

Updated Aug 6, 2022

# **JET**

**EDUCATION CENTER**



**JOURNEY-EMPOWERMENT-TEAMWORK**

# **2022-2023**



We believe that every child learns differently. We endeavor to tailor our teaching methods to meet the individual needs of the students. Our lessons are multi-faceted, including 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 naturally become more confident learners.

We are an inclusive program, meaning we accept students of all ages, races, religions, backgrounds, and almost every level of ability. We believe that religion, politics, and issues related to sexuality are topics that are for parents to discuss with their children. While it is natural and inevitable for these topics to come up from time to time in a school setting, we make every effort to represent the school in a neutral, non-judgmental way. Teachers do not share their personal beliefs regarding these subjects in class.

### **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** 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. Despite our best efforts, we may not be able to fit every request into our busy 3-day per week program. If this is the case, then it is ultimately up to you to address those needs and wants at home.

Also, part of the process of notifying the state is agreeing that your children will receive 900 hours of instruction during the school year. 3/5 of those hours happen at JET and 2/5 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:**

Day-to-day communication will be done mainly through email or text. You can also schedule meetings with us as often as you feel the need. We do have a facebook page. Please join it for pictures and updates. Please make sure your teacher and the front office have the best email address and phone number for you.

### **How You Can Communicate With Us:**

**JET Office – (513)-503-1302**

**[info@jeteducationcenter.org](mailto: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. We are unable to keep children any later than 4:30pm. You must make arrangements to have your child picked up by then.

### **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 Mehan Egloff at the beginning of each term about this.

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!

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

Here is the schedule of terms, etc.

**TERMS & SUPPLY FEE DUE DATES - \$50 /term for Preschool, KG, Grades 1 – 8. \$75 term for High School**

Term 1 (August 22 – November 12)

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

Term 2 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

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

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 19– May 18)

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

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, or email us at [info@jeteducationcenter.com](mailto:info@jeteducationcenter.com) 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.

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

We have 100 school days. Therefore, 360 hours of that requirement must happen at home/outside of JET.. 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, 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 are able to attend, they need to be there!!



### **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 9am. If School is canceled you will receive a text message and it will be posted on our website and facebook. Our guideline is to cancel if Batavia 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.

# Tuition

## Rates:

PK-4 - \$3325/Year. \$175 due in August and \$350/month September through May

5-8 - \$3645/Year. \$180 due in August and \$385/month September through May

High School - \$3800/Year \$200 due in August and \$400/month September through May

This year, our standard method of payment will be EFT (Electronic Funds transfer). You will be asked to provide us with banking info (a voided check) and tuition will be taken out of your account monthly on the 3rd of the month or the following Monday. If you need to have the withdrawal completed on a different day to coincide with paydays, let us know. We are happy to work with you. If you do not have a bank account or wish to make different arrangements, please email the front office to schedule an appointment. Our email is [info@jeteducationcenter.com](mailto:info@jeteducationcenter.com).

## **Late Payments**

Tuition is considered late after the 10<sup>th</sup> 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, 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. You can drop this off during open house or the first day of school.**

## **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 and all other invoices must be paid in full.

2. All library books returned.

We will hold our evaluation until the above requirements are met. If you need another copy of your child's evaluation, there will be a \$20 charge. We hire someone to do the assessments every year and they charge us for the replacement evaluations.

## Parking

Please do not park in any of the spaces meant for the chiropractor. These include any spots in the upper parking lot that border grass. Please let us know if you have any questions.



## 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.

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. We do have a filtered water fountain that students can access all day.

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 will occasionally allow them to walk to UDF or Bean and Brew during lunch hours. 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 relationship 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 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.

## 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 10<sup>th</sup> 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.
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.

## 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.

**Anti-Bullying Program** – Below you will find our 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) Relationships/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 respectful to 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 occasionally to encourage interaction with all. Students will be respectful 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 *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. 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 be checked in 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 relationship talk or behavior is allowed at school. For only 18 hours per week, while at JET, all students are friendly 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 process 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 ✓)

