



JET Education Center

MICROSCHOOL

2025-2026 School Year

We believe every child learns differently and reaching milestones shouldn't be a race. Once our teachers discover how their students learn, they can tailor their teaching to meet the needs of the class. Our lessons are multi-faceted, meaning they include visual, auditory, and kinesthetic activities. We support students and parents by providing a loving, accepting, safe environment. We believe that once students feel safe, seen, and appreciated they will make friends and become confident learners automatically.

We are a secular program meaning we accept students of all ages, races, abilities, religions, etc. We believe that religion, politics, and issues related to sexuality are topics that are for parents to discuss with their children. Teachers do not share their personal beliefs in these areas.

What We Are:

We are not an accredited school. To become accredited, we would have to give up many of the signature qualities of our program – a 3-day schedule, multi-age classrooms, choosing our own curriculum, etc. What we are is a HOMESCHOOL PROGRAM that parents can choose for their children. As a homeschool parent, you can educate them at home full-time, be part of a co-op, or choose a program like JET. To participate in our program, you need to 'notify' the state that you are exercising your right to homeschool your children. We provide the letter and the attachments you need to notify the state in late July or early August. Only children who turn 6 during the school year and those 7 and up need to notify. Because you are homeschooling, **you** as the parent are ultimately responsible for your child's education. If you think the school is not meeting the needs of your child, please talk to us. We may not be able to fit it into our busy 3-day per week program. If this is the case, then it is ultimately up to you to supplement your child's education.

Also, part of the process of notifying the state is agreeing that your child will receive 900 hours of instruction during the school year. 3/5 of those hours happen at JET and the other 2/5 occur at home. That's why attendance is important and the learn-at-home days (W & F) are equally as important. (More on this later.)



How We Communicate With You:

How You Can Communicate With Us:

This year the school office will be communicating via Class Dojo. You can download the app from the playstore. This allows us to communicate with everyone directly through the app and is more efficient than emailing or texting.

Individual teachers will tell you how they prefer to communicate at the beginning of the school year.

We still have and update our facebook page and website.

JET Office – (513)-503-1302
info@jeteducationcenter.org



Conferences

Parent/Teacher conferences are generally held in November. Your teacher will contact you with more information.

School Hours

8:00 am to 3:00 pm. Monday, Tuesday and Thursday.

Important Information about Drop Off & Pick Up –

In the mornings, you may drop off your children at the door of the facility and watch them go in the door.

In the afternoon, your child's teacher will bring the children out to you.

If your child is not picked up by 3:15, they will be sent to after care and a \$5 fee will be charged for the day. Our aftercare program ends at 4:30 sharp!

Our School Year -

Our school year consists of 100 school days divided into 3 terms. For high school students, the terms indicate when midterm and final grades are determined.

For all ages and grades, the beginning of each term also signals when supply fees are due.

Our teachers do all the shopping for what is needed in the classroom so you don't have to!! Most of the time, teachers spend way more than they take in! Please pay for supply fees in cash or checks MADE OUT TO THE TEACHER. Do not include tuition with supply fee payments. Thank you! An additional \$5/per student per term fee will be requested for the Art teacher.

Please note: No supply fees are refundable for any reason.

Here is the schedule of terms, etc.

TERMS & SUPPLY FEE DUE DATES - \$70 /term for Preschool, KG, Grades 1 – 8. \$100 term for High School

Term 1 (August 18 – November 12)

Supply Fees – mailed to teacher over summer - An email will be sent with the teacher's info.

Term 2 (November 14 – February 13)

Supply Fees – Due Thursday, November 14

Term 3 (February 18 – May 18)

Supply Fees - Due Tuesday, February 18

HIGH SCHOOL MIDTERM & TERM DATES:

TERM 1: (August 27 – November 13)

Thursday, 9/29 – Last day for students to turn in work prior to midterms

Thursday, 10/06 – Midterm Grades sent to parents

Thursday, 11/10 – Last day to turn in assignments

Monday, 11/17 – Grades turned in

Thursday, 11/20 – Term 1 Final Grades e-mailed to parents.

TERM 2: (November 15 – February 14)

Thursday, 12/15 – Last day for students to turn in work prior to midterms

Thursday, 12/22 – Midterm Grades e-mailed to parents

Thursday, 2/09 – Last day to turn in assignments

Monday, 2/13 – Grades turned in

Thursday, 2/16 – Term 2 Final Grades e-mailed to parents

TERM 3: (February 15– May 18)

Thursday, 3/30 – Last day for students to turn in work prior to midterms

Thursday, 4/06 – Midterm Grades e-mailed to parents

Thursday, 5/11– Last day to turn in assignments

Monday, 5/15 - Grades turned in

Thursday, 5/25 – Term 3 Final Grades e-mailed to parents

Absences

Please do not send your children to school when they are sick. They should be fever and diarrhea free, without medication, for 24 hours.

If your children are sick, text us at 513-302-1302 and let us know. Remember: The teachers may not have time to answer texts or emails, so it is imperative that you contact the school. At the end of the day, contact the teacher to discuss any work that needs to be done.



Snow Days/ School Closures

Depending on how many snow days we get, some snow days will still be considered school days! If it is a work at home snow day, you will be notified and the child's teacher will email instructions by 9 am. If School is canceled you will receive a message via Class Dojo and it will be posted on our website and facebook. Our guideline is to cancel if West Clermont cancels. Please keep in mind that we have teachers that drive over an hour to get here and we always put their safety first.

REMEMBER: We have families from all over – Batavia, Amelia, Fayetteville, Hamilton, Milford, Loveland, Felicity, Goshen, Batesville, Georgetown and more! So, the roads might be okay in your area but icy and unsafe in another.



Rates:

PK-4 - \$4120 Year. \$250 due in August and \$430/month September through May

5-8 - \$4300/ Year. \$250 due in August and \$450/month September through May

High School - \$4615/year \$250 due in August \$485 /month September through May

Invoices will be sent out on the 15th of the month for the next month. So, you will receive your invoice due September 1st on August 15th. The tuition is broken up to help budget throughout the year. A full tuition payment is due in May, even though we don't go the entire month.

Late Payments

Tuition is considered late after the 10th of the month. At that time, a late fee of \$25 will be applied. Tuition is not paid by the following month's due date, that family's children may not attend JET until tuition is paid. Please see Amy Hardy if you are having trouble paying tuition.



We are not going to require volunteer hours or fundraising this year. Please know that when we reach out to you, we need you. We understand that families are busy. If you have any extra time to volunteer, we would always appreciate the help.

We are asking each family to bring in a large pack of paper towels and toilet paper for the year. We have limited storage space.

If your last name is A-H - Please bring in first day of school

If your last name is I-P - Please bring in beginning of second term (November)

If your last name is Q-Z - Please bring in beginning of third term (February)

JET Parent Responsibilities

It is important that you pay tuition when it is due. Once all of the tuition is paid, we pay our bills and then divide the rest between the teachers. If you don't pay your tuition, someone is going to go without pay. If you are having a problem with paying, please just talk to us and we will work something out.

Please make sure your child's lunch has enough food for lunch and snacks. A student in Kindergarten has a peanut allergy. Please make sure to talk to your child about peanut allergies and pack accordingly.

Kids are not permitted to sell food from their lunches. Looking at you 5th and 6th graders!

Please make sure your child always has a clean change of clothes that fit in their backpack, including socks and underwear.

Please monitor your child's communication outside of school. JET Education is incapable of monitoring communication between students outside of school hours. If a problem arises, we would be happy to set up a meeting for parents and children to discuss the issue. JET has the right to release a student from our program for any reason, including bullying or threats made outside of school.



Dress Code

We spend time outside every day. Students should wear casual clothing that can get wet or muddy. NO flip-flops or sandals!!! Please be advised that your child may be wet or muddy at pick up. We play hard and have fun at JET.

Middle School and up - Please make sure your student is wearing clothing that they can easily move around in without exposing their chest, bottom, or belly button. Mid drift shirts and low cut shirts are stylish right now but they are not practical for our hands on classrooms. Picture your child playing Twister and if any of their clothing would make them uncomfortable bending or moving, then they probably shouldn't wear it, even if they want to.

Please make sure your child has a spare change of clothing that they can leave in the classroom. Preschool and Kindergarten need to bring two changes of clothes.



Foods

You know your child. Please pack them a lunch that they will eat. If your child has an adverse reaction to red dye or sugar, please don't pack it.

Please bring a water bottle each day filled with ice and water. On hot days, consider packing 2.

Please no soda or energy drinks.

We are allowing goodies to be brought in for special occasions. If you don't want your child to have an occasional cupcake or birthday treat, please discuss this with your child's teacher before school starts.

High School - Once a child hits high school age, we give them a little bit more freedom. We allow them to leave at lunch if they have your permission. They must be back in time for class to resume and they must pay for their own items. If they are late for class or if we receive complaints, the student will lose the privilege. Please make sure your child and your child's teacher know if they are permitted to leave for lunch.



Learn-at-home Assignments

No matter the age of your children, in order for us to work as a team, here are the steps to follow:

- On T and TH evenings (or after school), go over the assignment list with your child.
- Discuss how the work will be completed the next day.
- As the day progresses, check in with your children as to how the work is going.
- Before going to bed, actually, look at the work your children have completed before making sure it is packed.

****Again, these steps are for all grades, including high school! You *must* see the work!!**



We want children to learn for learning's sake. Therefore, except for high school, we do not give grades. Instead, we emphasize each student working up to his or her potential instead of working for an 'A'.

When students reach high school, however, they will receive grades. This is to prepare them for post-high school programs and give us grades for a homeschool transcript and a high school diploma from JET. High School teachers will discuss their grading systems with parents and students. Our grading scale is as follows:

- | | |
|------------|---|
| • 90 – 100 | A |
| • 80 – 89 | B |
| • 70 – 79 | C |
| • 60 – 69 | D |
| • Below 60 | F |



Reading

Reading is the key to success in all areas. Children love cuddling with parents to listen to books, as many times as possible per day. When they are young, they should be read to multiple times per day. As children get older, reading should continue to be a part of their daily routine. That is why we start the day with silent reading (except high school). On learn-at-home days, we encourage families to start the day with reading just like they do at school. Students need to see their parents reading also.

Audio books are HIGHLY encouraged. This, of course, IS reading!! Students can complete books just by listening to them in the car. Turn off the TV and listen to books as a family while going back and forth to JET, running errands, or on the drive to school or vacation, etc. Everyone will enjoy the experience and share the reading process together! You will see performance in all subjects soar as well as the confidence of your children!



DISCIPLINE PLANS –

We are going to take the time to get to know your child. If we have a problem, we will call you. If the child is being disruptive, we will ask you to pick your child up. It is as simple as that. If you ever have a concern, please talk to us. We promise to listen and work with you to find a solution.

INSIDE RULES:

- (1) We are kind to each other. Therefore, no teasing, bullying, etc. Include everyone. You **MUST** stop doing something the first time you are asked.
- (2) Follow directions. Turn in assignments.
- (3) Keep our hands and feet to ourselves and respect each other's personal space.
- (4) When in a group, we raise our hands to answer teacher questions. We don't talk "over" the teacher.
- (5) We do not engage in girlfriend/boyfriend talk or behavior. We treat everyone as friends.
- (6) We use computers for research and writing only. No cell phone use until the student is in their car. Cell phones may be taken until the end of the day if your child is focusing on the cell phone and not on what is being taught. High school students may use cell phones during lunch time.

OUTSIDE RULES:

At JET, we love the outdoors and wish to use it for exploring, learning, and having fun while also remaining safe. Therefore,

- (1) We listen to our teachers
- (2) We stay on the sidewalk while walking to the park .
- (3) We don't throw rocks.
- (4) We don't eat anything we find outside.
- (5) We do not climb trees.
- (6) We respect wildlife.
- (7) We go to the bathroom inside.
- (8) We follow all inside rules.

Dismissal from JET

Despite our best efforts, sometimes it doesn't work out for a child to attend JET. This is sad for all of us. However, no program is right for every student. Here are some of the reasons that a child or family could be dismissed from the school.

- A. Not paying tuition – Tuition is due on the first JET day of the month. If tuition is not paid by the 10th of the month, your child will need to stay home until the tuition is paid. The reason for this strict policy is simple. We operate on a shoestring budget in order for us to maintain our tuition rates. If tuition isn't paid, someone on our staff or an important bill is not getting paid. Consistent late tuition payments may result in dismissal.
- B. One part of the JET Triangle isn't working. As discussed before, in order for this working relationship to be healthy, all parts of the triangle must be able to work together.....teachers, students, and parents. Sometimes this doesn't happen. Here are some examples:
 - 1. The teacher feels disrespected by parents or students and attempts to rectify this relationship are not effective.
 - 2. Parents are not able to provide the learn-at-home help that is needed. (This can be provided not only by parents but anyone assigned by them such as relatives, grandparents, tutors, etc.)
 - 3. Despite teachers' and parents' efforts to motivate students to learn, sometimes they do not respond to our methods. If this is a consistent problem, it might be best for the child to attend another program.
 - 4. Students who cannot abide by our anti-bullying program are asked to leave the program.
 - 5. When engaged in conflict resolution, if a student repeatedly denies hurting another student in any way despite witnesses/evidence to the contrary and is unwilling to apologize repeatedly, he/she may be asked to leave the program.
 - 6. If parents consistently do not believe their child could have engaged in a behavior that was hurtful to someone/others (despite repeated reports that he/she has done so), that family may be asked to leave the program.
 - 7. If students repeatedly do not complete assignments and are unwilling to allow parents to check their work after and during learn-at-home days, they may be dismissed from the program.
 - 8. Parents are consistently negative about the school and are speaking in inappropriate terms to other families without using proper channels for conflict resolution.
 - 9. In high school students can be dismissed for repeated failing grades, chronic absences of 6 or more allowed per term, and consistently missing assignments.

Sometimes parents decide the program is not for them, their family, or their child. We support efforts to find the best program for every child. We will provide whatever documentation you need and help with the transition.

What if a family is dismissed and is responding negatively to the school staff, the following steps will be taken:

- 1. The family will not be allowed back in the building. Personal items will be returned as long as school property is returned including library books.
- 2. No tuition, supply fees, or any other monies of any kind will be refunded.

MISCELLANEOUS ITEMS

Working with an IEP

Many students come to JET with an IEP. Many items on an IEP don't apply to our program because we operate differently. For example, we can provide the following automatically:

1. Reading directions to students
2. Allowing students more time on school work and tests (although we do few tests)
3. Giving them space to move around
4. Helping individuals as needs arise
5. Providing opportunities to de-stress when needed, etc.

Usually we can integrate most of what is in an IEP to our classrooms. We are happy to discuss your child's IEP.

If you think your child needs additional help, please contact Amy and she will put you in touch with Melissa from Therapy Works.

Anti-Bullying Program – Below you will find out anti-bullying policy. You will need to read this with your children and have them initial as well.

JET Social Media/Anti-bullying Policy



Parents, please read the following with your child/teen. Place a ✓ on each line and initial that you agree.

JET strives to provide an accepting, safe, inclusive, and positive environment. Research has shown that bullying can occur when the following occurs:

- (1) Students believe they are inadequate, “less than”, “stupid”, “not good enough”, etc.
- (2) Students develop an “us vs. them” mentality. This happens when cliques are formed....with those “in” the group accepted and others outside the group labeled as “dumb”, “nerds”, “brains”, “Goths”, “jocks”, etc.
- (3) Students do not report situations to teachers that involve name calling, teasing, roughness, bullying, etc.
- (4) Students participate or feel pressured to participate in social media conversations without the understanding of the consequences of their words. Their thoughts can then be shared to others which can cause hurt feelings and ramifications they did not intend.
- (5) Boyfriend/girlfriend pairing up contributes to social isolation, hurt feelings, drama, jealousy, etc. We understand that romantic relationships may happen but, while at school, everyone is a friend.

The following policies have been put into place to prevent the above situations from occurring.

To address #1 above.....

- A. Teachers will conduct classroom discussion about the uniqueness of each student as well as each person’s talents, gifts, etc.
- B. Teachers will discuss the struggles that each of us face in different areas of life. They will emphasize that it would not make sense to tease others for their shortcomings when we have them ourselves. We want to treat others as we want to be treated.

_____ I support the teachers in the above efforts to prevent bullying. Your initials: _____

(Please ✓)

To address #2 above.....to prevent bullying and also to prepare students for a time when they will enter the workforce/college/etc. and be required to get along with co-workers of various backgrounds, skills, ages, etc.....

- A. Students are encouraged to be “friendly” with everyone. Our philosophy is that “you can get along with anyone for 15 minutes.”
- B. Students will be seated randomly for classes and group work every day to encourage interaction with all. Students will be friendly and accepting to whomever they are seated by.
- C. Students who remain in the school for multiple years will have the opportunity to be the youngest and the oldest in their class. Each experience provides a different perspective. There are advantages and disadvantages to being the leaders and the followers. The more perspectives we learn, the more tolerant we become.
- D. When students ask to join a game, the answer is ‘yes’!
- E. Students are not permitted to whisper (unless they are planning my surprise birthday party!) nor are they allowed to save seats.
- F. The entire student body is expected to socialize with everyone, regardless of age. We are ONE school – not individual grades or groups.
- G. As students get into higher grades, they have the honor and privilege of being mentors and good examples for younger students. This is something that is not taken lightly. Students must conduct themselves in ways that reflect this role.
- H. A party or get-together cannot be discussed at school unless all the girls and/or all the boys in the class are invited.

_____ I support the teachers in the above efforts to prevent bullying. Your initials: _____
(Please ✓)

To address #3 above to prevent bullying:

- A. Once per month, students will have the opportunity to anonymously write on an index card any incidents they have observed which go against student rules. Students can *a/ways* come to teachers/adults with concerns. But if there are times they are reluctant, students will have this opportunity to do so. Teachers will get together to discuss and address each item reported.....within 24 hours of being reported. There will also be a Suggestion Box for comments or concerns.
- B. Parents are asked to report to Amy Hardy or any teacher about any incident reported by students when they are at home. Even though “tattling” is allowed and encouraged and no names are used when addressing issues brought to our attention, sometimes children tell parents when they get home instead of at school. We appreciate being made aware of what parents are told so we can address all issues.

- C. Students will be reminded of the importance of speaking out (either anonymously or not) if they observe any behavior that does not promote unity and cooperation. Not doing so allows a bully to continue his/her behavior.
- D. If a situation is not reported for months or even all year, we cannot guarantee that we can remedy the problem. It is virtually impossible to reconstruct a situation when so much time has passed.

_____ I support the teachers in the above efforts to prevent bullying. Your initials: _____
 (Please ✓)

To address #4 above to prevent bullying:

- A. High School staff will discuss with the older students the ramifications of participating in social media conversations. Any posted words can't be erased and may end up in the wrong hands.
- B. Parents are encouraged to talk to their teens about participating in social media discussions only when they are of a positive nature or not at all. Any discussion done on private time that affects what happens at school becomes a school issue. Students and their parents involved in hurtful, damaging, or threatening social media posts will be asked to come to school for a conference with the director and/or co-director. Suspension or expulsion may be recommended depending on the severity of the offense.
- C. We encourage students to leave phones at home. All teachers have phones. Any phones brought to school MUST stay in backpacks until students are in their cars to go home. (We found it necessary to be this strict when, several years ago, a younger student was exposed to inappropriate material on a phone by an older student.)

_____ I support the teachers in the above efforts to prevent bullying. Your initials: _____ (Please ✓)

To address #4 above to prevent bullying:

- A. No girlfriend/boyfriend talk or behavior is allowed at school. For only 18 hours per week, while at JET, all students are friends and are not to be paired off.
- B. Students are not to encourage others to pair off, involve themselves in the talk about who likes who, or carry messages about such topics to others. There are plenty of other things to talk about.
- C. We understand that romantic relationships can form, but these are to be explored outside of school and within the rules of the parents.

I support the teachers in the above efforts to prevent bullying. Your initials: _____

New this year, Incident Reports will be submitted at staff discretion and kept on file for administrative and parents review. Your initials _____
(Please ✓)

Conclusion:

The above policies may seem extreme to some. But the results are amazing to watch! We have had numerous compliments about students of all ages playing, getting along, and working well together. They learn that friends can play various roles in their lives.

Teachers and parents have seen student confidence soar in all areas of their lives as a result of these rules. Please trust us in this process. We know that the status quo doesn't work. We hope you will give us a chance to show that this truly does.

_____ I agree. Signed: _____
(Please ✓)

Parents, please discuss this policy with all students. Anyone, grades 2 – 12, are asked to sign below.
For Students:

_____ I agree to follow JETs social media/bullying policy. Signed:

(Please ✓)

_____ I agree to follow JET's social media/bullying policy. Signed:

(Please ✓)

_____ I agree to follow JET's social media/bullying policy. Signed:

(Please ✓)

_____ I agree to follow JET's social media/bullying policy. Signed:

(Please ✓)

