



Jupiter Academy
EXCELLENCE IN EDUCATION

2015-16 Jupiter Academy Student Handbook

Jupiter Academy

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www.info@jupiteracademy.com

Handbook

The purpose of this handbook is to acquaint students and parents with the school's programs, services, and policies. A cooperative understanding is necessary among the school administration, faculty, staff, parents, and students. Our handbook is available on our website jupiteracademy.com.

Jupiter Academy's Mission and Vision

The mission of Jupiter Academy is to combine a modern education with the best of traditional values, while encouraging our students to become respectful, responsible, and successful young people.

At Jupiter Academy we motivate students to develop a solid foundation of values that includes a love of learning, personal responsibility, self-motivation, concern for others and a commitment to serve the community. Our goal is to inspire each student to master the skills of learning, communicating and evaluating choices, while also encouraging individual growth; intellectually, socially, morally, aesthetically and physically to each child's fullest potential.

Our primary responsibility is to address our student's academic needs while developing and supporting their interest in, and passion for, extracurricular activities. We strive for excellence in everything we do at Jupiter academy and we take pride in our students, our faculty and our reputation. We set high standards and advocate for each student to meet them. In doing so, we prepare our students to become independent, self-directed, collaborative and fearless learners. We believe that the best schools have the best people. Our success is founded on the philosophy of family, and at Jupiter Academy we are family.

CONTACT INFORMATION

Jupiter Academy Main Office: 561-747-1003

info@jupiteracademy.com

Principal: Neall Jones

njones@jupiteracademy.com

Finance Director: Gigi Macatangay

gmacatangay@jupiteracademy.com

Marketing Director: Dawn DeRosa

dderosa@jupiteracademy.com

JUPITER ACADEMY TUITION AND FEES POLICIES

Your tuition agreement serves as your reference to the amount of your monthly payment. Your tuition payment/supplement is due on the agreed-upon date (1stth or 15th). Payments may only be made through our F.A.C.T.S. (auto payment plan).

- A \$35.00 late fee will be charged to your account automatically if not paid within 30 days.
- There is a \$35.00 fee for all tuition received 30 days late.
- There is a \$35.00 fee for all returned checks.
- After two (2) returned checks you will be required to pay for miscellaneous charges with cash, charge card, or money order. There will be no exceptions.

Lunches are available from local vendors and must be preordered and prepaid. A menu is sent home on the third Friday of each month. *Lunches will not be ordered without prepaying.*

OUTSTANDING ACCOUNTS POLICY

Students whose tuition accounts are in arrears may not receive progress reports, report cards, yearbooks or, if graduating, diplomas. They will not be permitted to attend extracurricular activities. Student records can only be released when their account is paid in full and all financial obligations are met. Forwarding home and business addresses and telephone numbers must be received before records can be released.

If tuition is more than 2 months in arrears the student risks not being allowed to attend school.

ENROLLMENT FEE POLICIES

All enrollment fees (registration, material, assessment) will be charged per family with students enrolled in grades Pre-K through 8th grade. **Enrollment Fees Are Non-Refundable.** The enrollment fee reserves a place in class for the upcoming academic year.

Policies & Procedures

Attendance

Please notify the school office when your child is absent. Jupiter Academy encourages parents to talk to their child's teacher to set up a class work and homework make-up schedule. Florida law requires that "Each parent of a child within the compulsory attendance age shall be responsible for such child's attendance as required by law". To be successful in school, each student must attend school consistently. With our hands-on and cooperative learning approach, regular attendance is crucial as much of our learning takes place through discussion and shared activities. Excessive absences can adversely affect grades, awards, and student promotion. Parents should plan vacations and trips which do not conflict with the school's instructional calendar. When students arrive late or must leave early, they miss valuable information and are at a disadvantage. To encourage perfect attendance, our school awards students with a *Perfect Attendance Award* at the end of each school year (Perfect attendance means no absences or partial absences during the entire school year.)

Excusable Absences

- Personal illness
- Death in the Family
- Observance if religious holiday
- Quarantine for contagious disease
- Serious Illness requiring the student to stay home
- Legal Obligations

Excessive Unexcused Absences

When a student accumulates excessive absences the following procedures will be followed:

- **Five (5) days:** A parent education information letter is sent to the parents
- **Ten (10) days:** A letter is sent to parents requiring a doctor's note for each additional absence
- **Fifteen (15) days:** A conference will be scheduled with teacher and the parents
- **Twenty (20) days:** A meeting will be scheduled with the principal and the parents

****Students having more than twenty-four (24) absences for the year may, on the authority of the Principal and Board of Directors, be denied promotion.***

Arrival

Jupiter Academy asks that all K-8th grade students arriving on campus use the designated *Student Drop-Off Lane* located at the **south** entrance of our school. This is for the safety of everyone on our campus. Pre-K students ONLY should park in a designated parking spot and walk your child to the gate and sign-in. Students should arrive on campus by 8:15am and should be in their seats ready to begin the school day by 8:30am. Students arriving after 8:30am must enter through the front office and be signed in by a parent/guardian.

Arriving Late

Student drop off begins at 8:15 a.m. unless the student is enrolled in before care. Students arriving after 8:30 a.m. must be signed in tardy by parent/guardian, in the office. They will be marked late accordingly. We expect Jupiter Academy students to arrive on time to maintain respect for their own, and their peers' education.

Student Early Release

If a student must leave before the scheduled time, written notification is to be given to the teacher and office at the beginning of the school day. For security reasons, parents or legal guardians must come to the school office to sign their child(ren) out. At that time, the students will be dismissed from their classes to the office. Jupiter Academy appreciates when families make every effort to make appointments that do not interrupt the school day. **NO STUDENT WILL BE RELEASED TO ANY INDIVIDUAL WHO IS NOT LISTED ON THE EMERGENCY PICK UP FORM. WRITTEN PERMISSION FROM THE PARENT/GUARDIAN AND PHOTO ID ARE REQUIRED.**

A student accumulating three (3) or more tardies or early dismissals in any one (1) quarter may be assigned a detention or forfeit recesses to make up the time.

Dismissal and Pick Up

Dismissal is at the students' designated Drop Off/Pick Up Lane. The only exception to this policy is at special events where children may be released directly to their parents/guardians. Please remember that faculty, administrators, and staff may only release students to those listed on the emergency card. In the interest of security for our students, any unfamiliar person picking up your child will be asked to present a photo I.D. and the family's password. Students will be dismissed at the following designated locations and time:

SOUTH :	REGULAR	Early Dismissal
VPK Full day	2:45 p.m.	12:00 p.m.
VPK AM	12:00 p.m.	12:00 p.m.
VPK PM	4:00 p.m.	n/a
4 th and 5 th grade	3:00 p.m.	11:30 a.m.

NORTH:	REGULAR	Early Dismissal
Kindergarten	2:55 p.m.	11:15 a.m.
1 st Grade	2:55 p.m.	11:20 a.m.
2 nd & 3 rd	3:00 p.m.	11:25 a.m.
Middle School	3:15 p.m.	11:40 a.m.

Families with two or more students will pick up their children at the elder sibling's location at the designated dismissal time. Please use caution in the parking lot at drop off and dismissal for the safety of the children.

All children scheduled for **AfterCare** will always be sent to **AfterCare** unless a phone call is made to the office, or a note is written and given to the classroom teacher stating other arrangements. If you are more than 5 minutes past your child's scheduled dismissal time the student will be placed in aftercare and your account will be charged accordingly.

Child Custody

Jupiter Academy recognizes that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience. Parents and legal guardians are strongly encouraged to stay involved with their child(ren)'s academic progress. Unless a court order decrees otherwise, either parent or a legal guardian may view education records and attend school functions or school meetings regarding the student. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody of the student during the school year.

It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school. ***Child visitation and exchange of custody should not take place during school hours or on school property.*** Jupiter Academy assumes no responsibility for enforcing visitation or custody orders, and reserves the right to prohibit parents or legal guardians from entering school property if their conduct becomes disruptive to the school environment. Concerns regarding custody and visitation should be directed to the school's Principal.

Before and AfterCare Program

Jupiter Academy offers ***Before/AfterCare*** to all students who require an extended day. If a student arrives prior to 8:15 a.m., he/she must be signed in by a parent to ***BeforeCare***; if a student stays after the close of school, he/she will be sent to ***AfterCare***. If a student is not enrolled in our ***Before*** and/or ***AfterCare*** program, the parent's account will be charged accordingly.

BEFORE/AFTERCARE

- ***AfterCare*** is offered to J.A. students, siblings of J.A. students, and other age appropriate students from neighboring schools. To enroll a child in our ***AfterCare*** program, please complete the [AfterCare Tuition Enrollment Form](#) and return to the school office with the appropriate fee.
- A parent whose child is enrolled in ***BeforeCare*** may bring his/her child as early as 7:00 a.m.
- Aftercare begins at 2:45 p.m. and ends at 6:00 p.m.
- The charge for ***BeforeCare*** and ***AfterCare*** is \$2000.00 per year for J.A. students.
- The charge for ***AfterCare*** is \$1500.00 per year for J.A. students.
- Payment must be made monthly through our F.A.C.T.S. payment plan. A \$35.00 late fee will be charged to your account automatically if not paid within 30 days.
- ***BeforeCare*** and ***AfterCare*** are offered on some *Teacher Planning days* and *No School days* (please see current school calendar).
- ***BeforeCare*** and ***AfterCare*** is not offered when J. A. is closed.
- Any parent picking up his/her child after the designated closing time will be charged a late fee. This fee will be automatically charged to your account.

If your child is not enrolled in the ***BeforeCare*** and/or ***AfterCare*** program, but you require the service for him/her, the charge is \$15.00 per day for each day the child attends, space permitting. Remember to call to verify space availability.

The parent must enter the school to sign his/her child in/out when dropping off/picking up. Any parent picking up his/her child after the designated closing time will be charged a late fee. This fee will be automatically charged to your account.

BeforeCare Only: If you require early drop-off time for your student (before 8:15 am), you must sign up for ***BeforeCare*** and pay a fee of \$1000.00 per year.

Parking

Please do not park and leave your vehicle unattended in the driveway of the drop off loop or the main parking lot. Please park in a designated parking spot in the main parking lot. Please take note that several JA families have bid on personal parking spots and made significant donations for those spots. Please be courteous and do not park in these spots. There are several personal spots still available, if you are interesting please inquire in the main office.

Information Updates

If you have a change of address, phone number or email address at any time during the school year, please inform the office and teacher and the student's file can be updated accordingly. Most communications are done through email and we ask that you review your emails daily to be sure you don't miss any school communications.

Inclement Weather Guidelines

Jupiter Academy has an [Emergency Response Plan](#) for use in the event of early closings and other emergencies. Parents should have plans in place when students will need to be picked up earlier.

Jupiter Academy has a weather alert radio for up-to-date weather information. In the event of a hurricane or other emergency, Jupiter Academy usually dismisses and resumes classes following the Palm Beach County School District. There may be times, however, that dictate that Jupiter Academy decides to dismiss or resume classes according to our facility's and students' needs. Please listen to local radio and television stations for direction. Parents may also call the school office (561)747-1003 for instructions. Emails will be sent via Jupiter Grades to all contacts on file.

Should school be cancelled due to inclement weather, make-up days may include single day holidays and staff work days. Should these days be insufficient, spring break days will be utilized.

Crisis/Fire/Emergency Drills

All students and staff participate in monthly drills to prepare for the unlikely event of a severe natural event or emergency. Students will follow their teacher's directions for evacuating the building according to the escape routes posted in the classroom. Students walk quietly, in single file, to their designated meeting place on the campus away from the building. After students have cleared the building, attendance is taken, and an "All Clear" is announced when students may re-enter the building.

Telephone Usage

School phones may be used by students for emergencies. Students are not allowed to use the phone to arrange after school activities with their friends. Cell phones may only be used after school hours to call parents. Any use of cell phones during the school day will result in consequences including detention, suspension or confiscation of the device. Jupiter Academy accepts no liability for the loss, theft or damage of personal cell phones.

ACADEMICS

Communication

All students will have a take home folder that should be checked daily or weekly depending on your child's grade or class procedure. Teachers will provide a letter explaining their classroom procedures.

Parents can meet with their child's teacher by scheduled conference. Please call the office to set up an appointment. While every attempt will be made to return phone calls and emails in a timely manner, we ask that you please allow us 24 hours to respond to your inquiries. Parents may also communicate via the web at www.JupiterGrades.com. Every parent/guardian and

student is given his/her personal sign-on information at the beginning of each school year. Parents and students have the ability to view a student's information which includes grades, homework, and student behavior. With *JupiterGrades*, parents can set-up alerts when a student's grade drops.

Homework

Jupiter Academy believes that homework is vital to a student's positive academic development. Homework stimulates independence and self-direction. It reinforces school learning through practice, and provides an opportunity to spend extra time on school projects.

All homework assignments are recorded in each student's agenda on a daily basis. Writing in agendas helps students develop organizational skills. In addition, parents and teachers have an opportunity to communicate as needed. Parents should sign their child's agenda nightly.

Textbooks

Jupiter Academy furnishes textbooks, or virtual books to students. We urge you to cover any hardcover book issued to your child. Lost or damaged books must be paid for and replaced prior to release of report cards.

Grading Scale

Kindergarten through Grade 2

E – Excellent

(90-100)

S – Satisfactory

(70-89)

N – Needs Improvement

(69 & below)

Grades 3 through 8

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 59 or less

- *A quarterly assessment is sent home for our Pre-Kindergarten students.*
- *Grades may be viewed on JupiterGrades.*

Progress Reports

All parents receive a midterm progress report informing them of their child's academic achievement. The progress report is not a projected grade for the marking period, but an indication of the student's performance up to that time. Parents are asked to digitally sign the reports when made available.

Report Cards

Report cards are issued at the end of each nine weeks. Report cards serve as a record of Jupiter Academy student's academic and social development. Parents are asked to review, print, sign, and return the report card. Your signature indicates that you have seen the report card.

Awards / Recognition Day

Our high academic standards encourage all students to do their best each marking period. Jupiter Academy hosts *Award Recognition* for those students Kindergarten through 8th grade. Jupiter Academy recognizes academic and social achievement by honoring students at the end of the school year in the following manner:

Honor Roll and Awards guidelines

Citizen of the Month Award - teacher observations, student volunteers, participates in class, no warnings, getting along with others

PHR- Principal Honor Roll: 3.5 or above (academic grades or work ethic grades) all A's or all E's

HR- Honor Roll- GPA 3.0 – 3.5 (A's and B's or E's and S+'s)

B.U.G- Bringing up Grades

PA- perfect Attendance (0 abs 0 tardy)

CA- Commendable Attendance (1 abs or tardy)

Jaguar award- No behavior warnings and all assignments in on time for the quarter

Math- Most Improved for the Quarter

Reading- Most Improved for the Quarter

HRD- Honor Roll with Distinction- student who made HR all 4 quarters

PAD- Perfect Attendance with Distinction- students who had perfect attendance all 4 quarters.

Technology and Network Access

Jupiter Academy provides students with access to computer equipment, software and network services. These tools are to support learning related to curriculum. All students and parents must sign a [Technology Compliance Form](#), agreeing that technology will be used appropriately. Students understand that computer lab misuse may occur in many ways. These include the sending or receiving of messages which indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, or inappropriate language. Jupiter Academy has a *Zero Tolerance* policy for any unethical behavior on campus and field trips. A user who violates this policy, shall at a minimum, have his/her access to the computer network and internet terminated. Jupiter Academy may also take other disciplinary action in such circumstances.

Testing

Standardized achievement tests are given to all students in the fall and spring. During testing week, students should arrive to school on time. Students who arrive after the 8:30am bell will remain in the main office until his/her class has completed testing. Students will then have to make up the missed sections during make-up testing

Academic Misconduct

Including but not limited to cheating, plagiarism, and transmission of unauthorized academic information, will result in NO credit and may be subject to disciplinary action.

Visitors

Parents and visitors are always welcome at Jupiter Academy. All visitors, *including parents*, must sign in at the front office before going onto campus. Visitors will receive a visitor's badge that must be worn while on campus. Please remember this procedure is for our students' protection. Jupiter Academy appreciates your cooperation in regard to this procedure. Parents visiting for lunch with your child will be assigned a table in the lunch area to eat with your child. Parents visiting campus to help in the classroom must be screened through the fingerprinting process, please see Ms. Gigi for more information.

GENERAL INFORMATION

News Media Coverage

From time to time, news media representatives may photograph or videotape students in incidental news coverage. If a student is to be interviewed on school property by the news media, a signed parental consent form is required. This form is included in the [Registration/Emergency Data Form](#) and is also available in the school office. If parents object to their child being interviewed or photographed, this should be indicated on the [Parental Release for Interviewing, Photographing, and Videotaping/Audio-recording of Students Form](#), and returned back to their child's teacher.

Newsletter

The Jaguar Journal is our main source of information and upcoming events, activities, birthdays, holidays, etc. The newsletter is published weekly and is posted on the JA website (www.jupiteracademy.com) by Friday afternoon. Please be sure to read the newsletter weekly to keep up with all things JA. Furthermore, if your child is participating in a community service project or other activity outside of JA that you would like to share with us, we would love to include it in our newsletter. Please send any information to dderosa@jupiteracademy.com.

Parent, Teacher, and Student Organization (P.T.S.O.)

Our P.T.S.O. plays a crucial role in the success of Jupiter Academy. The P.T.S.O. works with the faculty and administration to improve all areas of campus life at Jupiter Academy. Families are encouraged to attend at least two meetings per semester. Parents are given advanced notice of the dates and times of the meetings. The P.T.S.O. also accommodates all parents by having the meetings on different days; either after school or in the evenings.

Volunteer Service

An active group of parents and community volunteers assists students and teachers with various activities. All families at Jupiter Academy are requested to donate 20 hours of volunteer service to the school. There are many activities to be involved in throughout the year. Some examples of ways parents have volunteered previously are: P.T.S.O., book fairs, class parties, fund raising and more. Please contact the office to discuss how you would like to volunteer. Donations to the school may be exchanged for volunteer hours (i.e. aftercare snacks, teacher materials, technology items, office supplies)

Community Service

Jupiter Academy participates in numerous community service projects that allow us to give back to our community. Some projects we participate in are "Food for Families", "Jump Rope for Heart" for the American Heart Association, collections for active military and more. Information will be sent home regarding events.

Lost & Found

Jupiter Academy makes every effort to help students safeguard their personal items. However, the responsibility ultimately lies with the student. Jupiter Academy's lost and found is located on the back deck near the cafeteria. Parents and students are encouraged to collect their items there. Unclaimed items periodically are given to local charities. Please print your child's name on all items brought to school such as calculators, and binders, and on all clothing labels, including outerwear and jackets, lunch boxes and backpacks. Valuable items should not be brought to school

Field Trips

Field trips are taken in conjunction with our curriculum to reinforce and enhance various units of study that are presented throughout the year. Students on a field trip are required to return to school on the bus with their class. Chaperones for field trips are requested on an *as needed* basis, at the discretion of your child's teacher. Please make the appropriate arrangements for younger siblings, as they are not permitted to accompany the class. All costs associated with field trips are the responsibility of JA families, must be paid in full, and in advance of the field trip **(in some instances fees may be non-refundable)**.

Lunch Program

Students may choose to bring their lunch, which must be in a lunch box that can fit in their backpack. Please send food that does not require refrigeration or heating. Do not send glass bottles, carbonated beverages, glass-lined thermos bottles, soda or candy. Parents are welcome to have lunch with their child on campus at a designated table (please don't forget to sign in). Student lunches may also be purchased from select vendors Monday- Friday. All lunches are to be pre-paid and ordered in advance through the main office. Order forms are also available on the JA website

Snack for Pre-Kindergarten to 8th Grade

Jupiter Academy students may bring a healthy snack to eat during their morning break. A few healthy snack suggestions are: cheese, fresh fruit, raw vegetables, dried fruit, bread sticks, applesauce, or raisins.

School Pictures

School pictures are taken in the fall (school uniforms must be worn) and spring. All families are asked to sign a waiver to allow their children's photos on our school's website, in school publications, and/or school newsletter.

Yearbook

Photos for the school yearbook are compiled throughout the year by middle school students. Yearbooks are distributed the last week of school. Cost is approximately \$50 and should be pre-paid.

EXTRACURRICULAR ACTIVITIES

Safety Patrol/Flag

Students are selected to serve as Safety Patrol at Jupiter Academy. These students earn this privilege by maintaining Jupiter Academy's standards for *Excellence in Education*. The Safety Patrol students help enforce the general rules of Jupiter Academy and also accompany the younger students at drop-off and dismissal times. Students are also assigned the responsibility of the daily raising and lowering of our country's flag.

Student Council

Kindergarten through 8th grade students will represent Jupiter Academy in serving the community through many outreach projects throughout the year. Student Government elections will take place in the fall.

Intramural Sports

Intramural sports are offered to middle school students who meet the “*Excellence in Education*” mission and philosophy of Jupiter Academy. Students who commit to participate and be part of a “team” are required to attend practices and games the entire season. Registration forms will be sent home with students. Additional fees apply.

After School Clubs/Activities

After school programs are open to all JA students who wish to participate. These activities and clubs allow for exploration of special interests and hobbies, provide an opportunity for positive social interaction among students, and encourage the development of healthy leisure activities. Programs are quarterly and are held one time each week for six weeks. Registration forms will be sent home with students prior to each quarterly session. Additional fees apply.

BEHAVIOR & DISCIPLINE POLICIES

Conflict Resolution

It is the policy of Jupiter Academy that all problems be handled as close to the original source as possible. Thus, parents/guardians are requested to discuss all concerns first with the teacher and then the school’s director.

Fighting, Intimidation, Threat, Improper Restraining, Hitting, or Causing Physical Injury

All students shall respect the right of all other students, staff members and visitors to be physically safe and secure. No students shall participate in a fight, intimidate, threaten, improperly restrain, hit or cause physical injury to other persons. Nor shall any student force or coerce any person to do anything against their will.

Fires

The attempt to set a fire, intentionally setting of a fire or setting off a fire alarm on school property or at a school sponsored event is not permitted and will result in suspension or expulsion.

Profanity or Abusive Language

A student shall not use any profane or abusive language by verbal or written means or by gestures on school on school premises on any school vehicle or at any school sponsored activity function or event.

Theft, Damage, Defacing, Vandalism and Misuse of Property

No student shall steal or be in the possession of stolen property, damage or deface any persons private property or school property.

Aiding or Abetting

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Disorderly Conduct

Any action by a student that includes interrupting, hindering, agitating, violence, coercion, threatening, disrespect to students or adults or failure to follow a directive including all curricular and extracurricular activities.

Disruption of the Educational Process

Any actions that interfere with the educational process are unacceptable. Repeated acts of disruption will result in disciplinary action.

HEALTH ISSUES

Diseases, illnesses, and injury

In the unlikely event that a student becomes ill or injured during the school day, Jupiter Academy will attempt to contact a parent, guardian, or other authorized person immediately to make any medical decisions. School personnel will use their professional judgment when evaluating the seriousness of an illness or injury. In an extreme emergency, school officials will make arrangements for immediate transport and emergency treatment of ill or injured students. Students should be symptom free for 24 hours before returning to school.

Communicable Disease

Jupiter Academy reserves the right to prohibit students with communicable diseases from attending regular classes. Jupiter Academy professional staff has the right to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments. Any removal will be only for the contagious period as specified in the Department of Health's guidelines.

Conjunctivitis (Pink Eye)

Symptoms usually include matting of the eye and/or inflammation and discharge from the eye. The child may return to school 24 hours after anti-biotic treatment has begun.

Skin Lesions

Children suspected of having impetigo or ringworm should not be in school until all lesions are healed or until a written note from a physician to the contrary is produced.

Temperature (fever)

Children with a temperature of 100.0 degrees or more will be sent home. He/She should not return to school until the temperature has been normal for 24 hours without any fever-reducing medications i.e. Motrin or Tylenol.

Head Lice

If the problem is detected while in school, the child will be sent home immediately. He/She will be permitted to return to school after treatment has been completed and all nits have been removed. The child will be checked by school personnel prior to re-entering school. We follow the State of Florida guidelines for a nit free environment.

Confidentiality of Medical Information

It is important that the school know your child's medical and psychosocial history. Disclosure of this information is given only to school personnel who care for your child. Only school staff and the child's parents/guardians has access to the records.

Medication and Special Health Needs

If a student has special health issues (medication, seizures, blood sugar checks, etc.), the parent/guardian is to schedule a time to meet with the school staff to arrange for these needs to be addressed. A Jupiter Academy staff member will assist the parent/guardian by preparing a

plan of care for the student and advising as to what supplies the student will need at school. Administration of medications, especially short term, should be done at home whenever possible. However, if a student is required to take prescription or non-prescription medication during the school day, the following guidelines must be met:

- A [Request for Administration of Medication Form](#) must be completed and signed by the parent/guardian. This medication form is available for your convenience in the front office.
- A [Physician's Authorization Form](#), which should be provided and signed by your physician, dentist, nurse practitioner, or physician assistant, is required.
- Medication must be in a container that has been labeled by the pharmacy and has the most current prescription date.
- Over-the-counter medication must be in a sealed, unopened bottle with prescription label or doctor's note.
- Parent /guardian must drop off medication to the front office (students are not permitted to carry medication).
- All medicine must be picked up by a parent at the end of the school year.

Parents/guardians may come to the school and administer medication to their child. Should you choose this option, please come to the office when you want to administer medication, we will call your child from the classroom.

Immunizations

As per the *Code of Florida*, schools must comply with all requirements for immunizations of school age children. There are specific requirements for DPT, polio, MMR, hepatitis B, and varicella immunizations that must be met. Students who are not up to date with their immunizations will not be permitted to attend school.

Help us keep the flu out of school

Typically, flu season occurs in the fall and winter months. With this in mind, health services suggests that parents remind their children that one of the most effective flu-fighting strategies is hand washing. Follow these steps to ensure a thorough approach:

- wet hands with warm water
- lather both hands with soap
- scrub hands (including fingertips, wrists, fingers) for at least 20 seconds
- rinse hands thoroughly under running water
- dry hands on a clean paper towel or let hands air dry if no towel is available

Flu Prevention Tips

- Encourage all family members to cover mouths and noses with a tissue or sleeve when they cough or sneeze.
- Consider vaccinating your child for seasonal flu when the vaccine becomes available in the early fall to protect against flu illness.
- If any family member has flu-like symptoms such as fever, coughs, and/or sore throat, please contact your health provider (additional symptoms may include headache, chills, fatigue, and body aches).
- Should your child display any flu-like symptoms while at school, he or she will be referred to the front office, where his/her parent/guardian will be contacted. For the

safety of others, students and staff with flu-like symptoms will not be able to stay in school.

Please watch for any signs of the flu. Students with flu-like symptoms should stay home until at least 24 hours after symptoms subside. This should be determined without the use of fever-reducing medications (any medicine that contains ibuprofen or acetaminophen).

DISCIPLINE

Students at Jupiter Academy are expected to respect every student's right to learn and be safe at school. Teachers and students develop classroom rules which supplement the general rules listed. The faculty and staff at Jupiter Academy will direct students to follow school rules and successfully choose appropriate behavior. Consequences for misbehavior will be consistently and fairly administered. Jupiter Academy believes that students need to take responsibility for their behavior. Each student will be held accountable for his/her actions.

Students using appropriate behavior will receive:

- praise/kudos
- positive notes and telephone calls home
- additional classroom and campus privileges

Failure to follow Jupiter Academy rules may result in one or several of the following consequences:

- teacher reprimand
- loss of privilege(s)
- disciplinary notification sent home (parent signature required)
- detention
- parent/guardian contacted by phone
- Principal intervention
- parent conference with teacher, student, and/or principal
- in-school suspension assigned by principal (parent(s) must meet with principal before returning to class)
- out-of-school suspension
- any other consequences deemed appropriate by the principal including withdrawal from Jupiter Academy.

For both in-school and out-of-school suspensions, students will complete the work assigned in their classes. At Jupiter Academy, it is our philosophy that students must complete their work to succeed and our mission is to help all our students succeed.

Detention Program

The Jupiter Academy after-school detention program is designed to serve as an initial consequence for minor violations of the code of conduct. Placement of a student in an after-school detention will be at the discretion of staff and administration. The after-school detentions will be held from 3:30pm-4:30pm. Students will be given 24 hours of notice of such a detention. The following list is not intended to be all inclusive of every situation that may occur.

Detentions May Occur for the Following:

- Disrespect to school personnel (talking back, inappropriate tone, mimicking, etc.)
- 1st & 2nd accumulation of 4 unexcused tardies

- Minor disturbances of educational process (making noises, talking, disruptive behavior etc.)
- Tardiness to class
- Minor vandalism (writing on desks, lockers, books, etc.)
- Damage to private or school property
- Cheating or plagiarism (a student shall not copy the work of another student, or claim as their own work, the work of another)
- Inappropriate use of language or topic of conversation in school
- Any violation of school policies
- Choosing not to take direction from administration, teacher or staff member (including class work assignments)

Absence from Detention

Students will be excused from detention for “just cause”, and be assigned a later date as determined by administration. Such requests must come from the parent/guardian in writing prior to the scheduled detention, stating the reason for the absence. Students will not be excused from a detention after the fact. Students who fail to attend a scheduled detention without an excuse approved by the administration may be assigned an additional detention. In the case of an excused absence from school on the day of a scheduled detention, a date will be reassigned.

Level Two Discipline Policy

Level two of the discipline policy is intended to deal with major violations of the code of conduct. The principal will handle these violations through suspension from school. While not an exhausting list, the following offenses are examples of major offenses:

- Repeated minor offenses
- Property damage plus restitution required
- Insubordination
- Use of profanity or yelling at a teacher
- Profanity
- Weapons
- Theft plus restitution required
- Drugs
- Violence/fighting/assault
- Harassment
- Taunting/Bullying

In general the following guidelines will apply:

1st offense one (1) day out of school

2nd offense three (3) days out of school

3rd offense five (5) days out of school with possible expulsion from school

Suspension may be served in out-of-school suspension for which no credit will be given in any class missed.

Suspension

Before a student can be suspended for five (5) days or less the principal will give written notice of the intention to suspend. The student will have the opportunity to appear at an informal hearing before the principal to challenge the reason for the intended suspension or otherwise

explain the student's actions. If determined, as a result of the hearing that the student should be suspended, the following shall occur:

- Within 24 hours of the suspension, the parent/guardian of the student will be given written notification. Immediate contact of the parent may be made by telephone
- The notice will include the reasons for suspension and the right of the parent/guardian to appeal the action

Severity Clause

If a student's offense is a severe violation of the code of conduct, disciplinary action may be increased at the discretion of the principal. The principal will use his/her best judgement to discipline students fairly that are involved in situations not specifically outlined in this handbook.

Procedure to Resolve Parent-Teacher Disagreements

Complaints about the school personnel will be investigated fully and fairly. Anonymous complaints will be disregarded. An employee who is the object of a complaint will be informed promptly and afforded with opportunity to present the facts as he/she sees them.

The Goal of this Section is:

- To establish a simple framework for addressing concerns
- To provide for prompt resolution of concerns
- To ensure that all parties will participate in a cooperative manner to resolve concerns
- To ensure that most concerns will be handled without resorting to the procedure beyond step 1 (see below)

Step 1 Direct Conversation

If a parent has a disagreement or misunderstanding with a teacher, the parent should address the concern to the specific teacher directly involved with the circumstances surrounding the concern. The staff member will meet with the parent as soon as possible, but in no case longer than two (2) working days after the teacher has been notified of the concern. Subject to change by mutual agreement. The teacher shall report the results of the contact back to the principal.

Step 2 Fact and Possible Resolution

If a parent or the teacher is not satisfied with the outcome of step 1 or the parent or teacher is unwilling to meet independent of the principal, a meeting with the parent, teacher and principal will be scheduled at a mutually convenient time, but in no case more than five (5) days after the meeting in step 1. This step is to be informal and verbal. The staff member has the right to be at all meetings with or without a representative as he or she determines. No further action will be taken beyond step 2, unless the parents submits in writing a signed and dated statement of facts giving rise to this concern, the name of the accused teacher, and the remedy sought.

Misc.

Disagreements or complaints involving criminal conduct will not be subject to the disagreement procedure.

Procedure to Resolve Student-Teacher Disagreements

Complaints or disagreements received from students will be resolved by the teacher and principal and will not be subject to parent-teacher disagreement procedure.

STUDENT RESPONSIBILITIES AND RULES

Listed below are some common rules for our students. Additionally, teachers have their own lists of classroom, hallway, lunch, and playground rules.

Be on time for school!

Complete all school work and homework. Students are required to complete all assignments and homework. If your child is struggling, contact his/her teacher and ask for help.

Students at Jupiter Academy wear the complete JA uniform. Student's uniforms should be neat and clean. Uniforms must be purchased from 'Harris Uniform' or can be ordered online at www.harrisuniform.com.

Take care of school property. Our school belongs to us, and it is everyone's responsibility to take care of it. All students will respect the rights and property of others. If a student destroys something, the student and his/her family will be responsible for replacing it.

Soft or inside voices must always be used in the classroom. Please show respect by keeping silent when walking in the hallways to avoid disturbing classes. Carry a hall pass and have a "buddy" when not accompanied by an adult.

Be responsible for your belongings. Do not take anything that does not belong to you. If you find something that does not belong to you, turn it in to the teacher or the office immediately. Students are responsible for taking care of their backpack, lunchbox, and locker (middle school students). Do not go into anyone else's things. It is important that your name be on all your belongings. JA is not responsible for your belongings. If you are missing something check the lost and found in the cafeteria.

Middle School students will keep their lockers and the locker area neat and clean. Middle School students keep all their belongings stored and locked in their lockers. Locks are given to the students and belong to the school. Lockers may be checked at any time without prior notice or permission.

Electronic devices are not permitted at school *unless authorized by a teacher or the principal.* Games and toys may be brought to school on designated days only. Jupiter Academy is not responsible for any electronic items, including cell phones, brought onto campus.

Gum is not permitted at school at any time.

Jupiter Academy has a *Zero Tolerance* policy for insubordination and bullying. These actions will result in disciplinary consequences. Rules make Jupiter Academy a safe place for everyone. Students are expected to be respectful while on campus and on field trips. Please follow these simple rules:

- respect the rights and feelings of other people around you
- be kind and considerate
- keep objects, hands, and/or feet to yourself
- refrain from throwing objects, playing dangerously, or using equipment inappropriately
- no physical aggressions, threat of physical aggression, and/or inappropriate language or gestures are tolerated

At Jupiter Academy, we treat others the way we want to be treated. Fighting or physical violence of any kind will not be tolerated. Any student demonstrating this behavior will be immediately disciplined, which may result in suspension or expulsion from the school.

Dress code

- all students must wear the complete J.A. uniform the entire year
- a belt must be worn with shorts or slacks with belt loops
- shirts must be tucked in at all times
- uniforms must be kept neat and clean, no holes or stains
- students are to put their name on all uniform items
- no outerwear other than a J.A. sweatshirt or jacket may be worn inside the classroom
- on Fridays students may wear Jupiter Academy spirit shirts with uniform bottoms

Girls	Boys
J.A. khaki shorts	J.A. khaki shorts
J.A. polo shirt with Jaguar Crest (white, or royal blue)	J.A. polo shirt with Jaguar Crest (white, or royal blue)
Belt (brown or black)	Belt (brown or black)
J.A. khaki pants or capris or skort	J.A. khaki pants
closed toed shoes or sneakers	closed toed shoes or sneakers
J.A. fleece jacket	J.A. fleece jacket
J.A. P.E. uniform (green shirt/blue shorts)	J.A. P.E. uniform (green shirt/blue shorts)
J.A. hooded sweatshirt	J.A. hooded sweatshirt

* All uniforms must be purchased from Harris School Uniform

Failure to comply with the J. A. uniform regulations will result in the following:

- notice in student's agenda
- phone call to parents
- parent conference with the Principal

Spirit Dress Days

Jupiter Academy students may wear their Spirit Dress T-shirt on Fridays. There are also additional spirit dress days that are designated by the Principal and Student Council. These days are announced in the Jupiter Academy Newsletter. On Spirit Dress Day there is a designated theme and students are encouraged to show their spirit. Common spirit dress days are: sports day, crazy hat day, pajama day, inside-out day. The JA uniform is not required on Student Council Spirit Dress Days. Students must dress appropriately (girls have coverage of top and midriff and boys have pants pulled up).

Student Appearance

Jupiter Academy students must keep their hair clean and neat. It is the student's responsibility to be groomed.

All uniform items must be purchased through our authorized vendor, *Harris Uniforms*, so that our students' uniforms have consistent style, color, and look.

Dress Code Violation Procedures

First Offense: Student will be sent to the office and a call will be made to the parent/guardian
Second Offense: Same as 1st offense. In addition, student will be assigned detention
Further Offenses may result in suspension from school (*middle school only), or additional detention (*K-5).