions (as well as transportation and dinner on campus before each performance)
- school field trips, including the required co-curricular trip weekend in September
- overnights for five-day boarders on Repertory Theatre performance nights (when parents request the overnight in advance and when the student is not on any disciplinary action)
- service-learning day
- residential-life curriculum
- transportation fees, including transportation services on the weekends
- student photo ID card
- use of TJ's laundry facilities (for boarders)
- Spirit Week and dorm t-shirts
- individual school portrait package (taken each fall by a professional photographer)
- all-school photo (taken each spring)
- the TJ yearbook (additional copies may be ordered at \$50 per copy)
- technology fees
- a campus-wide wireless computer network
- a personal email account and electronic storage space
- public computers available for student use
- access to multifunction printers for printing, photocopies, scanning, etc.

## F. Possible Student Account Items

From time to time your monthly invoice may have some charges that you would like explained. A call or email to Mrs. Fiala in the Main Office (314-843-4151; [kfiala@tjs.org](mailto:kfiala@tjs.org)) is the best way to get started on getting an answer to any of these questions. Some items are explained below:

- **Books:** Books that cannot be purchased through MBS Direct may be ordered by the school and charged to a student's account.

- **Cab Charges:** TJ provides free local transportation on most weekends and Mondays (over three-day weekends) for students living on campus. Students may also use a local cab company at the student's expense using vouchers. Cab voucher charges appear on monthly statements when a student has used the cab.
- **Damage Charges:** Each student is assessed a yearly \$125 damage deposit. After school ends, damage charges may be applied to a student's office account. Damage that can be attributed to certain specific students will, of course, be theirs to pay; but often we are unable to determine exactly who broke something in a room, or around campus. In such cases we divide the cost of repair (including labor) equally among the relevant group, such as the roommates or even the entire student body. At the end of the year, any positive balance remaining from the \$125 is rebated.
- **Medical Fees:** Any fees connected with a medical or dental treatment not covered by insurance.
- **Meals:** If a day student or a 5-day boarder chooses to eat a meal at school that is not covered in any way by tuition or other special arrangements, the student will be charged for that meal.
- **Optional Events:** Any tickets purchased for optional events, or other charges related to optional events that your child may have chosen to participate in.
- **Overnights:** For a day student or 5-day boarder who spends the night at a time not covered by tuition charge or by special arrangement.
- **Returned Checks:** A \$30 fee is assessed for a returned check.
- **Room Locks or Keys:** The charge for reprogramming a dorm room lock is \$50.
- **Shipping:** Students may ship packages through the school office.
- **Smoking/Vaping Fines:** An assessment of \$50 to \$100 per infraction.
- **Standardized Testing Charges**
- **Student Activities Fee** (see section above for details)

For more information about student accounts, contact Business Officer, Dale Bording ([dbording@tjs.org](mailto:dbording@tjs.org)).

## G. Damage Charges

Cleaning charge for evidence of smoking	\$30 (per term)
Wearing hard-soled shoes on gym floor	\$10
Breaking dorm window or screen	small: \$100; large: \$450; screen: \$50
Breaking cover of light fixtures or tampering with fluorescent bulbs	\$80
Cleaning charge for small graffiti (not carving on furniture)	\$25
Small damages to furniture (including residue of tape or glue)	\$25
Breaking furniture or damage to bathroom	Replacement value of item damaged
Damage to dorm room door locks	\$175

Damage to blinds	\$100
Damage to thermostat	Analog: \$125; Digital: \$250
Repairing damage to walls	Small: \$100; Large: actual time and material cost
Excessive cleaning fee (assessed during winter, spring and summer breaks)	\$150 per room

### SCHEDULE OF FINES AND DAMAGE CHARGES

Type of Action	Fine per offense
Evidence of smoking indoors (or in a school vehicle): detection of indoor smoking by actual eyewitness observation, or by its residues, such as ashes, butts, or odors. If we see a student smoking indoors, we will fine that student and any others who are in the room or in that student's company if in a public area. If we find smoking residue in a room, we will fine the listed occupants of that room who would normally be on campus at that time. A student staying on campus by special arrangement is liable to a fine.	\$75
Evidence of smoking outside: Any student will be fined who is (a) observed smoking on the TJ campus or anywhere within sight of the TJ campus or (b) found where there are signs (odor, butts, etc.) that people have been smoking (including people returning to their rooms from the bushes). Occupants may be fined if there are traces of smoking just outside their windows.	\$50
Possession of smoking paraphernalia: Cigarettes, lighters, or other paraphernalia will be confiscated.	\$25
Smoking at an off-campus school-sponsored event	The above rules and fines apply.
Tampering with smoke detector, fire extinguisher, or alarm	\$75
Misuse of heating or air-conditioning	\$15
Climbing on a roof (including to retrieve frisbees or balls)	\$60

### General Policies Regarding Fines:

1. The fines will appear on the student's monthly account statement, which we send to parents. Students may not pay these fines directly in order to keep their parents from finding out. In some cases, advisors may report fines to parents before the monthly statement is sent.
2. We will not distinguish between smokers and students who claim not to be smoking in the situations described above, but will consider everyone who is present or who lives in the room as equally guilty. Likewise, we are not obliged to accept claims of sole responsibility from one student.
3. The Director of Residential Life will review all fines submitted.