

Policies for Student Success 23/24

JCS-Pine Valley Academy

Serving grades 6-12

PO Box 1438

Pine Valley, Ca 91962 (619) 473-1300, Fax (619) 473-1300

Welcome to the JCS Pine Valley Academy!

We are delighted that you have selected Pine Valley Academy as your educational option. The mission of JCS-Pine Valley is to provide an exemplary personalized learning program in a resource-rich environment, and we believe the academy is a unique and innovative place where our staff remain committed to providing you with an exemplary education in a pleasant and safe environment.

Participation is a privilege and we expect all students to conduct themselves in a respectful manner toward personnel, fellow students and Academy property. In order to ensure your safety and assist in meeting your educational needs, we have developed the rules and policies outlined in this booklet.

Please take a moment to review these Charter Policies (both parent & student) and sign the acknowledgement on the last page to indicate that you understand the ground rules for a successful year at JCS- Pine Valley Charter.

Safety Issues

Medications/Emergencies:

The office keeps a first aid kit for minor injuries and at least one staff member is trained in First Aid. They will issue Acetaminophen or Ibuprofen only if a student has an Acetaminophen/Ibuprofen form on file.

JCS-Pine Valley Academy requires any student taking medication during academy hours to fill out a JCS-Pine Valley Physician-Medication Authorization Form. These are available in the office and must be signed by the doctor and the parent. Students are not allowed to carry medications which include prescription or non-prescription drugs. Medication should be brought to the academy office by the parent/guardian in the original prescription container along with administration instructions.

All emergencies will be handled according to the Emergency/Medical Form on file. Please keep your Emergency/Medical form updated. If changes need to be made, please contact the office. In the event of a catastrophic emergency, students will be supervised until a parent/guardian or emergency contact can pick them up.

Visitors/Volunteers:

We encourage and welcome the involvement of parents and the community through volunteering at the academy and its activities. All visitors must check in at the front office to sign in and wear a VISITOR PASS to ensure accountability and safety of everyone on campus.

If you would like to schedule a private meeting with the class instructor, please contact him/her directly or contact the office. Student visitors require approval from the coordinator prior to the date of visit.

A negative Tuberculosis Skin Test (PPD Skin Test) and a Live-Scan fingerprint check is required for all regular volunteers. Volunteers must also complete a *Julian Charter School Volunteer Agreement and Release* form available in the academy office.

Inclement Weather Days:

Since JCS-Pine Valley is an independent study program, inclement weather days can be confusing. We update our phone message by 6:30 am when PVA is calling an inclement weather day. Classes are open whenever possible. Please call (619)473-1300. Remember...you will be expected to work at home if possible.

JCS-Pine Valley Resources

Books and Resources:

Textbooks issued by the academy must be returned to the academy. Resources that are lost or damaged must be replaced before new books can be issued. If you misplace or lose a book, please contact the coordinator or secretary of the academy.

JCS-Pine Valley Chromebooks, Digital Devices, and Academy Network:

All students must abide by the academy's computer lab agreement. JCS-Pine Valley Charter computers and Internet access are a privilege that may be revoked for improper use of JCS-Pine Valley devices, personal devices, or the JCS network.

Students checking out Chromebooks for home use must abide by their signed acceptable use agreement. Devices are meant for school use.

All students adhere to the following expectations:

- No food or drinks next to computers.
- Do not take textbooks or novels off shelves without checking them out.
- Computers are to be used for academy work only.
- Email is only allowed for academy related tasks. Instant messaging is not allowed.
- Downloading or installing programs are not allowed.
- Changing computer screens or settings is not allowed.
- Playing music through the computer is not allowed (Most viruses are from downloading music).
- Students should have personal storage devices (ie: thumb drives) to save work.
- Students may print from computers after checking with staff.

While at the Academy

Dress Code:

When attending JCS-Pine Valley Academy classes or academy sponsored events (e.g. field trips, testing, or programs), students are expected to dress in acceptable and modest attire conducive to learning and maintaining a respectful educational climate. Students who dress inappropriately will be provided an oversized shirt for the remainder of the day or sent home to change.

Examples of inappropriate dress include, but are not limited to:

- Visible underwear (boxers, thongs, bra straps)
- Exposed midriff or cleavage
- Wearing strapless tops or camisoles UNLESS layered under other clothing
- Wearing any pointed metal, lengthy chains or sharp studded jewelry
- Wearing clothing that advertises inappropriate language, alcohol, tobacco, suggestive content, illegal substances, or causes a perceived threat to others
- Bare feet
- Short shorts or skirts can be inappropriate. Students need to be able to sit, bend, and exercise. Length must reach the fingers of hands when hands are at sides.

Lunch:

Students may bring their lunch or they may purchase lunch from the Pine Valley Store during their lunch break. Students must take their lunch to the Pine Valley Park where supervision is provided by Pine Valley Academy staff. **Students must have a park permission slip on file.** Students who do not have off campus privilege will take their lunch to the office. Picnic tables are provided. If the weather is determined to be inclement, students will be allowed to eat indoors. Students are expected to be courteous when crossing the streets and purchasing lunch. Students are a reflection of JCS Pine Valley Academy and need to be respectful and courteous to the neighborhood and community. Park permission will be revoked if necessary.

Food/Drinks

All food/drink containers must be closed during class time. Only sealed containers will be allowed next to computers. We encourage good nutritional choices. Energy drinks are not allowed at school.

Electronic Devices

Cell phones, Ipods and electronic games must be **turned off and out-of- sight**. If a student is using these devices during class without permission, the teacher will give it to the academy director who will hold it until a parent comes to pick it up at the end of the day. Cell phones, Ipods and electronic games can only be used between classes and at lunch or in class with teacher permission.

Please note that JCS cannot ensure the safety of these devices and students should take extreme care when bringing them to class.

Student Discipline and Behavior Expectations:

Academy students:

- Demonstrate courtesy and respect.
- Behave honestly in a responsible manner, always exercise self-discipline.
- Obey dress code and classroom rules.

- Respect the rights and privileges of other students, teachers, and staff.
- Respect the property of others, including academy property, resources and facilities.
- Cooperate with or assist the academy staff in maintaining safety, order, and discipline.
- Do not have public displays of affection, foul language, or reckless driving.
- Avoid prohibited violations as stated in the **Rules of Student Discipline for Julian Charter School** provided upon enrollment in Julian Charter School.

A student who violates these, other classroom rules, or academy policies may be disciplined by one or more discipline management techniques listed: oral correction by teacher, seat change, counseling by academy coordinator, conference with parent, and/or implementation of one of the following:

1) Discipline Intervention Notification (DIN), 2) Suspension , 3) Academy Privileges Revocation or 4) Expulsion from JCS.

Attendance & Academics

Absences from class:

Regular attendance is necessary for student success. Tardiness and late work due to frequent absences will affect a student's grade. Instructors will report students that do not complete assignments by the end of the learning period. A Strike Report will be issued if less than 80% of work is completed in a learning period. Three Strike Reports constitutes withdrawal from Julian Charter School.

If a student is going to be absent for an extended period of time, please follow the academy's procedure.

Arrival and Dismissal:

Students are expected to arrive on time. Students arriving more than 5 minutes late must pick up a tardy pass at the resource center. Students should be picked up promptly at 3:15 or when they have completed class schedule for the day. Students not picked after classes will be sent to afternoon tutoring located in the west building.

If a situation comes up that requires your student to leave with another adult, friend or relative not on your emergency file, you must call the academy. Please have a few names listed on your emergency information.

Afternoon tutoring:

Afternoon tutoring is held in the West Building (behind Frosty Burger) Monday thru Thursday. Tutoring starts promptly at 3:10 and ends at 4:00 pm.

Canvas:

Canvas is our online gradebook. Parents and students alike are encouraged to access it regularly to check on assignments and progress as well as to communicate with teachers. Canvas requires an email address and parents and students can each have their own account. Please contact the office if you need to set up an account or reset your password.

Teachers will have assignments posted usually by the end of the day and no later than the morning

following class. It takes a little longer for grades to be recorded, but if it has been over two weeks since an assignment was turned in, and grades are not posted, please contact the teacher or academy director.

Strikes

Our charter mandates that we are to abide by independent study law. Missing work and incomplete work not only impact a student's ability to learn and the subsequent grade in the class, but it also impacts how JCS receives funding.

Students who consistently have missing work at the end of each 20-day learning period, will receive a strike. After two strikes, the student and family are counseled to determine other educational options within or outside of JCS. Students who receive a third strike are withdrawn from JCS.

Strikes stay on a student's record for 12 months and carry over from one school year to the next.

Academic Dishonesty:

The JCS Board of Directors believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty. Students found to have committed an act of academic dishonesty shall be subject to JCS discipline rules and be issued a strike. Don't do it.

Failing Students:

An Academic Probation Warning will be distributed to students from the JCS Academy mid-semester to students who are missing work or are in danger of receiving a D or Fail. Parents are encouraged to communicate with teachers by email or call the Academy to schedule an appointment.

High School students may not drop a course after the 6th week of instruction without grade penalty.

Academic Probation:

Academy students who fall below a 2.5 GPA on their semester report card will be placed on Academic Probation. Failure to show evidence of improvement within eight weeks will jeopardize enrollment for the current semester and/or future semesters.

Miscellaneous

Automobiles/Bikes/Skateboards:

Student drivers must have a driver's form on file in the office. Parking is in front of the high school building. Bikes and skateboards need to be parked at the academy for the day. Students must walk between classes and to the park for lunch. Students driving cars must have a student driver form on file at the office including a copy of their driver's license.

Smoking:

Per Ed Code, JCS-Pine Valley is a smoke free environment. No smoking is allowed on the academy premises which include: all sidewalks, parking lots, and places where children may congregate.

Academy Policies for Student Success Signature Page

I have read and understand the academy Policies for Student Success. I agree to follow the policies and accept that if I choose to disregard them, I may lose my academy privileges.

Print Student Name: _____

Student
Signature: _____ Date: _____

Parent
Signature: _____ Date: _____