



## Jarabacoa Foundation of Education and Culture

### Jarabacoa Christian School

*Pioneers in English Education*

C/ Proyecto 1, Sector Los Calendarios, Jarabacoa

Provincia La Vega, Rep Dom

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# WELCOME TO JARABACOA CHRISTIAN SCHOOL

*“Family, Faith, Future”*

Offering classes from preschool through high school since the year 2000

Days/Hours of Operation: Monday - Friday, 7:30 A.M. - 5:00 P.M.

Telephone Numbers: (809) 574-6075, (809) 574-6088

Website: www.jcs.com.do

#### **School Board of Directors:**

President: Hilda Céspedes de Sierra

Vice-President: Antonito Estévez

Treasurer: Marisol Genao de Marte

Secretary: Claudio Mateo

Board member: Carmen Nouel

Board member: Franklin Marte

Board member: Fernando Sierra

#### **Administration**

Director: Trinidad Grullón

Academic Coordinator Kenneth Perez

Finance Officer: Margarita Ureña

This handbook is intended to outline the procedures of Jarabacoa Christian School and is not intended to be an all-inclusive document. JCS reserves the right to change the policies and procedures in this manual at any time. **Each year an updated edition of the handbook will be printed and distributed at the beginning of the school year. Please be sure to read the handbook carefully. If you have any questions in regards to this handbook, make an appointment with an administrator to answer any questions you may have.**





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## **HERITAGE, MISSION, & VISION**



### **Heritage of Jarabacoa Christian School**

JCS was approved by the President of the Dominican Republic on August 4, 2000. JCS is a private, non-profit, college preparatory Christian school that provides a high quality bilingual education and seeks to provide the opportunity for its students to reach their full potential as productive citizens with true Christian values.

### **Jarabacoa Christian School Mission**

Our mission is to provide a bilingual and spiritual based educational program in a family oriented environment. We encourage students to develop critical thinking with a worldwide view, by incorporating modern teaching techniques, which will enable them to achieve success and become better citizens.

### **Jarabacoa Christian School Vision Statement**

Our vision is to empower students to reach their full potential as productive citizens with Christian values.

**Jarabacoa Christian School Motto: *“Family, Faith, Future”***

## **HANDBOOK COMPLIANCE**

All JCS parents and students are required to comply with the rules and guidelines of the parent-student handbook. A copy of the handbook will be given to each family upon enrollment and the parent must sign the enrollment contract agreeing to having received a copy of the handbook.

The procedures, guidelines, and rules outlined in the handbook are subject to change as deemed necessary by the Administration and Board of Directors. The term “parent” is inclusive of both parents and guardians.



## **ACADEMIC OVERVIEW**

*JCS has chosen to adopt the Common Core program (New Jersey State Standards), as is implemented in the United States. By implementing Common Core State Standards, we provide an academically challenging Christian education for our students. JCS also utilizes supplementary educational materials when deemed necessary for the benefit of the students.*

### **Preschool (PK-2 – PK4)**

The preschool program is taught in English and is designed to prepare students for 1st grade at JCS. This program is structured to provide a foundation in English communication and an introduction to basic biblical characters, as well as opportunities to interact meaningfully with other children. Students are given the necessary support to develop their basic social and motor skills. In addition to the full English immersion program, kindergarten students will have a designated Spanish teacher.

### **Elementary (Kindergarten - 6<sup>th</sup> Grade)**

The elementary school offers a traditional academic program based upon United States standards. Students in 1-6th grade receive the bulk of their academic instruction in English with the exception of Spanish, Ciencias Sociales, computer science, and art class. Since most of our students are non-American English Language Learners (ELL Students), the appropriate adaptations are made to our curriculum in order to meet our students' learning needs.

### **First High School Cycle (7<sup>th</sup> - 9<sup>th</sup> Grade)**

The students have a departmentalized program. The students rotate through the classrooms that are assigned for each subject required according to the academic level. During these years, students prepare to meet the challenges of the second cycle of high school (10<sup>th</sup> - 12<sup>th</sup>). The students in these grade levels begin to take more of their core classes in Spanish, receiving a true bilingual education. Classes given in Spanish will also prepare students for the Dominican National Exams.

### **Second High School Cycle (10<sup>th</sup> – 12<sup>th</sup> Grade)**

Grades 10<sup>th</sup> - 12<sup>th</sup> are designed to prepare graduates for further studies. At this level, students will receive a true bilingual education, so as to be prepared for college admission in either the Dominican Republic or the United States. It is each student's responsibility to maintain an excellent grade point average (GPA) and conduct record.



### **English Language Instruction**

One goal of JCS is to encourage student development towards becoming future leaders and productive members of society. Within the Dominican society in which we live, it is a great advantage for a person to know both Spanish and English. With this in mind, most instruction in preschool through sixth grade will be carried out in English, with the exception of the courses which are required by the Dominican Secretary of Education. To meet the requirements of the Dominican Ministry of Education, seventh through twelfth grades will have a true bilingual education, with students receiving the following classes in Spanish: literature, math, social studies, and science.

### **JCS Instructional Staff**

The JCS Administration and Board of Directors endeavor to provide only professionally prepared teachers and staff, dedicated to providing quality education and committed to loving and training the whole child.

Our Dominican and American teaching staff members are highly trained teachers who were selected because their qualifications meet the high standards set by JCS.



## **PAYMENT & ENROLLMENT**

- Payment of registration will not be reimbursed, not even during the first two months of class.
- Enrollment can be made in two or three payments with the condition that payments are settled before June 30<sup>th</sup> .
- Monthly payments should be made no later than the 7<sup>th</sup> day of each month. Late payments will be subject to a **10%** service charge.
- If you decide to pay the full year in advance, you receive a 10% discount. A 5% discount is given if you pay for half of the school year in advance.
- No money will be accepted until the *Registration Form* has been completed and submitted.
- Enrollment fee is RD\$500.00.
- JCS offers four different payment plans. Please contact the Finance Officer for further information.
- Payment of the school year consists of 11 months of tuition (August 1<sup>st</sup> to June 30<sup>th</sup>).

### **Discounts for families with more than one student enrolled in JCS:**

The discounts are applied to the monthly payment of the youngest child.

The 2nd child	10% discount
The 3rd child	15% discount
The 4th child	20% discount

### **Evaluations prior to enrollment**

Each new student (preschool through high school) must be evaluated before he or she is enrolled in JCS. Parents can make an appointment for their child's evaluation in the main office, and at that time, should pay the evaluation fee of RD\$500.00.



## **STUDENT WITHDRAWAL**

### **During the school year**

When a student is withdrawn from school before the end of the school term, the parent or guardian must notify the Administration in writing as early as possible, preferably two weeks or more before the withdrawal date. The teachers must be notified at the same time to be sure the student has turned in all required work.

### **At the end of the year**

In the event a student is withdrawn early at the end of the school year without plans to complete the year in another school, the Administration must be notified two weeks before the withdrawal date. Without this notice the absences will be counted as unexcused.

To receive credit for that portion of the school year that the student has been in attendance, the following conditions must be met:

1. All required work must be completed through the last attendance day. Students withdrawing early at the end of the school year must complete the full year's work in order to be given credit for the school year. **Students who fail to complete any final academic evaluation will receive a failing grade for each evaluation not taken.**
2. Students withdrawing to attend another school must have a minimum attendance record of 85% up to their last day at JCS. Those withdrawing early but close to the end of the school year must have been in attendance at least 85% of the required attendance days for the entire school year or credit will not be granted. Absent days from such a withdrawal will be counted as unexcused.
3. All books, classroom and library, must be returned to the school by the withdrawal date.
4. Diplomas will not be awarded before the normally scheduled graduation date.
5. Fees, fines, and other financial obligations must be paid prior to final approval of the withdrawal process.
6. Once a student is withdrawn from JCS, the school cannot guarantee readmittance during the current or subsequent school years. The student would need to reapply for admission and would be considered a new student.
7. Parents who have withdrawn students without completing payment of all fees due and who later seek to readmit the student will be required to pay any fees due from the previous attendance period before any consideration for readmittance will be given.



## **Transcripts**

Students' permanent records are maintained in the school's main office. One unofficial copy will be provided at no charge to parents upon request. An official copy and extra copies of these permanent records will be sent, upon request, to a parent or educational institution at a charge of RD\$300.00. Emergency requests for student records are available for RD\$500.00. In these cases, records will be provided within two business days of the request.

Permanent records, including report cards, will not be issued to the student, parent, guardian, other schools, or any other organization until all outstanding school related fees and charges have been paid. For the admittance of new students, it is required of all parents to present a letter of no pending debts in any previous schools.





## **ATTENDANCE GUIDELINES**

JCS students are expected to comply with the *JCS Calendar*. Students are expected to be in class ready to learn daily.

Attendance is taken daily at the beginning of the day and any student who is not in class will receive an unexcused absence unless a communication notice is given to and accepted by the Academic Coordinator. Students must be in attendance at least 85% of the instruction days for each school year to receive credit. If a student has foreknowledge that he or she will be absent, the student's parents should submit a note to the school office before the absence.

### **Class Schedule:**

Preschool: 8:00 A.M. - 11:45 A.M.
1 <sup>st</sup> - 6 <sup>th</sup> Grade: 8:00 A.M. - 3:20 P.M.
7 <sup>th</sup> -12 <sup>th</sup> Grade: 8:00 A.M. - 3:50 P.M.

*\*The school gate opens at 7:30 A.M. and closes at 7:55 A.M.*

### **Early Pick-Up Policy:**

If student is being picked up by a parent or guardian:

- Communicate with the office secretary.
- The office secretary will then seek permission from the General Director or Academic Director for the student's dismissal.
- Wait in the office reception area until a staff member escorts the student to the office.
- Sign the early-release folder. Once the folder is signed, an early-release pass will be issued.
- Present the early-release pass to the gatekeeper to leave school grounds with the student.

If the student is picked up by someone who is not a parent or guardian:

- Bring a written authorization.
- Present an identification card, driver's license, or copies of these documents to the office secretary.



- The person who is picking up the student will submit one of the documents listed above to the secretary to be photocopied and archived with the date and hour the student is to be released.
- After photocopies are made, the office secretary will call the student's father, mother, or guardian to confirm the authorization of the early-release of the student.
- Wait in the office reception area until a staff member escorts the student to the office.
- Sign the early-release folder and the visitor's form. Once the folder is signed, an early-release pass will be issued.
- Present the early-release pass to the gatekeeper to leave school grounds with the student.

**\*Parents or guardians may not enter the classrooms to pick up students for early dismissal. The office secretary will send a staff member with a pass to retrieve the student from his or her classroom. The parent or guardian must wait in the office.**

#### **Excused absences:**

Excused absences include illness, bereavement, and prolonged trips out of the country with parents when prior request has been made and approved (trips for cédula, drivers license, visa, passport or other legal paperwork). Every three excused absences is equivalent to one unexcused absence and will be recorded on the student's report card at the end of each grading period.

#### **Unexcused absences:**

In the event that the parent does not inform the school of a student's absence, the student will receive a full absence for the days in which he or she is out of the classroom. It is the student's responsibility to request and complete all make-up homework and tests. Parents are expected to abide by the school calendar and plan their vacations accordingly. If your student will be out of class for more than 3 days, the school must be notified or the student will receive an unexcused absence for each day out of the classroom.

#### **Chronic Truancy Policy:**

School attendance is of the utmost importance. If a student has accumulated 10 or more absences, whether or not those absences have been marked "excused," any future absences must be accompanied by a doctor's note. Within 24 hours of any future absence, the parent or guardian must provide the school a written and signed statement from the student's treating physician. This statement should include the date(s) of the student's absence and reason for absence. This letter will be presented to the student's teachers and a copy will be placed in his or her records.



## **Tardy Policy**

Tardy is defined as a student arriving at school after 8:00 A.M., which is the start of the first class period. Students who arrive after 8:00 A.M. must go directly to the office to receive a tardy pass before going to class. Three tardies are equivalent to one unexcused absence and will be reflected as such on the student's report card.

## **DROP OFF & PICK UP PROCEDURES**

### **Drop Off Procedure (between 7:30 A.M. & 7:55 A.M.)**

- JCS students should not arrive at school before 7:30 A.M. JCS will not provide student supervision before 7:30 A.M.
- Students must arrive before 8:00 A.M. each morning, which is when the flag ceremony commences.
- If a student arrives during the flag ceremony, he or she must wait quietly near the gate entrance until the ceremony has concluded. No one should be walking or talking during the flag ceremony.

### **Drop Off Procedure (after 8:00 A.M.)**

- No cars or motor vehicles may enter the school driveway after the flag ceremony has begun at 8:00 A.M. each morning.
- Students who arrive after 8:00 a.m. must go directly to the office before proceeding to their first class to receive a tardy pass.

### **Pick Up Procedure (between 3:20 P.M. & 3:50 P.M.)**

- Parents are responsible for picking up their elementary and high school students between 3:20 P.M. and 3:50 P.M.
- Any students remaining in the classroom after 3:50 P.M. will be sent to the main office until he or she is picked up.
- Cars and motor vehicles are permitted to enter the school driveway at 3:00 P.M. **In observance of our COVID-19 Safety Protocol, no person may enter the classroom building. Parents/guardians and visitors must wait until their children are escorted out by the teacher.**

***\*\*\*Any parent who does not pick up their child by 4:00 P.M. will be charged \$100.00 DOP (per occurrence). This charge amount will be automatically added to the student's monthly tuition bill. Parents or guardians picking up their student after 4:00 P.M. must sign the teacher's late pick-up sheet with their name, date, and time.***



## **AFTER SCHOOL ACTIVITIES**

- After school activities will begin at 4:00 P.M.
- Possible extracurricular activities include, but are not limited to:
  - Paid Tutoring
  - Book Club
  - Dance Club
  - Wyldlife/Young Life Club
  - Drama Club
  - Sports (soccer, volleyball, basketball)
- Each club or sport will be offered according to student demand and must maintain a minimum number of student participants to continue.
- Sports and clubs will be divided according to grade levels and gender.
- Club fees will vary and will be communicated to all those interested and published in the office.  
**There will be no reimbursements for any of these programs if your child chooses not to continue attending or becomes ineligible to participate due to any academic or discipline situation.**
- Parents are responsible for picking up their children from after-school activities at 5:00 P.M. Any student still on school grounds at 5:30 P.M. will be charged RD \$100.00, which will automatically be added to the student's monthly tuition bill.

## **ILLNESS & EMERGENCIES**

In case of illness or injury during the school day, the parent or guardian will be notified by the school. It will be the parent's responsibility to transport the child from school and provide necessary medical treatment. In severe cases requiring prompt medical assistance, JCS will transport an injured child to a clinic or doctor upon parental consent. If the parent cannot be contacted promptly, the school will provide medical attention as may appear necessary at the time and the parents will be financially responsible for any medical expenses that may be incurred in such emergency treatment or care.

Please do not send your child to school if he or she...

- has a fever of 100 degrees Fahrenheit (38 Celsius) or higher.
- is throwing up and/or has thrown up in the past 24 hours.
- has diarrhea or has had diarrhea in the past 24 hours.
- has a strong, frequent cough.
- has conjunctivitis.
- has head lice.
- has an eruption on their skin that has not been diagnosed by a doctor.



## **HIGH SCHOOL CREDITS & GRADUATION REQUIREMENTS**

### **Subject Credits**

The minimum academic requirements for graduation stipulate that students must complete the following requirements:

Spanish	5
Social Studies (Dominican)	4
Civics (Dominican)	1
Natural Sciences	5
Mathematics (Dominican)	5
English Language Arts (U.S. Literature and English Grammar)	5
Social Studies ( World Geo/ World History, / US History/US Gov.)	4
Math (Algebra I, II, Geometry, Pre-Calculus)	4
Consumer Math	2
Bible	2
French	2
Physical Education	2
Fine Arts	2
Computer Science	2
Psychology (1st Sem.) / Sociology (2nd Sem.) *12th grade	4
Human Sexuality *11th grade	1

<b>Total 9<sup>th</sup> &amp; 10<sup>th</sup></b>	<b>46 credits</b>
<b>Total 11<sup>th</sup>:</b>	<b>47 credits</b>
<b>Total 12<sup>th</sup> grade:</b>	<b>52 credits</b>

### **Additional requirements to obtain a Dominican diploma:**

Jarabacoa Christian School, in compliance with the Dominican educational authorities (Secretaria de Educación y Cultura), offers our students the opportunity to complete their studies at our school recognized by the SEEC. Therefore, any JCS student that completes both academic programs (i.e. American and Dominican) at our school may continue any post-graduate studies in the Dominican Republic. At the completion of 8<sup>th</sup> and 12<sup>th</sup> grade, students will be evaluated by the State with the National Exam to determine if they qualify for the diploma issued by the Dominican Secretary of Education.



## **GRADES & EVALUATIONS**

### **Homework**

JCS believes that homework is an essential part of the academic development of children. Homework is a sampling of schoolwork that reinforces concepts taught and allows students the opportunity to practice for mastery. Each teacher records homework assignments on *ClassDojo*, which allows for both students and parents to view the homework published for the week. Parents may also communicate with the student's teacher via *ClassDojo* pertaining to informal academic concerns.

Homework (with the exception of reading) will not be assigned during holidays, weekends or vacations. Projects should not be assigned to be completed over a weekend, holiday, or school break. Long term projects that cover more than a span of a weekend or holiday may be assigned but may not be due immediately following a weekend, holiday, or break.

### **Homework Daily Averages**

1 <sup>st</sup> grade	½ hour
2 <sup>nd</sup> grade	½ - ¾ hour
3 <sup>rd</sup> grade	¾ - 1 hour
4 <sup>th</sup> grade	1 – 1 ¼ hours
5 <sup>th</sup> grade	1 – 1 ½ hours
6 <sup>th</sup> grade	1 – 2 hours
7 <sup>th</sup> -8 <sup>th</sup> grades	¼- ½ hour per class
9 <sup>th</sup> -12 <sup>th</sup> grades	½ hours per class

### **Late/Missing Homework**

- Late homework rules for all classes will be established by the classroom teacher and will be clearly communicated to students and parents during the first week of school.
- If a student does not turn in homework, students may lose certain privileges such as after school activities, sports etc.
- Homework assignments that are never turned in will translate into zeros and will greatly affect your child's grades.



## Evaluations

Evaluations (verbal, written, and practical) will be given regularly to assess the academic progress of our students.

## Progress Reports & Report Cards

A progress report will be provided by your child's teacher half way through each marking period. Official report cards will be distributed during parent-teacher conferences at the conclusion of each marking period. Report cards include academic grades and a behavioral report. Report cards are distributed approximately every 9 weeks at the end of the marking period as specified in the school calendar.

Parents are encouraged to make **appointments** with their child's teacher to discuss academic or behavioral concerns.

## Grading

For Report Cards:

- Grades 3<sup>rd</sup>- 6<sup>th</sup> will use letter grades.
- Grades 7<sup>th</sup> -12<sup>th</sup> will use percent scores.

Percentage scales, corresponding letter grades and grade point scales are employed in grading and in computing averages. The grading scales are as follows:

## Grading Scales

Elementary (3 <sup>rd</sup> - 5 <sup>th</sup> )			High School (6 <sup>th</sup> -12 <sup>th</sup> )	
A+ 96 - 100%	C+ 76 - 79%		A+ 97 - 100%	C+ 77 - 79%
A 93 - 96%	C 73 - 76%		A 93 - 96%	C 73 - 76%
A- 90 - 92%	C- 70 - 72%		A- 90 - 92%	C- 70 - 72%
B+ 87 - 89%	D 65 - 69%		B+ 87 - 89%	F < 70%
B 83 - 86%	F < 65%		B 83 - 86%	
B- 80 - 82%			B- 80 - 82%	



### **Recuperation Classes**

If a student in elementary school (3<sup>rd</sup>- 6<sup>th</sup>) fails to pass all of his or her subjects, the student must attend 30 hours of recovery at the end of the school year (summer school). The failing subject should then be re-evaluated to determine whether the student's knowledge in that material reaches a 65%. Should the student fail this evaluation, he or she will have to repeat the grade.

If the student is in high school and fails to pass all subjects, the student must receive individual tutoring in the failing subject. Then, a make-up exam called a "*Completivo*" will be given in June. In the case that the student fails the make-up exam, he or she will have another opportunity with an "*Extraordinary*" test that will be given in August. Students who fail the *Extraordinary* exam will be able to pass to the next academic grade level, but the student must not exceed three pending subjects/exams. Any pending exams/evaluations will be re-evaluated during the next school year. If the student does not pass the exams/evaluations during the next school year, he or she will repeat the grade level regardless of the grades obtained in the grade level he or she is currently enrolled in.

### **Cheating / Plagiarism**

Cheating is when a student uses someone else's work and attempts to get credit for it as their own. This may occur on any type of school assignment. When a student has cheated, they will receive **no credit** for that assignment and will receive a detention. Both consequences are given to the student(s) receiving the answers and the student(s) providing the answers, in cases when the student is aware that they are providing the answers..

Plagiarism consists of copying or imitating closely the words or ideas of another and using them as one's own without crediting the source, otherwise known as "*literary theft*". Plagiarism is considered cheating and consequences may result in a zero for a grade and a detention. Teachers may choose to allow the student to re-do the project or report at a reduced grade but that is dependent on each teachers' policy. Parents will be informed of the decision and consequence.





### **Academic Probation**

Academic success is of great importance. All students must meet the following two requirements in order to remain in good academic standing:

- Students must have a minimum of a “C” average in all subjects.
- Students may not be failing more than one class.
- If a student’s GPA falls below a “C” average, they will be recommended for tutoring.
- If a student’s GPA falls below a “C” on two or more subjects, they will not be allowed to participate in any non-academic after school enrichment activity until they are in good academic standing.

### **Honor Roll and Academic Excellence**

At the close of each grading period, students in grades who have received As and Bs in every subject will be placed on the Honor Roll. Students with all As will have achieved Academic Excellence.



## **SCHOOL PROCEDURES & GUIDELINES**

### **DRESS CODE**

In accordance with the Dominican Republic uniform guidelines, the JCS School Board has established a dress code that seeks to cultivate an educational environment conducive to learning. This dress code applies to all students while on campus or on school sponsored field trips. If a student comes to school in violation of the dress code, they will be sent to the office to call home. Appropriate clothes must be brought from home or clothes must be rented from the JCS office.

**Note:** *JCS cannot guarantee that rental uniforms will be the exact size the student needs.*

### **Uniform Rental**

Each individual piece of the JCS uniform incurs a cost of RD\$100.00. The rental pieces must be returned to the office at the end of the day. If the rental uniform is not returned at the end of the day, the student must pay the full rental fee for each day that the uniform is in possession of the student. The rental charges will be automatically added onto the student's monthly tuition bill.

### **Formal Uniform**

<b>Girls</b>	<b>Boys</b>
<ul style="list-style-type: none"> <li>● Long khaki slacks or khaki skirt *(PK2 - 3<sup>rd</sup> grade must use shorts or leggings underneath)</li> <li>● A black belt</li> <li>● Blue JCS polo shirt (sold at JCS)</li> <li>● White socks</li> <li>● Plain black shoes</li> </ul>	<ul style="list-style-type: none"> <li>● Long khaki slacks</li> <li>● A black belt</li> <li>● Blue JCS polo shirt (sold at JCS)</li> <li>● Plain white socks</li> <li>● Plain black shoes</li> </ul>

### **Physical Education (PE) Uniform (Girls & Boys)**

- Long navy gym pants with white stripes down each side
- White JCS t-shirt
- Plain white socks
- Black tennis shoes

**Note:** *PE uniform is only permitted on days that students have PE class.*

### **Sweaters/Jackets**

The only sweaters approved for use during school hours must be plain navy blue, white, gray, or black. Sweaters cannot have any lettering, designs, or images.



## **Hair and Accessories**

- Hairstyles should not distract from the learning environment.
- No unnatural hair dyes will be allowed.
- Hair accessories that are found to be distracting from the learning environment will not be permitted.
- Small jewelry and accessories are allowed. Only ears may be pierced. Accessories that are found to be distracting from the learning environment will not be permitted.
- Caps may be worn during recess periods, but may not be worn in the classroom or in the hallways.
- Fingernails should be short and polish should be light or neutral.
- Makeup should be modest and not a distraction to the learning environment.

The Administration reserves the right to make the final judgment and decision in respect to appropriate clothing, hairstyles, facial hair, piercings, etc. Grooming in class is not permitted, as it is a distraction to the learning process. Brushes, combs, makeup, mirrors, and other grooming tools used in class will be confiscated by the teacher. Students spending excessive amounts of time grooming in the bathrooms will also be considered for disciplinary action.

## **Friday Color Days**

Each Friday, and on additional designated days throughout the school year, students are permitted to dress down for color day. Clothes chosen by students for color days must be in compliance with the following policies:

### **Shirts...**

- must pass the waistband and completely cover the student's back.
- may not display inappropriate language or images.
- may not be see-through or allow for visible undergarments.
- must have sleeves.
- may not be low-cut.

### **Pants...**

- may not display inappropriate language or images.
- may not allow for visible undergarments.

### **Accessories**

- Sweaters with appropriate language and images may be worn on color days.
- Non-uniform shoes are permitted on Friday color days.
- Leggings (without a skirt or dress), short dresses or skirts (without leggings or shorts underneath) are not permitted.

**Note:** *Clothing worn to school and to all school functions by both students and parents must follow the expectations listed above.*



## **SNACK, LUNCH, & RECESS**

The JCS Comedor area is a multi-use space and must be kept clean and orderly at all times. If you come to have lunch with your child, please make sure that you encourage your student to contribute to the maintenance and care of the comedor area. Students are responsible for throwing away trash and cleaning their eating area.

### **Notes:**

- There is limited seating in the comedor area for parents.
- The comedor area is the only area on campus where food and beverage (with the exception of water) is to be consumed by students.

### **Lunch and Snack**

JCS students will be permitted to eat during their snack and lunch times. JCS encourages parents to avoid sending soda of any kind to their children for a snack or lunch time. The lunch and snack schedule for your child will be determined at the beginning of the year and communicated by their classroom teacher.

The JCS cafeteria sells snacks and lunches to students on a daily basis. Students will **NOT** be allowed to purchase food on credit. JCS encourages parents to set up a reserved prepaid credit account in the cafeteria in order for their student to purchase his or her lunch on days when he or she has forgotten their lunch money or lunch.

***Note:** It is not the responsibility of the school to provide your student with a snack or lunch if they do not have a prepaid credit set up in the cafeteria.*

### **Recess and Equipment**

It is the responsibility of all JCS students to practice proper use of all equipment used in P.E. or during recess. Students who do not practice proper use of this equipment will not be allowed to play with it.

**Note:** Any damage that is the result of improper use or handling of this equipment will result in a fee to either fix or replace the damaged equipment. These fees may be charged to an individual student, class, or anyone who has caused damage to JCS property.



## OTHER GUIDELINES

### Supplies

Students are responsible for bringing and caring for their own school supplies (not applicable to preschool and kindergarten students). Each homeroom teacher will have a material/supply management plan for their classroom. This plan will be shared with parents during back-to-school night.

### Textbooks

All textbooks are provided by JCS on a loan basis and remain the property of JCS through the completion of the year. Students may put a non-adhesive book cover on each of their textbooks for protective purposes.

**Note:** *Damage fines will be assessed at the end of the year. Parents will pay replacement costs for lost or damaged textbooks.*

### Telephone Calls

JCS students will always be allowed to make phone calls for emergency situations. Non-emergency calls **will not** be allowed during regular school/class hours. Parents should not call the school to talk to their student during the school day if there is not an emergency. ***If you need to contact your child's teacher, you may leave a message with the secretary in order to schedule an appointment.***

### Electronic & Communication Devices

JCS students should not bring electronic devices to school because of the risk of being broken, stolen, or lost. Students do not need to use any electronic devices during school hours, including breaks and lunch time. All electronic devices must be kept in the student's backpack for the duration of the school day and may only be used after 4:00 P.M., at the risk and liability of the student. Cellular phones, iPods, electronic games, cameras, or any other type of electronic devices, musical or otherwise, that are brought to school will be confiscated if seen or found by a teacher or administrator.

The consequences for having or using these devices on campus will result in confiscation of the item for a minimum of 5 school days. Second time offenders will have the items returned at the end of the semester. Students will not be allowed to retrieve SIM cards or memory from their electronic devices before they are confiscated.

### Internet Use

Access to the internet is a privilege for JCS students, not a right, and may be revoked if abused. Internet access entails responsibility and is provided to students who agree to act in a considerate and responsible manner. Students must abide by the school rules for internet use. The user is personally held responsible for his other actions while using the school's computers or personal portable technology while on campus. Network



administrators will periodically review files and communications to insure that users are using the system responsibly. Violations may result in loss of access and additional disciplinary action may be taken.

### **Use of Portable Technology**

The use of personal portable technology, such as laptops, on campus is not allowed, unless the teacher indicates otherwise for high school students. Laptops or tablets could then be used for note taking in classes, presentation purposes in a classroom, or as deemed appropriate by the teacher. A wireless network will be provided on campus for staff and high school students as necessary. Any other use of portable technology on campus will result in confiscation by the classroom teacher and/or administrator.

\*All students' laptops or other portable technology devices fall under the internet policy while being used on campus. JCS assumes no responsibility and cannot be held liable for the condition of any laptop or tablet and their safety on campus.

### **Health Policy**

We require the name, address, and telephone number of your child's physician with permission to contact him or her in case of an emergency. This information will be found on the student's emergency contact form, which is to be completed at the beginning of the school year. Parents should update this information with the office whenever changes occur.

### **Medications**

With written permission from your child's physician, certain medications may be administered. The permission form must include the name of the medication, the time the medication is to be administered, the dose, and the conditions under which the medication is to be administered (for example, with or without food, etc.). We require that the physician indicates possible side effects to watch for and the plan(s) of action to take should these occur. The medication should be made available to the Director's office in the original container. No student should be in possession of any medication, not even a low-dose headache medicine.

### **Parents & Visitors on Campus**

Because we value the integration of the parents in the school, parents are welcomed, and even encouraged, to visit their child's classroom. Students appreciate that their parents are involved in their daily activities. In order to avoid the interruption of the classes, these visits must have a scheduled appointment. Parents must first sign-in with the school secretary and receive a Visitor's Pass. Anyone who does not follow these guidelines will be asked to return to the office. Even in the case of an emergency, parents need to check in with the secretary first.

Should a parent need to meet with the teacher regarding the needs of their child, they should contact the school and make an appointment. Parents may not meet with teachers before school begins or during school hours without a previous appointment.



Parents should not walk into a classroom without prior arrangements. If a parent is dropping off homework or projects, they must be delivered to the secretary.

### **Parent & Visitor Conduct**

Whenever visiting the school, parents must comply with the JCS dress code listed previously. Alcohol, snuff, illegal drugs, and weapons are prohibited at school. Parents that show disrespect to students, staff, or other parents will be asked immediately to stop the behavior and to leave the property. Continuous demonstrations of disrespect may end with the expulsion of the student from JCS.

Parents are NOT permitted to confront students or other parents on campus. You are NOT permitted to address parents or students in the comedor, parking lot, or classroom. If you are concerned about a situation that has occurred between your child and another student, please schedule time with the director via the secretary in order to discuss your concerns. The director will be available for unscheduled meetings at her discretion.

***Note:** All suggestions for school improvement should be presented through the Parents Association, e-mail, or placed in the suggestion box found in the Administration office. Suggestions or comments sent through other channels will likely go unheard.*

### **Special Occasions**

Birthdays and other special occasions that are celebrated in a student's life are very important and each classroom specifically honors each student on his or her birthday. Parents are allowed to bring a birthday cake and refreshments to their child's class during school hours **upon making prior specific arrangements with the teacher.**



## Field Trips

All grade levels may take field trips for academic reasons. Field trip expenses are covered by the parents and/or any fundraisers done by the students. Teachers, with help from parents, must chaperon all field trips.

Permission slips:

- Both parents and teachers will be informed of pending field trips at least 5 school days in advance.
- All field trips will have an educational intent, thus the student's attendance on field trips is mandatory.
- Permission slips and field trip fees must be completed and turned in to the JCS Accounting Office no later than 2 days prior to the field trip.
  - If the student does not have his or her completed forms and money turned in to the Accounting Office by the deadline, the student will **NOT** be able to participate in the field trip, without exceptions.

Field trip uniform policy:

- Students may wear long jean pants, the JCS polo shirt, and tennis shoes.

**Note:** *Students who have been issued 7 or more infractions will not be permitted to participate in the class field trip.*

## The Library

The JCS Library is available to all JCS students. Books may be checked out during scheduled school hours. Students are expected to abide by the following library rules:

1. Students may have a maximum of two books checked out at a time. There will be a charge of one peso a day for overdue books.
2. Books are checked out for two weeks, but may be returned earlier.
3. Books may be renewed one time only.
4. All books must be returned to the library two weeks before the end of the school year.
5. All students using the library will observe the posted rules.
6. Students who fail to return books or other materials borrowed from the library will be responsible for the replacement cost of the item(s).





## **DISCIPLINE PROCEDURES**

Each classroom teacher has their own behavior management system. This system of expectations and consequences will be communicated to the parents and students during the first week of school.

Schoolwide, students are expected to at all times...

- be respectful to themselves, others, and school property.
- be ready to learn and participate fully in each class.
- try their best.
- be honest and kind in word and deed.
- take responsibility for their actions.

Serious behavior violations will be treated with greater severity by the Administration. These types of violations can result in multiple after-school detentions and/or additional work or other consequences.

### **Examples of serious violations**

<ul style="list-style-type: none"><li>● Blatant disobedience</li><li>● Verbal or physical disrespect towards a JCS staff member</li><li>● Throwing sticks, rocks, or other objects at a person</li><li>● Eating during class or in the hallways</li><li>● Lying</li><li>● Bad behavior for a substitute teacher</li><li>● Forging a parent's signature</li><li>● Vulgar speech or actions</li></ul>	<ul style="list-style-type: none"><li>● Deliberately injuring another student</li><li>● Verbal disputes</li><li>● Physical disputes</li><li>● Possessing tobacco or drugs</li><li>● Leaving school property without permission</li><li>● Stealing</li><li>● Threatening or intimidating others, including sexual assault</li><li>● Cheating on homework or tests (see Academic Honesty)</li><li>● Vandalism</li></ul>
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### **Probationary period**

Jarabacoa Christian School reserves the right to place a student in a discipline probationary period if his or her behavior merits such an action. All infractionary reports will be archived in the student's permanent record and will be examined before the future acceptance of the student in the school. The future acceptance of the student will also be determined by the support the parents show during each discipline incident and the follow up of the suggestions given by the psychology department.



Parent/Guardian Name: \_\_\_\_\_

Student Name(s): \_\_\_\_\_

Date: \_\_\_\_\_

I hereby acknowledge receiving the revised edition of the Parents' Manual 2020 - 2021.

\_\_\_\_\_  
Parent/Guardian Signature