



JCS, Inc.

Policies and Administrative Regulations

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1000 Philosophy

Policy Number	Name	Original Adoption	Last Revised
1001.1			
1002.1	JCS Board Philosophy		
1003.1	Relationship Between JCS, Inc. and Its Schools	12/14/2018	--
1004.1			
1005.1	Curriculum Development and Evaluation Policy	06/09/2003	03/13/2020
1006.1	Nondiscrimination in School Programs and Activities	06/07/2019	--

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2000 Community

Policy Number	Name	Original Adoption	Last Revised
2001.1	Uniform Complaint Procedures (UCP) Policy	12/17/2004	05/08/2020
2001.2	Uniform Complaint Procedures (UCP) Administrative Regulations	12/17/2004	05/08/2020
2001.3	Uniform Complaint Procedures (UCP) Form	12/17/2004	05/08/2020
2002.1	Civility Policy	09/14/2007	06/05/2020
2002.2	Civility Administrative Regulations	09/14/2007	06/05/2020
2002.3	Incident Report	09/14/2007	06/05/2020
2005.1	Volunteer and Visitor Policy	09/05/2007	06/07/2019
2005.3	Volunteer Application	09/05/2007	06/07/2019
2006.1			
2007.1	Complaint Regarding a School Employee Policy	12/03/2004	11/12/2021
2007.2	Complaint Regarding a School Employee Administrative Regulations	12/03/2004	11/12/2021

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3000 Administration

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3001.1	Administrative Leeway in Absence of Board Policy	06/07/2019	--
3002.1	Executive Director Evaluation Policy	04/14/2002	09/08/2017
3002.3	Executive Director Performance Evaluation Template	04/14/2002	09/18/2017
3003.1	Student Confidentiality (FERPA)	06/07/2019	--
3004.1	Confidential Documents and Records Disposal Policy	09/12/2006	05/08/2020

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4000 Business

Policy Number	Name	Original Adoption	Last Revised
4001.1	Auditor Selection Process Policy		
4002.1	Auto Allowance and Mileage Reimbursement Policy	02/27/2001	05/08/2020
4002.2	Auto Allowance and Mileage Reimbursement Administrative Regulations	02/27/2001	05/08/2020
4003.1	Banking Authorized Signatories of Operating Accounts	03/10/2003	12/08/2006
4003.2	Banking, Authorized Signatories of Operating Accounts Administrative Regs	03/10/2003	12/08/2006
4004.1	Board Authorization Policy	06/04/2002	06/05/2020
4004.2	Board Authorization Administrative Regulations	06/04/2002	06/05/2020
4005.1			
4006.1	Budget Creation Policy	06/7/2019	--
4007.1	Cash Receipts Policy	06/7/2019	06/05/2020
4008.1	Contracts Policy	06/07/2019	--
4009.1	Disposal of Surplus Property Policy	06/7/2019	06/05/2020



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4010.1	Email and Internet: Communications Systems Policy	02/27/2001	09/08/2017
4010.2	Email and Internet: Communications Systems Administrative Regs	02/27/2001	09/08/2017
4011.1	Fixed Assets and Capitalization Policy	06/07/2019	06/05/2020
4012.1	Gifts From Companies Policy	02/27/2001	06/05/2020
4013.1	Internal Controls Policy	03/13/2020	--
4014.1	Joint Venture Policy	09/10/2009	06/05/2020
4015.1	Monthly Expense Report Reimbursement Policy	03/10/2003	05/08/2020
4016.1	Purchasing Materials and Services Policy	03/10/2003	06/07/2019
4016.2	Purchasing Materials and Services Administrative Regulations	03/10/2003	06/07/2019
4017.1	Revolving: Petty Cash Policy	10/05/2017	06/07/2019
4018.1	School Credit Card Policy	01/30/2004	06/09/2017
4019.1	School Petty Cash Policy	01/20/2006	06/09/2017
4019.2	School Petty Cash Administrative Regulations	01/20/2006	06/09/2017
4020.1	Vendor Qualification (Fingerprinting/Background Check) Policy	02/27/2001	05/08/2020
4021.1	Documentation for Employees Being Paid with Federal Funds		
	JCS-Inc. Fiscal Policies and Procedures Manual		08/13/2021

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5000 Student Services

Policy Number	Name	Original Adoption	Last Revised
5001.1	Child Abuse Reporting Policy	12/09/2005	03/10/2023
5001.2	Child Abuse Reporting Procedures	12/09/2005	03/10/2023
5001.3	Employee Child Abuse Reporting Acknowledgement Form	12/09/2005	06/05/2020
5002.1	Immunizations Policy	02/27/2001	03/10/2023
5002.2	Immunizations Administrative Regulations	02/27/2001	03/10/2023
5002.3	Immunizations for Grades TK-12 (Job Aide)	02/27/2001	03/10/2023



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5003.1	Independent Study Policy		08/01/2021
5003.2	Independent Study Administrative Regulations		08/01/2021
5004.1			
5004.2			
5004.3	Strike Report Form	12/09/2005	06/05/2020
5005.1	Infectious Disease Prevention Policy	06/07/2019	03/10/2023
5005.2	Infectious Disease Administrative Regulations	06/07/2019	03/10/2023
5006.1	Medication for Students Policy	1/6/2021	04/14/2023
5006.2	Administering Medication and Monitoring Health Conditions Administrative Regulations	04/14/2023	--
5007.1	Bullying, Harassment, Intimidation, Discrimination, Hate Behavior Policy	06/09/2017	06/05/2020
5008.1			
5009.1	Suspension/Expulsion Policy	06/09/2003	06/05/2020
5009.2	Suspension/Expulsion Administrative Regulations	06/09/2003	06/05/2020
5010.1	Student Freedom of Speech/Expression Policy	08/12/2022	10/13/2023
5010.2	Student Freedom of Speech/Expression Administrative Regulations	08/12/2022	10/13/2023
5011.1	Identification and Education Under Section 504 Policy	06/09/2017	--
5011.2	Identification and Education Under Section 504 Administrative Regulations	06/09/2017	--
5012.1	Campus Supervision		
5013.1	Student Admission, Continuance, and Lottery process		
5014.1	JCS-LIVE Middle School Credit Policy	08/01/2019	--
5014.2	JCS-LIVE Middle School Credit Administrative Regulations	08/01/2019	--
5015.1			
5016.1	Acceptable Use Policy	12/03/2004	02/10/2023
5016.2	Acceptable Use Administrative Regulations	12/03/2004	06/05/2020
5016.3	Acceptable Use Agreement	12/03/2004	06/05/2020
5017.1	High School Math Placement Policy	11/01/2016	06/05/2020
5018.1	Comprehensive Suicide Prevention Policy	06/09/2017	03/10/2023
5018.2	Comprehensive Suicide Prevention Administrative Regulations	06/09/2017	03/10/2023



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5018.3	Comprehensive Suicide Prevention Resources	06/09/2017	03/10/2023
5019.1	Academic Honesty	12/17/2004	06/09/2023
5020.1	Notification of District of Residence - Expulsion and Withdrawal Policy	09/12/2006	09/08/2017
5020.2	Notification of District of Residence - Expulsion and Withdrawal Admin Regs	09/12/2006	09/08/2017
5020.3	Notification to District of Residence Withdrawal Letter	09/12/2006	09/08/2017
5021.1	Concurrent Enrollment and Credit for Work Completed Policy	03/09/2007	03/08/2019
5021.2	Concurrent Enrollment and Credit for Work Completed Administrative Regs	03/09/2007	03/08/2019
5021.3	Eligibility for Concurrent Enrollment Form	03/09/2007	03/08/2019
5022.1	Acceleration and Retention Policy	12/09/2005	06/05/2020
5022.2	Acceleration and Retention Administrative Regulations	12/09/2005	06/05/2020
5022.3	Grade Level Change Consent and Continuance Forms	12/09/2005	06/05/2020
5023.1	Damaged, Lost, or Non-Returned Materials Policy	12/03/2004	04/14/2023
5023.2	Damaged, Lost, or Non-Returned Materials Administrative Regulations	12/03/2004	04/14/2023
5023.3	Damaged, Lost, or Non-Returned Materials Forms	12/03/2004	06/05/2020
5024.1	Full-Time Enrollment Policy	02/27/2001	06/05/2020
5024.2	Full-Time Enrollment Administrative Regulations	02/27/2001	06/05/2020
5025.1	High School Final Exam Policy	12/17/2004	03/16/2009
5026.1	JCS Learning Center Policies	06/09/2003	--
5027.1	Reimbursement for Educational Materials Policy	12/09/2005	04/14/2023
5027.2	Reimbursement for Educational Materials Administrative Regulations	12/09/2005	04/14/2023
5028.1	Laptop: Software and Electronic Media Loan Program Policy	06/09/2006	04/14/2023
5028.2	Laptop: Software and Electronic Media Loan Program Administrative Regs	06/09/2006	04/14/2023
5028.3	Laptop/Software & Electronic Media Loaner Program Guidelines & Request	06/09/2006	06/05/2020
5029.1	Religious Materials in Independent Study Program	03/04/2002	06/05/2020
5029.2	Religious Materials in Independent Study Administrative Regulations	03/04/2002	06/05/2020
5030.1	Rights of Noncustodial Parent Policy	03/06/2009	06/05/2020
5030.2	Rights of Noncustodial Parent Administrative Regulations	03/06/2009	06/05/2020
5031.1	Search and Seizure Policy	12/09/2005	03/10/2023
5031.2	Search and Seizure Administrative Regulations	12/09/2005	06/05/2020



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5032.1	Educational Enrichment Partner Policy	02/27/2001	04/14/2023
5032.1	Educational Enrichment Partner Administrative Regulations	02/27/2001	04/14/2023
5033.1	Mobile Communication Devices Policy	04/14/2023	--
5034.1	Work Experience Education Policy	03/10/2003	06/05/2020
5034.2	Work Experience Education Administrative Regulations	03/10/2003	06/05/2020
5034.3	Work Experience Documents		
5035.1	Wellness and Nutrition Policy	09/12/2006	03/10/2023
5036.1	Solicitation and Distribution Policy	02/27/2001	06/09/2023
5037.1	Transitional Kindergarten/Kindergarten Policy	06/05/2020	--
5037.2	Transitional Kindergarten/Kindergarten Administrative Regulations	06/05/2020	--
5038.1	Vandalism, Theft, and Graffiti Policy	12/09/2005	03/10/2023
5039.1	Weapons and Dangerous Instruments Policy	03/10/2023	--
5039.2	Weapons and Dangerous Instruments Administrative Regulations	03/10/2023	--
5040.1			
5041.1	Activities and Events Policy	09/12/2008	06/09/2023
5042.1	Education of Homeless/Foster Youth Policy	08/21/2020	--
5043.1	Graduation Ceremony and Activities Policy	03/06/2014	06/09/2023
5044.1	Protections to Immigrant Students Policy	08/12/2022	
5044.2	Protections to Immigrant Students Administrative Regulations	08/12/2022	
5045.1	Title I Part A Parent and Family Engagement Policy	02/10/2023	--
5045.2	Title I Part A Parent and Family Engagement Administrative Regulations	02/10/2023	--

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6000 Facilities

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6003.1	School Vehicles		
6004.1	Comprehensive Safety Plan Policy		
6004.3	Comprehensive Safety Plan Template		2017
6005.1	Facilities Use Policy	06/09/2006	03/13/2020
6005.2	Facilities Use Administrative Regulations	06/09/2006	03/13/2020
6005.3	Facilities Use Form	06/09/2006	03/13/2020

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7001.1	Board Stipend Policy	06/07/2019	03/27/2020
7002.1	Conflict of Interest Policy	04/17/2002	09/08/2017
7002.3	Conflict of Interest Disclosure Statement	04/17/2002	09/08/2017
7003.1			
7004.1	Role of the Board and Role of the Executive Director Policy	06/07/2019	05/08/2020
7005.1	Board Meetings Agendas and Supporting Documentation Policy	06/07/2019	05/20/2020
7006.1	Oath of Office for Board Members Policy	06/07/2019	06/05/2020
7007.1	Board Regular and Special Meetings	09/26/2013	11/12/2021
7008.1			
7009.1	Succession Planning for CEO and Top Level Positions Policy	06/07/2019	--
7009.2	Succession Planning for CEO and Top Level Positions Administrative Regs	06/07/2019	--
7010.1	Board and Staff Communications Policy	06/05/2020	--
7011.1	Board Authorization Policy	06/04/2002	06/05/2020
7011.2	Board Authorization Administrative Regulations	06/04/2002	06/05/2020

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8001.1	10 and 11 Month Classified Employees Policy	06/06/2008	06/12/2020
8001.2	10 and 11 Month Classified Employees Administrative Regulations	06/06/2008	06/12/2020
8002.1	Absenteeism and Tardiness Policy	02/27/2001	09/08/2017
8002.2	Absenteeism and Tardiness Administrative Regulations	02/27/2001	09/08/2017
8003.1	Charitable Sick Bank - Donation of Vacation Time Policy	12/08/2006	09/08/2017
8003.2	Charitable Sick Bank - Donation of Vacation Time Administrative Regs	12/08/2006	09/08/2017
8003.3a	Charitable Sick Bank Request Form	12/08/2006	09/08/2017
8003.3b	Donation of Vacation Time Form	12/08/2006	09/08/2017
8004.1	Child Labor Policy	12/09/2002	06/05/2009
8004.2	Child Labor Administrative Regulations	12/09/2002	06/05/2009
8005.1	Disabilities and Reasonable Accommodations Policy	02/27/2001	06/05/2020
8005.2	Disabilities and Reasonable Accommodations Administrative Regulations	02/27/2001	06/05/2020
8005.3	Work Capacities Form	02/27/2001	06/05/2020
8006.1	Drug Alcohol and Tobacco Free Environment Policy	02/27/2001	06/08/2007
8006.2	Drug Alcohol and Tobacco Free Environment Administrative Regulations	02/27/2001	06/08/2007
8007.1	Transitional Kindergarten Teacher Qualifications Policy	05/10/2024	
8007.3	TK Teacher Qualification Form	05/10/2024	
8008.1	Employee Dress Code Policy	02/27/2001	09/08/2017
8008.2	Employee Dress Code Administrative Regulations	02/27/2001	09/08/2017
8009.1	Employee Ethics - Conflict of Interest Policy	02/27/2001	09/08/2017
8009.2	Employee Ethics - Conflict of Interest Administrative Regulations	02/27/2001	09/08/2017
8010.1	Employee Name and Change of Address Policy	03/10/2003	09/08/2017
8010.2	Employee Name and Change of Address Administrative Regulations	03/10/2003	09/08/2017



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8011.1	Employment of Relatives Policy	12/09/2002	06/05/2020
8011.2	Employment of Relatives Administrative Regulations	12/09/2002	06/05/2020
8012.1	Full Time Employment Policy	04/17/2002	09/08/2017
8012.2	Full Time Employment Administrative Regulations	04/17/2002	09/08/2017
8013.1	Hiring Process Policy	12/09/2002	06/12/2020
8013.2	Hiring Process Administrative Regulations	12/09/2002	06/12/2020
8014.1	Internal Complaint Policy	12/17/2004	09/08/2017
8015.1	JCS At-Will Employment Policy	12/09/2002	06/05/2020
8015.2	JCS At-Will Employment Administrative Regulations	12/09/2002	06/05/2020
8016.1	Job posting Policy	02/27/2001	09/08/2017
8016.2	Job posting Administrative Regulations	02/27/2001	09/08/2017
8017.1	Outside Employment of Employees Policy	02/27/2001	09/08/2017
8017.2	Outside Employment of Employees Administrative Regulations	02/27/2001	09/08/2017
8018.1	Pay and Attendance at Training Policy	02/27/2001	09/08/2017
8018.2	Pay and Attendance at Training Administrative Regulations	02/27/2001	09/08/2017
8019.1	Position Titles Policy	02/27/2001	06/12/2020
8019.2	Position Titles Administrative Regulations	02/27/2001	06/12/2020
8020.1	Professional Responsibilities of Certificated Employees Policy	02/27/2001	09/08/2017
8020.2	Professional Responsibilities of Certificated Employees Administrative Regs	02/27/2001	09/08/2017
8021.1	Recording of Hours Worked Policy	02/27/2001	09/08/2017
8021.2	Recording of Hours Worked Administrative Regulations	02/27/2001	09/08/2017
8022.1	Rules of Conduct Policy	02/27/2001	09/08/2017
8022.2	Rules of Conduct Administrative Regulations	02/27/2001	09/08/2017
8023.1	Separation - Termination Policy	03/10/2003	09/08/2017
8023.2	Separation - Termination Administrative Regulations	03/10/2003	09/08/2017
8024.1	Sexual Harassment School Personnel and Student	02/27/2001	06/05/2020
8024.2	Sexual Harassment School Personnel and Student Administrative Regs	02/27/2001	06/05/2020
8025.1	Use of Personal Vehicle Policy	02/27/2001	09/08/2017
8025.2	Use of Personal Vehicle Administrative Regulations	02/27/2001	09/08/2017



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8026.1	Workplace Safety - Violence in the Workplace Policy	02/27/2001	09/08/2017
8026.2	Workplace Safety - Violence in the Workplace Administrative Regulations	02/27/2001	09/08/2017
8027.1	Disciplinary Process Policy	02/27/2001	06/12/2020
8027.2	Disciplinary Process Administrative Regulations	02/27/2001	06/12/2020
8028.1	Employee Performance and Evaluation Policy	02/27/2001	06/11/2021
8028.2	Employee Performance and Evaluation Administrative Regulations	02/27/2001	06/11/2021
8029.1	Whistleblower Policy	06/05/2009	11/12/2021
8030.1	Personal Days Policy	07/01/2023	--
8031.1	Remote Work Policy	06/09/2023	--
8031.2	Remote Work Administrative Regulations	06/09/2023	--
8031.3	Remote Work Plan Agreement	06/09/2023	--
8031.4	Telecommuting and Electronic Use Agreement	06/09/2023	--

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