



JCS
MANZANITA

**A BETTER WAY TO
LEARN AND THRIVE**

Public, Tuition-Free
K-12 Charter School

Academy Policies for Student Success

Welcome to a JCS Inc. Academy Program!

We are delighted that you have selected JCS and this Academy as your educational option. The mission of JCS is to provide an exemplary personalized learning program in a resource-rich environment, and our Academy is a unique and innovative place where we 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 respectfully toward personnel, fellow students, and Academy property. To ensure your safety and meet your educational needs, we have developed the rules and policies outlined in this booklet.

Please take a moment to review these Academy Policies (both parent & student) and sign the acknowledgment on the last page to indicate that you understand the ground rules for a successful year with JCS Inc.

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 the Acetaminophen/Ibuprofen form on file.

JCS requires any student taking medication during Academy hours to fill out a JCS 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 (except inhalers), which include prescription or over-the-counter medications. 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 are required, please contact the office. In the event of a catastrophic emergency, students will be supervised until a parent/guardian or an emergency contact can pick them up.

Visitors

Parents, guardians, and community members are welcome to visit the Academy. If you desire to meet with an administrator or staff member, please call ahead for an appointment, as most drop-in requests are difficult to accommodate. When requesting to observe instruction, visitations require a 24-hour advance notice to ensure that someone will be available to accompany you. All visitors must check in at the front desk and show a current photo ID. We guard our learning time intensely; therefore, it is important not to disturb teachers and students during instructional time. To maintain a safe and orderly learning environment, students' friends or visitors without specific school business are not allowed on campus at any time during Academy hours.

Any concerns that a parent may have with a child other than their own must be brought to the attention of a teacher, administrator, or office staff. Parents may not speak to another child regarding a discipline concern or an incident between their child and another student. By approaching a child on campus, you violate his/her rights to be safe and secure and open yourself up to possible criminal charges. Since parents have no authority over other parents or children, you must address your concerns through school officials who do have the necessary authority and responsibility for seeing that issues are properly addressed.

Volunteers

We encourage and welcome the involvement of parents and the community through volunteering at the Academy and its activities. Anyone who works with students (other than their own) must have a current Certificate of TB (A negative Tuberculosis Skin Test - PPD Skin Test) and Megan's Law Clearance. The Certificate of TB Clearance is good for four years. All volunteers must also read and sign the *JCS Academy Volunteers Guidelines* form available in the Academy office.

JCS Inc. 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 Desktop/Laptop Computers, Digital Devices, and Academy Network:

All students must abide by the JCS Acceptable Use Agreement. JCS computers and Internet access are a privilege that may be revoked for improper use of JCS devices, personal devices, or the JCS network.

Each student will have a JCS Manzanita Chromebook available to use while on campus. Students are responsible for the proper use and care of their assigned Chromebook and should not allow other students to use the device. **Students will be expected to pay for or replace their assigned Chromebook if it is damaged, lost, or stolen.**

While at the Academy:

Dress Code

When attending JCS Inc. programs or sponsored events (e.g., field trips, testing, etc), 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
- Strapless tops or camisoles UNLESS layered under other clothing
- Wearing any pointed metal, lengthy chains, or sharp, studded jewelry
- Clothing that advertises inappropriate language, alcohol, tobacco, suggestive content, illegal substances, or causes a perceived threat to others
- Bare feet or sandals that expose toes.

Electronic Devices (Manzanita Specific)

In recognition that electronic communication devices such as cell phones have become a common mode of communication between parents and students, students may possess such devices while at the Academy. However, at our academies, to maintain a positive educational environment, the Academy strongly recommends that cell phones remain at home. At the middle school, students who bring an electronic communication device (including smartphones) will be required to store them in a locked box until the end of the day.

At our elementary school, the devices shall remain in their backpack. Students shall be personally responsible for the security of their electronic communication devices. The Academy assumes no responsibility for theft, loss, or damage to such devices. If you are concerned about the potential loss or theft of the device at elementary school, students may request to keep it in the office. The student will need to remember to ask for it back at the end of the day.

Students should use the office phone when needed. Parents can also call the office to speak with their student.

If a student is seen with one of these devices without permission, the teacher will confiscate it, and the office will hold it until a parent comes to pick it up at the end of the day.

Student Discipline and Behavior Expectations

Academy students:

- Demonstrate courtesy and respect.
- Behave honestly, responsibly, and always exercise self-discipline.
- Obey the dress code and the Academy rules.
- Respect the rights and privileges of other students, teachers, and staff.
- Respect the property of others, including 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.
- Understand that the Academy is a closed campus and will not leave the campus without the knowledge and permission of the staff.
- Avoid prohibited violations as stated in the **Rules of Student Discipline for JCS** that you signed upon enrollment in a JCS Inc. charter school.

A student who violates these or other Academy policies may be disciplined by one or more discipline management techniques, including dignified error correction by the teacher, seat change, counseling by the Academy coordinator, conference with the parent, and/or implementation of one of the following:

1. Discipline Intervention Notification (DIN)
2. Suspension
3. Academy Privileges Revocation

4. Expulsion from JCS

Attendance & Academics

Absences

Regular attendance is critical to student success. Tardiness and late work due to frequent absences will affect a student's grade. Teachers will report students who do not complete assignments by the end of the learning period. An Adequate Progress Report will be issued if less than 80% of the work is completed in a learning period. Three reports constitute withdrawal from a JCS Inc. Academy program. If a student will be absent, please email MZEattendance@jcs-inc.org and your child's teacher. Watch for the response email with instructions for the absent work. We firmly request that any extended absences be given a 2-week advance notice to allow the teacher time to prepare the work.

Google Classroom and Gradient Learning

Some elementary teachers use Google Classroom, and parents and students alike are encouraged to access it regularly to check on assignments and progress as well as to communicate with teachers. Home study assignments will be posted by the grade level teacher on Google Classroom. Students will access Google Classroom using their school-provided email address. Please contact the office or your classroom teacher if you need help accessing Google Classroom.

Middle School students and parents will use the Gradient Learning Platform. Assignments and student progress will be through Canvas. Students will use their school-provided email address, and parents will use the household email provided to the school during registration. Additional training will be provided to parents after the fourth week of school. Please contact your student's mentor if you need assistance.

Adequate Progress

We are required by our charter 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 course, but they also impact how JCS Manzanita receives funding.

Students who consistently have missing work at the end of each 20-day learning period or demonstrate failure to make adequate progress will be documented through an Adequate Progress Report. After two reports, the student and family are counseled to determine other educational options within or outside of JCS. Students who receive a third report are at risk of being withdrawn from school. Reports 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 disciplinary action.

Failing Students

An In Danger of Failing notice will be distributed to students from the Middle School 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.