

Parental/guardian consent for participation in counseling services is considered ongoing throughout the student's enrollment at JCFA, unless written notice is provided to the school revoking consent.

### **CHILDREN ON CAMPUS**

JCFA is designed to provide an environment conducive to academic activities performed by students and employees. The presence of children is often a disruptive factor, not just because a child can be active, but because even inadvertently, attention is centered on the child rather than on the teaching and learning process. For reasons that include safety of children, and assuring efficient performance of academic pursuits, operations, and services, JCFA cannot accommodate unsupervised children on campus. The CAO or his/her designee has the discretion to make exceptions. In these cases, (a) the child in question must be the child of a student, (b) the child's parent must sign a waiver of liability agreement, (c) the child must remain with the student-parent and shall not to be unsupervised in any locations on campus, and (d) the child must be a minimum of 4 months old and have received the first two rounds of vaccinations.

### **WORK PERMITS**

It is the policy of JCFA and the Department of Labor to require minors between the ages of fourteen (14) and seventeen (17) to obtain permits prior to becoming employed.

To obtain a work permit:

- 1) A student should obtain a work permit application from JCFA to be completed by the employer, the student, and the student's parent/guardian. A work permit application may also be obtained from the employer.
- 2) Students should submit the completed work permit application to the Attendance & Office Manager at JCFA.
- 2) JCFA will file the work permit application. Once filed, the work permit will be delivered to JCFA for the student's signature. Permit is printed and given to students to sign.

Students should allow one week for the process to be completed.

### **FEE POLICY**

JCFA schools are Louisiana public charter schools offering a tuition-free, fee-free learning environment. JCFA charges no fees of any kind, but students may purchase JCFA logo items at the student's discretion. JCFA does not have a waiver process to request a fee waiver because there are no fees charged at any time.

JCFA's Board of Governance will review this policy during the annual review of the student handbook and will post the updated policy on JCFA's website at [www.JCFA.co](http://www.JCFA.co).

### **FIELD TRIPS AND OFF-CAMPUS ACTIVITIES**

Field trips are a valuable part of the school curriculum and arrangements for such trips are made by instructors, faculty, staff, or administration well in advance.

The procedure for field trips and off-campus activities shall be as follows:

- 1) The school employee planning the activity must complete the Field Trip Request Form, and submit it to the CAO
- 2) Upon approval of the request, the school employee planning the activity must distribute a Field Trip Permission Form to each eligible student with the necessary information completed. Parents will be notified of the date, time, destination, and cost and will receive a permission slip to sign and return to school by a specified date. If the field trip permission slip is not signed and returned to the school employee in charge of the event, the student will not be allowed to attend the field trip. Students ages 18 years and older may complete the Field Trip Permission Form themselves. In

this case, the individual in charge of the field trip must notify the parent/guardian of the field trip plans and alert them that their student has signed the permission form to participate.

- 3) On the day of the activity, the school employee planning the event must provide the Attendance & Office Manager, the CAO, and all instructors with a list of students participating in the activity.

Parents who serve as chaperones on field trips are responsible to the school employee in charge of the event.

All students must follow the code of conduct while participating in field trips. Students violating the code of conduct will be subject to appropriate disciplinary action. If, while attending a field trip, a student displays unacceptable behavior, he/she may not be allowed to attend future field trips for which he/she would otherwise be eligible to participate.

### **JCFA- SCHOOL-STUDENT-PARENT COMPACT**

The JCFA and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which JCFA and parents will build and develop a partnership that will help children achieve the State's high standards.

“Parent” at JCFA- is defined not solely as parent but includes caregivers, guardians, and extended family as necessary. Per Louisiana Department of Education Bulletin 741:§1115.B, each parent or guardian of each student in grades 4 through 12 in any public school in the state shall sign a statement of compliance.

#### **JCFA RESPONSIBILITIES**

JCFA-will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating students to meet the State's student academic achievement standards. JCFA provides small classroom environments with individualized learning opportunities with qualified teachers and may have one or more tutors in each classroom. Students may be assigned a faculty, staff, or administration member to serve as his/her mentor allowing for additional support and family communication to ensure students are progressing through academics at an appropriate pace. Parents are given the opportunity to track student progress through the online curriculum's Parent Portal. Students are also given the opportunity to remain on campus beyond standard school hours for additional tutoring and one-on-one remediation with faculty and tutors.
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual student's achievement.
3. Provide parents with frequent reports on their student's progress. JCFA will provide Work Ethic updates on a regular basis as well as Progress Reports (including student progress and grades) every six (6) weeks. Parents will also receive a mid-year and a final academic year report which will include the student's progress, current grades, grade point average, and credits attained.
4. Provide parents reasonable access to staff.
5. Provide parents opportunities to volunteer and participate in their student's class, and to observe classroom activities.

#### **PARENT RESPONSIBILITIES**

We, as parents, will support our student's learning in the following ways:

1. Monitoring attendance and ensuring that he/she attends school daily.
2. Ensuring that he/she arrives at school each day on time.
3. Monitoring course progress and encouraging students to work towards progress outside of scheduled school hours.
4. Attending parent/teacher conferences and participating in campus activities.

5. Staying informed and active in decisions related to my student's education and communicating with JCFA to build a partnership to ensure my student's success.
6. Instilling proper respect for authority figures, including teachers and other adults.

### **STUDENT RESPONSIBILITIES**

As a student at JCFA, I will share the responsibility to improve my academic achievement and achieve the State's high standards. Specifically, I will:

1. Monitor my own attendance.
2. Arrive daily to school on time and prepared to learn, taking the course seriously.
3. Come to school dressed appropriately following the JCFA dress code.
4. Monitor my course progression and request assistance from my instructors and tutors when needed.
5. Bank additional time to increase my course progress and to plan for unforeseen, but necessary, absences.
6. Participate in academic and testing preparation as required during the school day as well as during Banking time.
7. Communicate with JCFA faculty, staff, and administration with the understanding that JCFA is working with my success in mind.

### **SECTION IV: SAFETY**

It is the goal of JCFA that every student be offered a safe and nurturing environment conducive to learning, and will develop competence in those areas of life which are essential to individual and group living. The competence areas which are considered essential education goals are communication, reasoning, responsibility, physical and mental well-being, and learning to learn. In providing an atmosphere conducive to learning, it is essential that students gain confidence in their own abilities to learn to control and discipline their actions and habits.

All JCFA campuses are monitored in whole, or in part, by a closed surveillance system. Footage is the private property of JCFA. Surveillance footage is maintained for a limited period of time and is reviewed by JCFA administration for the safety of the school.

### **VISITORS ON CAMPUS**

All visitors MUST document their presence on campus through presenting photo identification and signing in with the Attendance & Office Manager or front desk designee. Visitors must also sign-out at time of departure with the Attendance & Office Manager or front desk designee. The time of arrival and time of departure must be noted.

In the interest of Safe and Drug-Free Schools, JCFA endorses the following policy: **BY ENTERING SCHOOL PROPERTY, THE PERSON IN CHARGE OF ANY VEHICLE CONSENTS TO A SEARCH OF THE ENTIRE VEHICLE AND ITS CONTENTS, WITH CAUSE, BY SCHOOL OFFICIALS OR POLICE OFFICERS.** This policy applies to students, visitors, and all school staff at any time, day or night. Visitors entering JCFA campus property consent to a possible search of both person and property. This procedure may be instituted to help assure the safety of the students and employees of JCFA.