

Jubilee Academy

Student & Parent Handbook 2012-2013

Jubilee Academy

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Soaring Heights Leadership Academy

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(210) 451-5988 FAX (210) 251-4760

Live The Life Leadership Academy

5595 Hwy 87 East
San Antonio, TX 78222
(210)648-0752

Alamo Leadership Academy

535 New Laredo Hwy
San Antonio, TX 78211

Alpha Academy

502 E. Southcross Blvd.
San Antonio, TX 78214
(210) 798-1792 FAX (210) 798-1829

Highland Park Gifted and Talented Academy

901 E. Drexel
San Antonio, TX 78210
(210) 293-4206

Premier Leadership Academy

1630 Goliad Rd.
San Antonio, TX 78223
(210)333-4181/4185

www.JubileeAcademicCenter.com

Jubilee Academic Center does not discriminate against any member of its community on the basis of gender, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities or handicap in educational programs or activities.

JUBILEE ACADEMIC CENTER, INC.

Executive Board

Chairman of the Board	Mr. Tom Koger
Vice Chairman	Ms. Sylvia Rios
Secretary	Mr. Robert Anguiano

School Board

President	Mr. Tom Koger
Vice-President	Ms. Gloria Gover
Secretary	Mr. Jerry Hoadley
Member	Ms. Najat Hema
Member	Ms. Denise Miranda

JUBILEE ACADEMIC CENTER, INC.

Administration

Executive Director	Mr. Tom Koger
Superintendent	Mr. Daniel G. Amador
Chief Financial Officer	Mr. Rene Gallegos
Jubilee Academy Principal	Mrs. Cheryl D. Stewart
Jubilee High School Principal	Mr. Israel Rios
Alpha Academy Principal	Ms. Yvonne Murillo
Alamo Leadership Academy	Mrs. Anna Lira
Premier Leadership Academy Principal	Ms. Trina Cardenas
Highland Park Gifted and Talented Academy Principal	Ms. Geneva M. Rico
Soaring Heights Principal	Ms. Katheryn Moss
Live the Life Leadership Academy Principal	Ms. Jennifer Rivera
Human Resources Coordinator	Ms. Molly Hunt

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INTRODUCTION

What is a Charter School?

A Charter School is a public school, operated by a private entity, governed by a school board, whose members are elected and/or appointed. This board is responsible for providing facilities, approving curriculum, hiring and firing of staff, and maintaining a fiscally sound operation.

Charter Legislation

In February of 1995, the Texas Legislature authorized the creation of charter schools in Senate Bill 1. The legislation allowed for three types of charter schools. Jubilee Academic Center falls into the “Open Enrollment” category of charter schools. Jubilee Academic Center Inc. is the executive board that serves as the sponsoring entity with the legal authority to operate this type of charter school.

Charter schools are public schools and are required to meet state accreditation requirements. In general, charter schools are designed and managed by concerned teachers, parents, and community members.

Purpose of Handbook

This handbook is to serve as a guide for students and parents of Jubilee Academic Center. The information set forth in this handbook is intended to be informational and not contractual in nature. It is not intended and shall not be construed to constitute a contract between the Jubilee Academic Center and any student, prospective student, agency of the local, state or federal government, or any other person or legal entity of any and every nature whatsoever.

The administration hereby reserves and retains the right to amend, alter, change, delete or modify any of the provisions of this handbook at any time, without notice, in any manner that the administration and Board of Directors deem to be in the best interest of the school.

This handbook is revised periodically, and any questions regarding the policies set forth in this handbook should be directed to the school’s administration.

Mission

Provide a nurturing community focused on leadership and educational excellence.

Vision

Jubilee Academic Center - the *premier choice* in education.

GENERAL INFORMATION

Admissions Requirements

Pre-Kindergarten Program

To be eligible for enrollment in a PK class, a child must be four years of age on September 1 of the current school year and must be [TEC §29.153(b)]:

1. unable to speak and comprehend the English language; or
2. educationally disadvantaged (eligible to participate in the National Free or Reduced-Price Lunch Program); or
3. homeless; or
4. the child of an active duty member of the armed forces of the United States, including the state military forces or a reserved component of the armed forces, who is ordered to active duty by proper authority; or
5. the child of a member of the armed forces of the United States, including the state military forces or a reserved component of the armed forces, who was injured or killed while serving on active duty; or
6. has ever been in the conservatorship (foster care) of the Department of Family and Protective Services (DFPS) following an adversary hearing.

Kindergarten

A child must be age 5 on or before September 1st. Upon enrollment in pre-kindergarten or kindergarten, a child must attend school. Texas Education Code states that pre-kindergarten and kindergarten students are subject to compulsory school attendance rules.

First Grade

A child must be age 6 on or before September 1st.

Home-School

Home-school students who wish to enter JAC will be assessed to determine the mastery level of courses taken during home schooling. The results of the assessment may be used to determine grade placement and/or award of credit upon enrollment.

After School Departure

Pre-kindergarten students dismiss at 3:00 p.m. Kindergarten through fifth grade students dismiss at 3:15 p.m. The school day ends at 4:00 p.m. for middle school and high school. All students will be expected to be off the school property by 4:15 p.m., with the exception of students participating in sports, tutoring, etc. Any student not picked up by 4:15 p.m. must come to the front office and call their parents to be picked up. Any person designated to pick up a student other than the parent(s) must be cleared through the school office.

Important: Jubilee Academic Center has a right to call Child Protective Services, the San Antonio Police Department, or related authorities for any student who is not picked up by 5:10 p.m.

After School Program

See insert.

Arrival (Morning)

Students may arrive at school no earlier than 7:15 a.m.

Pre-K and Kinder students should go directly to their assigned classroom upon arrival at school.

First through fifth grade students should gather at their assigned areas until released to go to their classroom.

All middle school and high school students should report to the cafeteria and must remain until released at 7:45 to proceed to their classroom.

Elementary school students arriving to class after 8:05 a.m. will be considered as tardy.

Middle and High School Students should enter the school building by 7:50. Middle and High school students will be considered tardy after 8:05.

ONCE THE STUDENT ARRIVES AT SCHOOL, THEY WILL NOT BE ALLOWED TO LEAVE CAMPUS. IF A STUDENT LEAVES CAMPUS, THE SAN ANTONIO POLICE DEPARTMENT WILL BE CALLED AND THE STUDENT WILL BE REPORTED AS TRUANT.

Attendance

A full description of state attendance issues in the Texas Student Attendance Accounting Handbook is available for inspection in the school office.

- All attendance questions may be directed to Ms. Letty Gutierrez at 210-333-6227.
- Texas Education Code mandates that students must attend 90% of the school days offered each semester.
- Sec. 25.095. WARNING NOTICES.
 - (a) A school district or open-enrollment charter school shall notify a student's parent in writing at the beginning of the school year that if the student is absent from school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period and
 - (1) the student's parent is subject to prosecution under Section 25.093; and
 - (2) the student is subject to prosecution under Section 25.094 or to referral to a juvenile court in a county with a population of less than 100,000 for conduct that violates that section.
 - (b) A school district shall notify a student's parent if the student has been absent from school, without excuse under Section 25.087, on three days or parts of days within a four-week period. The notice must:
 - (1) inform the parent that:
 - (A) it is the parent's duty to monitor the student's school attendance and require the student to attend school; and
 - (B) the parent is subject to prosecution under Section 25.093; and
 - (2) request a conference between school officials and the parent to discuss the absences.
 - (c) The fact that a parent did not receive a notice under Subsection (a) or (b) does not create a defense to prosecution under Section 25.093 or 25.094.
 - (d) In this section, "parent" includes a person standing in parental relation.

- **All parties and/or parents will be referred to Truancy Officers.** Parents will be notified by letter after the third absence is reached. Excused absences are included in the mandatory attendance law. If a student does not meet the attendance requirements, they may either fail, be denied credit, or be withdrawn.
- Teachers submit attendance records daily, and these records are organized, maintained, and verified by the school administration.
- Students away from school can be counted present if the absence is due to board-approved activities, an approved mentor program, participation in an Early and Periodic Screening Program, Diagnosis and Treatment Programs implemented by the Texas Department of Human Services with contractual cooperation of the Texas Department of Health, observance of religious holidays, a documented appointment with a health care professional, if that student commences classes or returns to school on the same day of the appointment. Adequate documentation must be filed for counting a student present under any of these conditions.
- Any reclassification related to attendance requires proper documentation.
- There are some illnesses or conditions that will require you to keep your student at home while he/she has a contagious condition. These conditions include chicken pox, ringworm, pinkeye, head lice, or fever.
- When a student is absent, Jubilee Academic Center must have a note from the parent and/or doctor concerning his/her absence(s). It must include the following:
 - student's name
 - grade level
 - days missed and reason
 - parent's signature
 - parent's home and work phone numbers

This note needs to be taken to the attendance office upon returning to school. If you, the parent, call and notify us that your child is absent or tardy, a note is still required for documentation purposes, including part-day absences. All students are required to provide documentation authorizing a student to sign out or be checked out before the end of each school day. We keep a file of all notes received for school records. **Only four parent notes per semester will be accepted.**

The state has provided for us a list of reasons that we must use to determine excused or unexcused notes.

Excused Reasons:

- school-related activities – must have prior approval from JAC superintendent or principal
- illness – after **three** consecutive days missed, a doctor's note must be provided
- family illness – immediate family only, subject to approval
- death in family
- family emergency – immediate family only, subject to approval
- religious holidays – must have prior approval from JAC superintendent or principal
- doctor's appointments – must have doctor's note

Other reasons such as traffic, waking up late, car and transportation problems (i.e. missed bus, ride didn't pick up, etc.), are not excused.

If a student is absent and does not have a note when he/she returns, the absence is unexcused. We will give a two-day grace period, which means that the student will be given an Unexcused Absent

Slip until he/she provides us with an excused note. If he/she fails to give us a note between the date absent and the end of the two-day grace period, it will be unexcused.

Attendance Committee

The School Board shall appoint one or more attendance committees to hear petitions for class credit by students who are in attendance fewer than the number of days required under Subsection (a) of Education Code Ch. 25. Classroom teachers shall comprise a majority of the membership of the committee.

Unusual extenuating circumstances are the basis for appeal to the attendance review committee. These include:

1. Personal illness with note from physician.
2. Hospital confinement.
3. Death in the family.
4. Serious personal and family problems.
5. The absence of a teen parent who is caring for his/her child.
6. Other situations recognized by the principal, superintendent, or committee.

Attendance – Make Up Days for Compulsory Attendance Requirements

A student must attend Summer school in order to meet the compulsory attendance requirements.

Attendance Officers

Jubilee Academy

Mr. Israel Rios

The campus attendance officer has the power to investigate each case of a violation of the compulsory school attendance requirements and to enforce compulsory school attendance by referring a student to a juvenile court or filing a complaint against a student in a county, justice, or municipal court. The attendance officer has the power to file a complaint in a county, justice, or municipal court against a parent who fails to require their child to attend school as required by law. A Class C misdemeanor by the court may require the defendant to provide personal services to a charitable or educational institution as a condition of the deferral and a fine may be collected.

Backpacks

Only school appropriate backpacks may be used. Appropriateness will be determined by school administrator. Backpacks are subject to inspection by the school administrator at anytime. No writing, buttons, or patches are allowed on backpacks.

Bilingual/English as a Second Language Education

English is the basic language of instruction in our schools. Children who have limited English-speaking skills will have access to programs to help them learn to understand, speak, read, and write the English language. At the time you enroll your children for the first time, you will be asked to complete a Home Language Survey so we know whether to take additional steps to be sure your child is properly served. At Jubilee Academic Center, students with limited English will receive ESL instruction.

Birthday Parties

Parents may arrange a birthday celebration with their child's teacher. Refreshments must be store bought. Birthday celebrations are coordinated by the campus administrator and are held at the end of the school day.

Bullying:

Bullying means engaging in written or verbal expression or physical conduct that a school district board of trustees or the board's designee have determined:

(1) will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or

(2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Bus Policy and Availability

There will be a \$3.00 charge per student for the use of the bus. Students are expected to follow all school policies and procedures or directives from the bus driver while being transported on the bus. Students may lose the privilege to ride the school bus for failing to comply with the rules and regulations of Jubilee Academic Center Inc.

Athletic events and students being transported from one campus to another are exempt from fees.

Cafeteria Conduct

Students will clear their table and dispose of trash in garbage containers.

Students will not be allowed to leave their table until table, seats, and floor are clean.

Talking in a classroom voice is permissible. Shouting is unacceptable.

In order to eliminate disturbances to the classes, talking is not permitted in the hallway while reporting to/from cafeteria.

Cafeteria lines are to be orderly: no pushing, running, or cutting in lines.

School staff on duty (administrators, teachers, custodians, and food service personnel) will hold students responsible for their behavior.

Students who deface cafeteria tables or gym floor will pay to restore the damaged property. A student will not be permitted to return to class until the payment has been made or arrangements for payment are made.

Care of School Property

Any student who defaces, disfigures, or destroys school property will be required to repair the damage or pay full monetary restitution for the damage. This includes any part of the restroom, desk or any type of furniture, lockers, or any other school property. Student will not be allowed to return to class until payment has been made or until arrangement to make the payment is made.

Family Code 33.01 states a student's parent/guardian is legally liable for property damage caused by the negligent conduct of the student, and for the willful or malicious conduct of a student who is at least 12 but under 18 years of age.

Cell Phones

Students are not allowed to use cell phones for any reason during school hours. This includes text messaging and checking the phone for time. Cell phones shall remain off during school hours. If cell phones are confiscated as a result of cell phone use violation, parents will be required to pick up the cell phone and pay a \$10.00 fine. If persistent violations occur, students will not be allowed to bring their cell phone to school. All fines will be deposited into the district's textbook account. When a cell phone is confiscated, the administrator has a right to review cell phone text messages. Sending, receiving, or forwarding sexually suggestive or explicit words and/or photos via a text message on a cell phone may result in expulsion from Jubilee Academy. In Texas, "sexting" can result in state felony charges and/or imprisonment, including obscenity. Local law enforcement will be called.

Chewing Gum, Eating, And Drinking

There will be no gum chewing, eating, or drinking on the school grounds or in school buildings, unless designated by the school administrators.

No outside food or drink will be allowed in the classroom, except for approved celebrations. High school students may have a 16 oz., store bought, clear water bottle. To avoid mischief, water bottles may not be refilled. Drinks are never allowed in computer classes. Students caught chewing gum, eating or drinking, will be disciplined according to discipline policy.

Computer Usage Policy

(See Handout)

Courtesy and Respect

True courtesy is an attitude of the heart, which gradually becomes a learned etiquette. It is expected that all Jubilee Academic Center students will show proper courtesy and respect to all adults on and off campus. Students are instructed to use 'Please' and 'Thank you' in all cases. The technique of polite reply to all adults, not just teachers, includes;

1. Using "Mr.," "Mrs." And "Miss" (using last names when speaking with adults).
2. Using "Sir: and "Ma'am" in responding.
3. Using a person's last name in responding.
4. Using expressions of courtesy such as 'Excuse me' and 'May I'.

Deliveries to Students

All deliveries to students must be received at the front office. No deliveries are to be made directly to classrooms. Deliveries made to students will be held in the office and delivered to students at the end of the school day.

Dress Code

Uniforms are mandatory for all students at Jubilee Academic Center. Students, based on teacher recommendation, may earn the privilege to participate in Friday Relaxed Dress Day (see below). Uniforms are to be worn from the first day of school through the last day of school. If your child comes to school without the proper uniform attire, a written excuse to the office must come from home. The following are examples of acceptable excuses: family emergencies i.e. medical, death in family, fire, etc. Examples of unacceptable excuses are as follows: washer/dryer broke, spent the night at relatives, parent didn't wash, out grew uniform, etc. If the student does not have an excuse, parents will be notified so that students will be compliant with the school dress code. Any classroom time lost due to inappropriate dress will be considered an unexcused absence. If a student is sent home during a test, students may not be able to make up the test. If the student is unable to comply with Dress Code, he/she will be given detention after the third violation. Persistent violations of the dress code may result in In-School Suspension or Suspension. The dress code is as follows:

BOYS

Pants:

- **ELEMENTARY & MIDDLE SCHOOL BOYS WILL WEAR**

Regular Khaki or navy blue slacks with straight legs with no more than four pockets and must be worn at the waist with a belt. No cargo pants or corduroy permitted.

Pre-kinder through fifth grade students may wear khaki or navy blue uniform shorts which extend to the knees with no more than four pockets.

Middle school students may wear knee length shorts on Friday relax dress day only. Solid navy blue cotton warm ups may be worn in elementary and middle school at Jubilee if the temperature falls below 55 F.

Shirts:

- **ELEMENTARY & MIDDLE SCHOOL BOYS WILL WEAR**

Monday - Thursday – Polo shirts will be solid navy blue with collars or school T-shirt. Shirts must be tucked in at all times. Long sleeve navy blue, black, or white undershirts are permitted.

Magnificent Monday (College, Club and Spirit Day): Elementary and middle school students may wear authentic or accredited college t-shirts and jeans that comply with the school blue jean policy. The club shirts may be worn with jeans. Students may also wear their spirit shirt on Monday.

Belt: A black, khaki, brown, or navy blue smooth belt with a plain buckle must be worn at all times. (No spikes or metal ornaments on belts.)

Shoes: Tennis shoes or dress shoes should be worn. Sandals, open toe shoes, Skele-toes shoes, and skate shoes are unacceptable due to safety issues and PE classes. Steel-toed boots are unacceptable. Laced shoes must be tied.

Hats & caps: Are not allowed on the school campus unless approved for special activities and/or events. Hats, caps, beanies, sweat bands, bandannas, and sunglasses are not permitted.

Hair: Shaggy, unkempt hair is not allowed. No sculpturing (hair design), spikes higher than 1”, exotic cuts such as a Mohawk or faux-hawk, unusual wedged haircuts, pony or pig tails. Beads or accessories are not allowed. Hair must be clean and neat in appearance, tapered cut around the ear and back of head. Hair must be cut short from the front; no hair will hang over the eyebrows. Hair cut will be at collar length. Students with highlights and/or hair coloring that are not natural or distracting will not be allowed to stay in school. The administration will be the final authority on what may or may not be acceptable. See attached sheet for acceptable hair styles.

Jewelry: Only one small necklace (12 to 18 inches), one ring, and one watch may be worn. Rubber bands may not be worn as bracelets. All other forms of jewelry are unacceptable. Necklace is required to be worn inside the uniform shirt. Any jewelry confiscated will be sent to the office for safekeeping until parent/guardian picks it up. Under no circumstance will the school be responsible for jewelry that is broken, lost or stolen.

Winter Attire: Pull over clothing will not be allowed to circumvent the school uniform policy. **During warm weather, jackets and pullovers are not allowed.** When classrooms become too cold, a light weight jacket may be carried inside the student’s backpack if necessary. **The hoods of pullover jackets may not be worn inside the school building.**

GIRLS

Pants:

- **ELEMENTARY & MIDDLE SCHOOL GIRLS WILL WEAR**

Appropriate regular Khaki or navy blue slacks, skirts, skorts, or jumpers. Slacks may not have more than 4 pockets. NO HIPHUGGERS. Slacks should be neither tight nor baggy, but should be comfortable & moderately loose fitting. Slits on skirts must not extend above the knee. Skorts must extend to the knee. PK-5th grade students may wear khaki or navy blue uniform shorts which extend to the knees with no more than four pockets. Solid navy blue cotton warm ups may be worn in elementary and middle school at Jubilee if the temperature falls below 55 F. Over-sized clothing is not allowed. **Middle school students** may wear knee length shorts on Friday relax dress day only. Solid navy blue cotton warm ups may be worn in elementary and middle school at Jubilee if the temperature falls below 55 F.

Belt: A black, khaki, brown, or navy blue smooth belt with a plain buckle must be worn at all times. (No spikes or metal ornaments on belts.)

- MIDDLE SCHOOL GIRLS MAY WEAR

Uniform capris are allowed. They must be below the knee, and not have embroidery, studs, or designs.

Magnificent Monday (College, Club and Spirit Day): Elementary and middle school students may wear authentic or accredited college t-shirts and jeans that comply with the school blue jean policy. The club shirts may be worn with jeans. Students may also wear their spirit shirt on Monday.

Shirts:

- ELEMENTARY & MIDDLE SCHOOL GIRLS WILL WEAR

Monday-Thursday- Polo shirts will be solid blue. Shirts must be long enough to be tucked in and remain tucked. Long sleeve navy blue, black, and white undershirts are permitted.

Belt: A black, khaki, brown, or navy blue smooth belt with a plain buckle must be worn at all times. (No spikes or metal ornaments on belts.)

Shoes: Tennis shoes or dress shoes may be worn. Shoes should be secured at the toe and heel. High heels, platform shoes, roller shoes, sandals, open toe shoes, Skele-toe shoes, and house slippers will not be permitted. Girls will not wear combat boots.

Hats & caps: Are not allowed on the school campus unless approved for special activities and/or events. Hats, sweat bands, beanies, bandannas, and sunglasses are not permitted.

Hair: Hair coloring that is bright or unusual is not permissible. Students with highlights and/or hair coloring that is not natural or distracting will not be allowed to stay in school.

The administration will be final authority on what may or may not be natural or distracting.

Make up and Nail Polish: Should be limited and used in moderation.

Jewelry: No more than two traditional earrings may be worn at the ear lobe. Earrings will be worn only in the ear lobe. Any other visible facial or body piercing will not be permitted, including but not limited to: Gauges, plugs, spacers, ear stretching accessories, bones and alike are not acceptable.

All other forms of jewelry are not permitted. Under no circumstance will the school be responsible for jewelry that is broken, lost or stolen. No excessive jewelry or jewelry that is in bad taste.

Winter Attire: Pull over clothing will not be allowed to circumvent the school uniform policy.

During warm weather, jackets and pullovers are not allowed. When classrooms become too cold, a lightweight jacket may be carried inside the student's backpack if necessary. The hoods of pullover jackets may not be worn inside the school building.

Patches: Patches are not allowed on jackets or backpacks for boys or girls unless permitted for school-sponsored clubs.

RELAXED DRESS DAY –

Fridays will be designated Relaxed Dress Days. This is a fundraising program to support school activities and to pay for repairs due to student vandalism. Participation is a privilege earned that

will be determined by the child's teacher. Participation in the Relaxed Dress Day is completely voluntary but students who wish to participate must fill out and return to the office a Relaxed Dress Day Application. Application is available in the registration packet. ***Relaxed Dress may be taken away after repeated office referrals or repeated offenses during the week.*** Dress code rules will be applied even on relax dress day, except shirts do not have to be tucked in. Sandals, slippers and pajamas are never allowed.

PARENTS – IT IS YOUR RESPONSIBILITY TO SEE THAT YOUR CHILD IS IN COMPLIANCE WITH THE DRESS CODE OF THE SCHOOL.

Drivers License Verification

Any student driving a car to school will be required to present their driver's license and proof of insurance to the school office. Students will not be allowed to sit in the car before school, during lunch, or after school to listen to the radio or talk.

Drug Free School Policy

Jubilee Academic Center is determined to foster a safe and caring learning environment for its students. Please help Jubilee Academic Center faculty and staff send a strong message to our students to avoid drugs. Support drug prevention efforts on our campus. Random drug searches will be conducted throughout the school year.

Note: All faculty and staff can be required to be drug tested as a condition for their employment.

Dual Credit Program

Students participating in the dual credit program will still be required to follow the guidelines outlined in the student code of conduct and the student handbook. Participation in the program is a privilege that may be revoked for violations of the student code of conduct.

Emergency Closing

In the event of bad weather or hazardous driving conditions, please tune in to KTSA (AM Radio 550) or to KSAT CH- 12 for school closure information. Since we are located in the East Central School District, we will follow their announcements, unless Jubilee is mentioned specifically. We will do everything we possibly can to inform our school families through the radio or television media in the event of bad weather.

Enrollment

Non-Discrimination Statement

Jubilee Academic Center does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education or providing access to benefits of education services, activities, and programs in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments Act of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act. However, students may be denied admission or readmission based upon documented behavior problems.

There will be limitations to the number of students admitted per grade level. In the event that, during the period of registration, more students enroll in the program than we are prepared to serve, a lottery will be held.

Students will be enrolled in the grade that follows their last completed and passed grade in their last year in school. Students entering mid-year will be placed in their current grade.

Extra Curricular Activities

Extra-curricular activities are an important part of the JAC program. The purpose of such activities is to provide enrichment opportunities for the personal, social and educational growth of each student. Participation is a privilege that may be withheld as disciplinary action by an administrator.

Field Trips

Field trips are for educational or celebration purposes. Students must wear their school T-shirt or uniform shirt. Parents/guardians may be asked to serve as a chaperon and may be assigned to a group of children to supervise. Chaperones will be required to get a background check. Parent/guardians are not allowed to bring any other children. If a parent does not want to chaperon they must provide their own transportation to the field trip destination. *All students must return to school on the bus.*

Fire Drills

Fire drills are held in accordance with the suggestions of the San Antonio Fire Department and in cooperation with the state organization for fire prevention. The drills are a precautionary measure for the safety of the students. Students will leave the building in the manner prescribed for each classroom. Instructions are posted on the bulletin board in each room. All teachers and pupils should know the procedures for leaving each room and the regulations that help them provide for the safety of everyone. During fire drills, students are to move quickly in an orderly manner, refraining from conversation, and walking independently of others during fire drills. The signal for a fire drill is three bell rings. The signal to halt is one bell, and the signal to return to class is two bells.

Food Service

Breakfast will be available from 7:15 a.m. through 7:40 a.m. each morning. Middle school and high school student should be finished by 7:45 a.m. JAC is a closed campus. Elementary students will be served breakfast in their rooms from 8:00 to 8:15 a.m. All elementary students will have free breakfast in the classroom. Students are not allowed to leave campus for lunch. Students are encouraged to participate in the Lunch Program or bring a sack lunch. Students are to bring appropriate change

Jubilee Academic Center will participate in the Federal Free-Lunch Program in compliance with applicable rules and regulations, i.e. providing free universal breakfast to middle and high school students in the cafeteria.

Parents are discouraged from bringing fast food (outside food) to their child(ren) at lunch. Should parents bring outside food for their child(ren) at lunch it can only be for their child(ren) and not other students. Parents are welcome to eat lunch with their children, however; we encourage students and parents alike to support our school lunch program.

Snacks and drinks will not be sold to elementary and middle school students in the cafeteria after lunch.

Meal Prices for 2011-2012 (prices subject to change, parents will be notified)

	Breakfast	Lunch
Full Payment	Free	3.00
Reduced	Free	.40

Charging -- Is not allowed. A sandwich will be served in the event a student does not have money. The parent will be notified and the student should bring money to pay for the next meal.

Gifted and Talented Services

Kinder through eighth grade students that are identified as Gifted and Talented will receive additional services as detailed in the Gifted and Talented program. Open referrals for the gifted and talented program will occur in October and closed referrals will take place in April (teachers only). A permission to test form will be sent to the parents. The SIGS Home Survey, SIGS School Survey, and the TONI-3 will be administered by the designated GT contact. Following the testing, a GT committee meets to determine student eligibility. Parents will be notified whether or not their child is identified as a student in need of gifted and talented services. Students identified needing gifted and talented services will be provided with a schedule for services.

Grade Placement Committee

Students in Grades 5 and 8 shall demonstrate proficiency in the subjects required, in order to advance to the next grade. Demonstrated proficiency is defined as meeting the passing standard on the appropriate assessment instruments. A student who does not demonstrate proficiency may only advance to the next grade if the student’s Grade Placement Committee determines by unanimous decision that the student is likely to perform at grade level at the end of the next year given additional accelerated instruction.

GPC is composed of the principal or the principal’s designee, the student’s parent or guardian, and the student’s teacher(s) of the subject of the grade advancement(s) test on which the student has failed to demonstrate proficiency. If this teacher is unavailable, the principal shall designate a certified professional educator who is most familiar with the student in the subject area to serve on the GPC. If a parent or guardian is unavailable, the remaining members of the GPC must convene. The complete Commissioner’s Rules on the GPC are available for inspection in the school office.

Grading Policy

Evaluation of student work shall be by numerical grades. The numerical grades are as follows (1st-8th grade):

<u>Quality of work</u>	<u>Numerical grade</u>	<u>Letter grade</u>
Excellent progress	90 -- 100	A
Above average progress	80 -- 89	B
Average progress	75 -- 79	C
Satisfactory progress	74 -- 70	D
Failing progress	Below 70	F

The following subjects will receive letter grades (All grade levels):
 Music, Art, P.E., Handwriting, and other electives as determined by the campus administrators.

<u>Quality of work</u>	<u>Letter grade</u>
Excellent	E
Satisfactory	S
Needs improvement	N
Unsatisfactory	U

Grading Policy – Pre-Kindergarten and Kindergarten

	<u>Letter grade</u>	<u>Conduct</u>	<u>Letter grade</u>
Excellent	E	Excellent	E
Satisfactory	S	Satisfactory	S
Needs improvement	N	Needs improvement	N
Unsatisfactory	U	Unsatisfactory	U

Immunization

No shots, No school. A student must be fully immunized against certain diseases or must present a notarized certificate or affidavit stating that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, tetanus, polio, measles (rubella), mumps, rubella, varicella, and hepatitis A & B series. Proof of immunization must be personal records from a licensed physician or public health clinic, with a signature or rubber-stamp validation. In case of varicella (chicken pox), a signed statement, from the parent indicating the approximate month and year in which the student had the illness should be turned in with the immunization record. See attached updates.

Library

The library is a resource center providing books, magazines, and other material that may be checked out. Food or drink is not allowed in the library. All library books and other material must be returned three weeks before the end of the school year. Library fines must be paid before the student can check out any additional books.

Lockers

Lockers are school property used temporarily by the student. The school maintains the control of the lockers at all times. The school may inspect any locker at anytime. Students should not expect privacy of the contents of their lockers, desks, or other school property. Students must keep their locker locked at all times with a combination lock or key that they provide. Students must provide a key or combination to the middle school homeroom teacher. Students may not share lockers at anytime. The school will not be responsible for items lost or stolen from school property.

Lost & Found

Articles found on school grounds should be taken to the front office and placed in the lost and found container. Articles not claimed at the end of each semester will be disposed of through appropriate channels.

Medical Policy

Parents are encouraged to schedule the administration of student medicine so that medication brought to school will be kept at a minimum.

Designated personnel will dispense medication to students, as prescribed by doctors and directed by parents/guardian. Any prescribed or non-prescribed medication must be in their original containers. Prescribed or non-prescribed medications must bear the original label. Prescribed medicine must show the student’s name, dosage, physician’s name, pharmacy and date filled. If prescribed or non-prescribed medication is to be given for more than five days, a physician’s permission and a parental permission form must be on file at the school.

All medicines are to be given to the designated person immediately upon arrival at school, accompanied by a note from the parent requesting administration of medication.

When a child becomes ill at school, the child's teacher or administration will contact the parent/guardian or the emergency contact on emergency card. A child cannot leave the campus unless a parent/guardian or the emergency contact has been notified.

Meningitis Notice (Informacion de Meningitis Bacteriana)
(Bacterial Meningitis handout follows on next page)

Parties

Texas Department of Agriculture has modified its Foods of Minimal Nutritional Value policy (FMNV). One of these items modified is School Holiday Celebrations. It states "Student may be given FMNV items during the school day for up to **three different holiday celebrations** each school year to be determined by school officials. Pre-K – 12th grades may have parties on Christmas, Valentine and End-of-the-Year.

Parent Conference

Conferences may be scheduled throughout the school year at the request of the parent or the teacher. Parents may schedule a conference by sending a note with the student to class or the parent may call the school office and request that the teacher contact the parent during their conference period. Conferences may be scheduled during teacher conference time, before and/or after school.

Parent Teacher Organization

The PTO will meet once a month, or as deemed necessary. The PTO at Jubilee Academic Center provides communication among parents/guardians, teachers and school administration. The administration of Jubilee Academic Center looks to the leadership of the PTO to help foster community involvement.

Parent/Principal's Social

Parent principal social will be held monthly to convey current campus events.

Parking and Traffic Safety Policy

For the purpose of this provision "school grounds" means school campuses or grounds upon which facilities or activities of this school are located, including any grounds, facilities or buildings used by the school for assemblies or other school-sponsored activities.

All laws regulating traffic on highways and streets of this state shall apply to the operation and parking of vehicles on school grounds.

Persons operating and parking vehicles on school grounds are to obey vehicle operation, speed, parking and other permitted regulations posted on school grounds.

The School Principal shall determine and post signs:

1. Establishing parking lot and drive way speed limits
2. Designating "No Parking," and "Handicapped Parking" areas
3. Directing and controlling the flow of traffic on and off school grounds including "Stop Signs" and "Yield Signs."
4. Designating "Entrance Only" and "Exit Only" driveways

5. Prohibiting drivers from leaving a running vehicle unattended or abandoning a running vehicle with children inside.
6. Establishing other driving, parking and visitor regulations as approved by this Board.

The Principal may suspend the driving and parking privileges on school grounds of violators of such rules and regulations and may further:

1. Refuse entry onto school grounds;
2. Request person engaging in conduct disruptive to the educational environment leave the school grounds;
3. Request assistance of law enforcement officers to enforce these policies and regulations;
4. Seek prosecution for violations as permitted by statute.

Permanent Records

The school administrator has developed and maintains a comprehensive system of student records. The records are stored in a safe and secure manner and are conveniently retrievable for utilization by authorized personnel.

You have parental rights under the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA is the federal law designed to protect the privacy of a student's educational records. FERPA gives certain rights to parents regarding the education records of their children. These rights transfer to a student or former student who has reached the age of eighteen (18) or who is attending any school beyond the high school level. Students and former students to whom the rights have been transferred are called "eligible students".

Parents or eligible students have the right to inspect and review all of the student's educational records maintained by the school. Schools are not required to provide copies of materials in educational records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records personally. The school does have the right to charge a ten-cent per page fee for copies.

Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still refuses to make the correction, the parent or eligible student has the right to place a statement in the records commenting on the contested information in the records.

Generally, the school must have written permission from a parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, a limited number of parties such as: school employees, on a "need to know basis"; other schools to which a student is transferring; parents, when a student over eighteen is still dependent; and to certain government officials in order to carry out lawful functions.

Please Note: It is important to note that all parents have the right to access information regarding the education of their child. Therefore, unless the district has on file a court order (divorce decree) terminating the parent relationship, any parent has the right to request and receive student records regarding their child(ren) regardless of what the other parent tells us.

Progress Reports

Every three (3) weeks parents will receive a progress report. Students receiving failing grades, or in danger of receiving failing grades, will be contacted by the teacher for a parent/teacher/student

conference. This conference will document all academic grades, class participation, student behavior, and overall student effort.

Prohibited / Dangerous Items

Marks-a-Lot and other permanent markers are not allowed.

Personal electronic devices are not allowed on school grounds and will be confiscated by school administration and staff if found on school property. Parents will be notified for a conference and at such time, the item may be returned after the parent pays a \$10 fine.

Search-The school administrator reserves the right to search backpacks, lockers, purses, and automobiles and other personal belongings of a student suspected of being in possession of prohibited and dangerous items when there is reasonable suspicion.

Promotion & Retention

(See Student Success Initiative Brochure)

Texas Education Code 28.0211 states students in 5th and 8th grade must demonstrate proficiency in Reading 5th and 8th grade students must demonstrate proficiency in mathematics in order to be promoted to the next grade level. Proficiency is defined as meeting the passing standard on the appropriate assessment instruments or on a state-approved alternate assessment. A student who does not demonstrate proficiency may only advance to the next grade if the student's Grade Placement Committee (See Grade Placement Committee) determines by unanimous decision, in accordance with the standards for promotion established by the school board, which the student is likely to perform at the grade level at the end of the next year given additional accelerated instruction.

Elementary:

Students must maintain a 70 overall avg. in all core subjects (Reading, Lang. Arts, Math, Science, Social Studies in order to be promoted to the next grade level.)

Middle School:

Students must maintain a 70 overall avg. in all core subjects (Lang. Arts, Reading, History, Math, Science and a 70 overall avg. in their elective courses.)

Students who have been retained in Grade 8 in accordance with the grade advancement testing requirements may earn course credit for high school graduation during the next school year in subject areas other than the required courses in the subject area which caused the student to be retained.

Retention Notice

If a student is in danger of failing, parents will be sent a letter of retention notice in January. A second letter will be mailed to parents in March if there is no improvement. A third and final letter will be mailed out the first week of May.

Report Cards

Student achievement is reported every six weeks with a report card presented to the student, then signed by the parent and returned to the class teacher. End of year report cards will be mailed directly to parents.

Restricted Areas

Fire stairwell must not be used to exit the building unless there is an emergency.

Returned Checks

There will be a \$25.00 fee on checks returned to the school for insufficient funds.

Sexual Harassment

Sexual Harassment is not tolerated in any form or fashion.

Definition: Engaging in conduct that constitutes sexual harassment, whether the conduct is by word, gesture, text, or email, including but not limited to, requests for sexual favors, and questioning or commenting on sexual orientation.

School – Parent Compact

(See Compact Handout)

School Schedule for Students

PK	8:00 a.m. to 3:00 p.m.
K – 5 th	8:00 a.m. to 3:15 p.m.
6 th – 8 th	8:00 a.m. to 4:00 p.m.

Social Events

The rules of conduct & grooming will be observed at school social events held outside the regular school day. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. A student attending a party or social event will be asked to sign in and out when leaving before the end of the party, anyone leaving before the official end of the party will not be re-admitted.

Social Networking

The school has discipline authority over a student’s off-campus blog remarks, or any material posted on a student’s social networking page/videos that creates a foreseeable risk of substantial disruption at school and will be addressed by Student Code of Conduct.

Parents and guardians are advised to ask if a child or teen has a profile on a social networking site such as MySpace or Facebook and alike. Parents are advised to view their child’s site to verify that the site is safe and may recommend it be set to private. Parents should discuss the contents, contacts, and especially check to be sure the site doesn't divulge personal contact information.

Express your concerns for your child's safety, and let them know you want to visit the site periodically.

Special Education

Special needs students will be served in the classroom through differentiated curriculum, modifications as identified in individual education plans and accelerated learning strategies when appropriate. These special populations include special education and Section 504 students.

(210) 333-6227

Mrs. Cheryl Stewart

Sports

Passing grades are required for participation in sports activities. A student whose grade in any course falls below a 70 will not participate but must attend at least 1 game during that week. The student must attend tutoring in the content area. Grades will be checked on a weekly basis.

Participation in sports is a privilege earned by the student and the campus administrator may revoke it. Registration and uniform fees will be due to the school office and a receipt must be shown to the coach before a student is allowed to participate in practice. Students may earn the privilege of wearing their sports jersey and jeans on game day

Student Code of Conduct (See Student Code of Conduct Handbook)

Summer School-(Refer to School Calendar for Summer School dates)

Summer school programs are mandatory for students that do not meet standards on the state assessments, TPRI, or other assessments during the academic year. Students that are performing academically below level will be required to attend summer school. Students must successfully complete the summer school program in order to be promoted. Students must attend summer school 90% of the time. **Students identified as being in need of summer school must attend summer school; failure to do so is a breach of the Parent Compact and will result in immediate withdrawal from school.**

Tardy Policy

Students are expected to be on time for all of their classes. The following steps will be followed to assure proper documentation of tardiness:

1. Students will get a tardy slip from the school office upon arrival to school after 8:05 am.
2. Excessive tardies will constitute referral to the Attendance Officer and will be subject to the appropriate actions outlined in the Student Code of Conduct.
3. All tardies will be documented in the grade book by the classroom teacher.

Teacher Qualification Notification

Parents have a right to know the professional qualifications of the classroom teachers who instruct their child, and Federal law requires the school district to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and if so, their qualifications.

If you would like to receive any of this information, please contact Ms. Molly Hunt in our Human Resource office at 337-4994 extension 1055.

Testing

Assessing and evaluating is an ongoing process and is accomplished by using state approved, standardized and teacher made tests.

Jubilee Academic Center is required to participate in all state mandated testing.

Textbooks

Textbooks are issued to students; students are responsible for their textbooks, and should not loan their book to other students. Textbooks must be covered at all times. If a student loses a book the student will not be able to obtain another book unless the full price is paid for the lost book. If the textbook is returned damaged the student will have to pay a fee or in some cases, pay full price for the book. End of year report cards will not be given to students who have not cleared their textbooks with the office.

Tobacco Use and Possession

Students are prohibited from smoking, using, or possessing tobacco products or paraphernalia on school premises or school vehicles at school related or sanctioned activities on or off school property. This prohibition includes, but is not limited to cigarettes, cigars, pipes, cigarette papers, pipe, or cigarette tobacco, snuff, and chewing tobacco.

Transcripts

The school may forward education records upon request to officials of other schools or school systems in which the student intends to enroll without written consent, under the following conditions:

- the school has notified the parent or student that it forwards records to such officials
- the school has made a reasonable attempt to notify the parent
- the school furnishes a copy of the record to the parent if it is desired
- the parent has an opportunity for a hearing to challenge the content of the record

The school may request transcripts from previously attended schools for students transferring into our school; however, the ultimate responsibility for obtaining transcripts from previous school rests with the parent or student, if eighteen or older.

Transfer of Credit

Students transferring from an accredited school will be given credit for the core courses and those electives recognized by the state. Credit will not be given for district local courses.

Students transferring from a non-accredited school will be required to sign a contract to have some of the course work credited by accomplishing the following requirements:

- a. Passing all sections of the state assessment as appropriate.
- b. Successful completion of upper level core courses with minimum score of 70.

When these requirements are met, credit will be given for pre-sequential and/or pre-requisite courses. If the student fails any of the contracted core courses he/she may make arrangements with the Campus Principal to take end of course exams or credit by examination, at the student's expense, with a minimum score of 80.

Transportation

Parents must provide transportation for students to and from school.

Any person designated to pick up a student other than the parent(s) must be cleared through the school office and should be over 18 years old and have a picture ID or driver's license. The person should also be on the Authorized Student Pick-Up Form.

The VIA Bus transit is available for students who have a bus pass. Information that the student will be using the VIA Bus as transportation must be indicated on the "Authorization Student Pick-Up Form".

Tutoring

Tutorials are used to give teachers the opportunity to re-teach certain objectives and concepts to students, thus allowing these students to master objectives and improve their success level by remediation of their specific areas of difficulty. Students identified as being in need of tutoring must attend tutoring sessions, including before school, after school, and/or Saturday; failure to do so is breach of the Parent Compact and will result in immediate withdrawal from school.

Student athletes that are failing a class must attend tutoring during or after school instead of practice.

Valuables

Students are fully responsible for their personal possessions. Students are encouraged not to bring items of value or excessive amounts of money to school. Personal electronic devices are not allowed. The school is not liable for lost or stolen items.

Visitors

Visitors are not allowed in the classrooms unless it is official business and it has been cleared through the school office. Visitors will check in at the school office, present a valid picture ID, and will be given a visitors pass before entering a classroom. Visitors will also check out at the school office and return the visitors pass before leaving the school building.

Any person remaining on campus after being asked to leave by a school employee will be guilty of a class "C" misdemeanor punishable by a fine of \$200.00. The San Antonio Police Department will be called to remove offenders. This includes suspended students who are on campus and are not on official business.

Students' visitors are not permitted on site. This includes the parking lot.

Volunteers

All volunteers will be required to get a background check. Forms are available from the school secretary. Volunteers must comply with school rules and procedures. Volunteers may not bring small children when volunteering.

Withdrawal Procedures

Parents must inform Jubilee Academic Center administration of their intent to withdraw their child from school and sign the Withdraw Request Form at least twenty-four hours before the last day in school so records can be cleared, withdrawal forms issued, and teachers contacted. Parents must see that all textbooks and other school property are returned to the classroom before a child's last day of school.

Jubilee Academy

Parent Name _____ / _____
Please print *Please print*

Student Name/Grade Level

_____/_____
_____/_____
_____/_____

I have received the following information during registration at Jubilee Academy and an administrator has explained the contents to me. I understand and agree to all of the terms of:

Student & Parent Handbook

Student Code of Conduct

School – Parent Compact

Student Acceptable Usage Policy for Computers

I have also received the following information:

School Supply List

School Calendar

Parent's Signature: _____ Date: _____

Parent's Email _____@_____

Parent's Email _____@_____

Parent's Cell Phone Number _____ - _____

Parent's Cell Phone Number _____ - _____