

JET Handbook 2021-2022

JET

EDUCATION CENTER



JOURNEY-EMPOWERMENT-TEAMWORK

Here at Jet, we realize that each child has had different experiences. For this reason, we make it a priority to give each child a path to succeed. A path for one student may look different than a path for another student. We also know every child learns differently. Once our teachers discover how their students learn, they can tailor their teaching to meet the needs of their students. 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 at home and make friends, they become confident learners automatic

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 RESOURCE 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. **If you have not received this information by August 1st, please contact your child's teacher.** (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 fill those gaps.

Also, part of the process of notifying the state is agreeing that your children will receive 900 hours of instruction during the school year. Three-Fifths of those hours happen at JET and two-fifths of those 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:

Communication will be done mainly through email or text. We do have a Facebook and Instagram page. Please join them for pictures and updates. Please make sure your teacher and the front office have the best email address and phone number for you. Teachers will tell you how they prefer to communicate at the beginning of the year.

How You Can Communicate With Us:



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.

Please make an appointment with your child's teacher if you need to speak to them. They will happily arrange a time that works for both of you to meet.

Any children not picked up by 3:15 a \$5 late fee (see below)

Calendar

Our calendar is included in this handbook.

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. High school students have two supply fees since they have two teachers during the day. See Meghan Egloff at the beginning of each term about this.

Our teachers do most of 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!

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

Here is the schedule of terms, etc.

TERMS & SUPPLY FEE DUE DATES - \$30/term for Preschool, KG, Grades 1 – 8. \$60/term for High School

Term 1 (August 23 – November 12)

Supply Fees – mailed to teacher over summer

Term 2 TERM 2: (November 14 – February 13)

Supply Fees – November 14

Term 3 (February 18 – May 12)

Supply Fees - February 14

HIGH SCHOOL MIDTERM & TERM DATES:

TERM 1: (August 27 – November 13)

10/04 – Midterm Grades sent to parents

11/11 – Last day to turn in assignments

11/15 – Grades turned in

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

TERM 2: (November 15 – February 14)

12/20 – Midterm Grades e-mailed to parents

2/14– Last day to turn in assignments

2/20 – Grades turned in

02/25 FinalGrades e-mailed to parents

TERM 3: (February 19– May 14)

4/04 – Midterm Grades e-mailed to parents

5/12 – Last day to turn in assignments

5/20 - Grades turned in

5/22 – 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 e-mails, so you must call the school. At the end of the day, contact the teacher to discuss any work that needs to be done.

According to the state of Ohio, you are required to provide 900 hours of instruction to your children.

We have 100 school days. Therefore, 300 hours per term need to be devoted to instruction. JET provides instruction for your children 3 days out of 5. 3/5 of what is needed each month = 180 hours. To meet the 300 hours per term that the state requires, parents must provide 120 hours at home on W & F.

***If a student misses 6 days or more in a term, without a plan in place for extra work at home work the family will not receive credit for the 180 educational hours for that term. If a student chronically does not do homework, the family may not receive credit for the 120 hours of that term. This will be indicated on their end-of-the-year evaluation.

For high school, missing 6 or more days per term can result in an I (incomplete) or failing grade. We don't want kids at school if they are sick, but if they can attend, they need to be there!!

Snow Days/ School Closures

Unfortunately, we have no control over the weather. We have decided to rely on Batavia's decision regarding snow days. If Batavia is closed because of the weather, we will be closed. The one exception is frigid cold. Your children do not have to wait at the bus stop, so we will have school if Batavia is closed because of the temperature. We will update our website and social media. if the school is closed. We will also send an email or text. Please understand that we still have to pay our bills if the school is canceled because of the weather. Tuition will still be due.

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

Tuition

Rates:

Preschool - \$350/month

K – Grade 8 - \$350/month

Grade 6-8 - \$385/month

High School – \$400/month

-Nine monthly payments are due starting in September and ending in May. Your Aug tuition will be prorated.

**Tuition is not refundable for any reason. However, if a family has paid for the entire year and has to withdraw, a refund for the unused tuition will be issued.

Tuition is due on the first JET day of the month. It can be paid in the following ways:

Cash, Check or PayPal Invoices

Late Payments

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

JET Parent Responsibilities

If you wish to receive the teacher evaluation that is required for homeschoolers at the end-of-the-year as well as your child's report card (high school), placement in next year's classes, etc. you must have completed all these requirements:

1. Tuition must be paid in full
2. All library books returned.

We will hold our evaluation until the above requirements are met.



Parking

Please do NOT park in any of the white parking spaces! These spaces belong to the chiropractor office. We have added a row of additional parking in the lower level lot. Families can now park in the gravel lot next to the blue utility building.



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 make sure your child has a spare change of clothing that they can leave in the classroom.



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. We do have a filtered water fountain available if they would rather fill it up at school.

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.



Learn-at-home Assignments

No matter the age of your children, 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!!

For grades 6-12, if your child doesn't do their homework, they will be required to turn in a "pink sheet" in its place. The sheet will explain the reason for the homework being incomplete. If we receive 3 or more pink sheets from the student, a parent will be notified.



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'. We have kids of varying levels in our school. Our teachers may assign your child different assignments than other students receive. This is done to help each child achieve his or her best. We understand kids are not the same. Students learn differently and sometimes their assignments may be individualized.

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 and No credit is given



Reading

Reading is the key to success in all areas. We encourage parents to read to their children every 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. We encourage your child to keep a reading log once they hit elementary school. This gives them something to be proud of. Goodreads is a good app to use on your phone or tablet.

Our reading lists often greatly surpass any of the schools in the area. We push our kids in middle and high school to read modern novels as well as the classics. Last year we estimated that a child in our program will read nearly 10,000 more pages in high school than a child in public school. This may seem a little scary. We promise we will help them through it. 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 on vacation, etc. Everyone will enjoy the experience and share the reading process together! You will see the performance in all subjects soar as well as the confidence of your children!



Screens –

The teachers at JET are very concerned about the effects of excessive screen time on attention, learning, imagination, etc. Study after study shows that what children are *not* doing while they are on screen time is affecting them long term. Instead of climbing trees, rolling down hills, picking daisies, building forts, playing in the creek, splashing in puddles, drawing, play board games, they are staring at screens. In recent years, teachers can tell which children are on screens too long because they have difficulties engaging in learning. Let's face it – there is no lesson, no matter how exciting, that can compete with the minute-by-minute suspense of a video game. And honestly, life can't compete with that either, can it?

As always, students should leave phones in their backpack unless instructed to use them by a teacher. We have found students want to use their phones as a crutch to look up answers to problems they should be solving by themselves. Plus, they are distracting. Each teacher has a phone and you can always call the office at 513-503-1302.



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.
- (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 like friends.**
- (6) We understand that we may not agree with everything someone says. Even, if we disagree with them, we still must respect them and treat them kindly.
- (7) No name-calling

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 stay within the property boundaries.
- (2) We don't throw rocks.
- (3) We don't eat anything we find outside.
- (4) We do not climb trees.
- (5) We respect wildlife.
- (6) We go to the bathroom inside.
- (7) We follow all inside rules.
- (8) No hitting each other with anything

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 school 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 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, 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.

How 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.
3. We will supply the family with an assessment letter detailing how many of the 900 hours have been completed. This will be mailed to their home.
4. The police will be called if a dismissed family tries to enter the school building after being told not to.

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 into our classrooms. We are happy to discuss your child's IEP.

JET Social Media/Anti-bullying Policy



Parents, please read the following with your child/teen. Place a \checkmark 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 understanding the consequences of their words. Their thoughts can then be shared with 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 relationships may happen but, while at school, boys and girls are friends.

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

To address #1 above.....

- A. Teachers will conduct classroom discussions 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 faces 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 \checkmark)

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 in 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 *always* 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.
- B. Parents are asked to report to Amy, Meghan, 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. At school is better, but we appreciate being made aware of what parents are told so we can address all concerns.
- 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

Amy and Meghan. Suspension or expulsion may be recommended depending on the severity of the offense.

_____ 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: _____ (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 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 ✓)

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

(Please ✓)

JET EDUCATION CENTER

2021-22 School Calendar

Notes:

- Aug 23: First Day of School
- Sept 6: No School
- Oct 11: No School
- Nov 25: No School
- Dec 20: 1st Day Christmas Break
- Jan 03: School resumes
- Feb 21: No School
- Mar 14: Daylight Savings -No School
- Apr 4: Spring Break Begins
- Apr 11: School Resumes
- May 12: Last Day of School

August 2021

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

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October 2021

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31						

November 2021

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28	29	30				

December 2021

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January 2022

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February 2022

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March 2022

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April 2022

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May 2022

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June 2022

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July 2022

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