



**JCS, Inc.**

## **Policies and Administrative Regulations**

*Click on the section to be directed to the folder in the Table of Contents.*

**[1000 Philosophy](#)**

**[2000 Community](#)**

**[3000 Administration](#)**

**[4000 Business](#)**

**[5000 Student Services](#)**

**[6000 Facilities](#)**

**[7000 Governance](#)**

**[8000 Personnel](#)**



Click on the hyperlink to go directly to the policy. The policy will open in a new window.

## 1000 Philosophy

Policy Number	Name	Original Adoption	Last Revised
1001.1			
1002.1	JCS Board Philosophy		
1003.1	<a href="#">Relationship Between JCS, Inc. and Its Schools</a>	12/14/2018	--
1004.1			
1005.1	<a href="#">Curriculum Development and Evaluation Policy</a>	06/09/2003	03/13/2020
1006.1	<a href="#">Nondiscrimination in School Programs and Activities</a>	06/07/2019	10/11/2024

[Return to top](#)

## 2000 Community

Policy Number	Name	Original Adoption	Last Revised
2001.1	<a href="#">Uniform Complaint Procedures (UCP) Policy</a>	12/17/2004	10/11/2024
2001.2	<a href="#">Uniform Complaint Procedures (UCP) Administrative Regulations</a>	12/17/2004	10/11/2024
2001.3	<a href="#">Uniform Complaint Procedures (UCP) Form</a>	12/17/2004	10/11/2024
2002.1	<a href="#">Civility Policy</a>	09/14/2007	10/11/2024
2002.2	<a href="#">Civility Administrative Regulations</a>	09/14/2007	10/11/2024
2002.3	<a href="#">Incident Report</a>	09/14/2007	06/05/2020
2005.1	<a href="#">Volunteer and Visitor Policy</a>	09/05/2007	06/07/2019
2005.3	<a href="#">Volunteer Application</a>	09/05/2007	06/07/2019
2006.1			
2007.1	<a href="#">Complaint Regarding a School Employee Policy</a>	12/03/2004	10/11/2024
2007.2	<a href="#">Complaint Regarding a School Employee Administrative Regulations</a>	12/03/2004	10/11/2024

[Return to top](#)

## 3000 Administration

Policy Number	Name	Original Adoption	Last Revised
3001.1	<a href="#">Administrative Leeway in Absence of Board Policy</a>	06/07/2019	10/11/2024
3002.1	<a href="#">Executive Director Evaluation Policy</a>	04/14/2002	10/11/2024
3002.3	<a href="#">Executive Director Performance Evaluation Template</a>	04/14/2002	10/11/2024
3003.1	<a href="#">Student Confidentiality (FERPA)</a>	06/07/2019	--
3004.1	<a href="#">Confidential Documents and Records Disposal Policy</a>	09/12/2006	10/11/2024

[Return to top](#)

## 4000 Business

Policy Number	Name	Original Adoption	Last Revised
4001.1	Auditor Selection Process Policy		
4002.1	<a href="#">Auto Allowance and Mileage Reimbursement Policy</a>	02/27/2001	05/08/2020
4002.2	<a href="#">Auto Allowance and Mileage Reimbursement Administrative Regulations</a>	02/27/2001	05/08/2020
4003.1	<a href="#">Banking Authorized Signatories of Operating Accounts</a>	03/10/2003	12/08/2006
4003.2	<a href="#">Banking, Authorized Signatories of Operating Accounts Administrative Regs</a>	03/10/2003	12/08/2006
4004.1	<a href="#">Board Authorization Policy</a>	06/04/2002	06/05/2020
4004.2	<a href="#">Board Authorization Administrative Regulations</a>	06/04/2002	06/05/2020
4005.1			
4006.1	<a href="#">Budget Creation Policy</a>	06/7/2019	--
4007.1	<a href="#">Cash Receipts Policy</a>	06/7/2019	06/14/2024
4008.1	<a href="#">Contracts Policy</a>	06/07/2019	--
4009.1	<a href="#">Disposal of Surplus Property Policy</a>	06/7/2019	06/05/2020



# Table of Contents

4010.1	<a href="#">Email and Internet: Communications Systems Policy</a>	02/27/2001	09/08/2017
4010.2	<a href="#">Email and Internet: Communications Systems Administrative Regs</a>	02/27/2001	09/08/2017
4011.1	<a href="#">Fixed Assets and Capitalization Policy</a>	06/07/2019	06/05/2020
4012.1	<a href="#">Gifts From Companies Policy</a>	02/27/2001	06/05/2020
4013.1	<a href="#">Internal Controls Policy</a>	03/13/2020	--
4014.1	<a href="#">Joint Venture Policy</a>	09/10/2009	06/05/2020
4015.1	<a href="#">Monthly Expense Report Reimbursement Policy</a>	03/10/2003	05/08/2020
4016.1	<a href="#">Purchasing Materials and Services Policy</a>	03/10/2003	06/07/2019
4016.2	<a href="#">Purchasing Materials and Services Administrative Regulations</a>	03/10/2003	06/07/2019
4017.1	<a href="#">Revolving: Petty Cash Policy</a>	10/05/2017	06/07/2019
4018.1	<a href="#">School Credit Card Policy</a>	01/30/2004	06/14/2024
4019.1	<a href="#">School Petty Cash Policy</a>	01/20/2006	06/09/2017
4019.2	<a href="#">School Petty Cash Administrative Regulations</a>	01/20/2006	06/09/2017
4020.1	<a href="#">Vendor Qualification (Fingerprinting/Background Check) Policy</a>	02/27/2001	05/08/2020
4021.1	Documentation for Employees Being Paid with Federal Funds		
	<a href="#">JCS-Inc. Fiscal Policies and Procedures Manual</a>		08/13/2021

[Return to top](#)

## 5000 Student Services

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



# Table of Contents

5003.1	<a href="#">Independent Study Policy</a>		05/20/2024
5004.1			
5004.2			
5005.1	<a href="#">Infectious Disease Prevention Policy</a>	06/07/2019	03/10/2023
5005.2	<a href="#">Infectious Disease Administrative Regulations</a>	06/07/2019	03/10/2023
5006.1	<a href="#">Medication for Students Policy</a>	1/6/2021	04/14/2023
5006.2	<a href="#">Administering Medication and Monitoring Health Conditions Administrative Regulations</a>	04/14/2023	--
5007.1	<a href="#">Bullying, Harassment, Intimidation, Discrimination, Hate Behavior Policy</a>	06/09/2017	06/05/2020
5008.1			
5009.1	<a href="#">Suspension/Expulsion Policy</a>	06/09/2003	06/05/2020
5009.2	<a href="#">Suspension/Expulsion Administrative Regulations</a>	06/09/2003	06/05/2020
5010.1	<a href="#">Student Freedom of Speech/Expression Policy</a>	08/12/2022	10/13/2023
5010.2	<a href="#">Student Freedom of Speech/Expression Administrative Regulations</a>	08/12/2022	10/13/2023
5011.1	<a href="#">Identification and Education Under Section 504 Policy</a>	06/09/2017	--
5011.2	<a href="#">Identification and Education Under Section 504 Administrative Regulations</a>	06/09/2017	--
5012.1	Campus Supervision		
5013.1	Student Admission, Continuance, and Lottery process		
5014.1	<a href="#">JCS-LIVE Middle School Credit Policy</a>	08/01/2019	--
5014.2	<a href="#">JCS-LIVE Middle School Credit Administrative Regulations</a>	08/01/2019	--
5015.1			
5016.1	<a href="#">Acceptable Use Policy</a>	12/03/2004	02/10/2023
5016.2	<a href="#">Acceptable Use Administrative Regulations</a>	12/03/2004	06/05/2020
5016.3	<a href="#">Acceptable Use Agreement</a>	12/03/2004	06/05/2020
5017.1	<a href="#">High School Math Placement Policy</a>	11/01/2016	06/05/2020
5018.1	<a href="#">Comprehensive Suicide Prevention Policy</a>	06/09/2017	03/10/2023
5018.2	<a href="#">Comprehensive Suicide Prevention Administrative Regulations</a>	06/09/2017	03/10/2023
5018.3	<a href="#">Comprehensive Suicide Prevention Resources</a>	06/09/2017	03/10/2023
5019.1	<a href="#">Academic Honesty</a>	12/17/2004	06/09/2023



# Table of Contents

5020.1	<a href="#">Notification of District of Residence - Expulsion and Withdrawal Policy</a>	09/12/2006	09/08/2017
5020.2	<a href="#">Notification of District of Residence - Expulsion and Withdrawal Admin Regs</a>	09/12/2006	09/08/2017
5020.3	<a href="#">Notification to District of Residence Withdrawal Letter</a>	09/12/2006	09/08/2017
5021.1	<a href="#">Concurrent Enrollment and Credit for Work Completed Policy</a>	03/09/2007	03/08/2019
5021.2	<a href="#">Concurrent Enrollment and Credit for Work Completed Administrative Regs</a>	03/09/2007	03/08/2019
5021.3	<a href="#">Eligibility for Concurrent Enrollment Form</a>	03/09/2007	03/08/2019
5022.1	<a href="#">Acceleration and Retention Policy</a>	12/09/2005	06/05/2020
5022.2	<a href="#">Acceleration and Retention Administrative Regulations</a>	12/09/2005	06/05/2020
5022.3	<a href="#">Grade Level Change Consent and Continuance Forms</a>	12/09/2005	06/05/2020
5023.1	<a href="#">Damaged, Lost, or Non-Returned Materials Policy</a>	12/03/2004	04/14/2023
5023.2	<a href="#">Damaged, Lost, or Non-Returned Materials Administrative Regulations</a>	12/03/2004	04/14/2023
5023.3	<a href="#">Damaged, Lost, or Non-Returned Materials Forms</a>	12/03/2004	06/05/2020
5024.1	<a href="#">Full-Time Enrollment Policy</a>	02/27/2001	06/05/2020
5024.2	<a href="#">Full-Time Enrollment Administrative Regulations</a>	02/27/2001	06/05/2020
5025.1	<a href="#">High School Final Exam Policy</a>	12/17/2004	03/16/2009
5026.1	<a href="#">JCS Learning Center Policies</a>	06/09/2003	--
5027.1	<a href="#">Reimbursement for Educational Materials Policy</a>	12/09/2005	04/14/2023
5027.2	<a href="#">Reimbursement for Educational Materials Administrative Regulations</a>	12/09/2005	04/14/2023
5028.1	<a href="#">Laptop: Software and Electronic Media Loan Program Policy</a>	06/09/2006	04/14/2023
5028.2	<a href="#">Laptop: Software and Electronic Media Loan Program Administrative Regs</a>	06/09/2006	04/14/2023
5028.3	<a href="#">Laptop/Software &amp; Electronic Media Loaner Program Guidelines &amp; Request</a>	06/09/2006	06/05/2020
5029.1	<a href="#">Religious Materials in Independent Study Program</a>	03/04/2002	06/05/2020
5029.2	<a href="#">Religious Materials in Independent Study Administrative Regulations</a>	03/04/2002	06/05/2020
5030.1	<a href="#">Rights of Noncustodial Parent Policy</a>	03/06/2009	06/05/2020
5030.2	<a href="#">Rights of Noncustodial Parent Administrative Regulations</a>	03/06/2009	06/05/2020
5031.1	<a href="#">Search and Seizure Policy</a>	12/09/2005	03/10/2023
5031.2	<a href="#">Search and Seizure Administrative Regulations</a>	12/09/2005	06/05/2020
5032.1	<a href="#">Educational Enrichment Partner Policy</a>	02/27/2001	04/14/2023
5032.1	<a href="#">Educational Enrichment Partner Administrative Regulations</a>	02/27/2001	04/14/2023



# Table of Contents

5033.1	<a href="#">Mobile Communication Devices Policy</a>	04/14/2023	--
5034.1	<a href="#">Work Experience Education Policy</a>	03/10/2003	06/05/2020
5034.2	<a href="#">Work Experience Education Administrative Regulations</a>	03/10/2003	06/05/2020
5034.3	<a href="#">Work Experience Documents</a>		
5035.1	<a href="#">Wellness and Nutrition Policy</a>	09/12/2006	03/10/2023
5036.1	<a href="#">Solicitation and Distribution Policy</a>	02/27/2001	06/09/2023
5037.1	<a href="#">Transitional Kindergarten/Kindergarten Policy</a>	06/05/2020	--
5037.2	<a href="#">Transitional Kindergarten/Kindergarten Administrative Regulations</a>	06/05/2020	--
5038.1	<a href="#">Vandalism, Theft, and Graffiti Policy</a>	12/09/2005	03/10/2023
5039.1	<a href="#">Weapons and Dangerous Instruments Policy</a>	03/10/2023	--
5039.2	<a href="#">Weapons and Dangerous Instruments Administrative Regulations</a>	03/10/2023	--
5040.1			
5041.1	<a href="#">Activities and Events Policy</a>	09/12/2008	06/09/2023
5042.1	<a href="#">Education of Homeless/Foster Youth Policy</a>	08/21/2020	--
5043.1	<a href="#">Graduation Ceremony and Activities Policy</a>	03/06/2014	06/09/2023
5044.1	<a href="#">Protections to Immigrant Students Policy</a>	08/12/2022	
5044.2	<a href="#">Protections to Immigrant Students Administrative Regulations</a>	08/12/2022	
5045.1	<a href="#">Title I Part A Parent and Family Engagement Policy</a>	02/10/2023	--
5045.2	<a href="#">Title I Part A Parent and Family Engagement Administrative Regulations</a>	02/10/2023	--
5046.1	Title IX <i>in revision</i>	06/09/2017	
	<a href="#">Admission: Lottery Policy</a>	3/13/2020	5/8/2020
	<a href="#">Admission and Withdrawal Policy</a>	2/27/2001	6/6/2008
	<a href="#">Admission and Continuance Policy</a>	12/17/2004	6/6/2008

[Return to top](#)

## [6000 Facilities](#)

Policy	Name	Original	Last
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# Table of Contents

Number		Adoption	Revised
6001.1	School IT Equipment		
6002.1	Cell Phones		
6003.1	School Vehicles		
6004.1	Comprehensive Safety Plan Policy		
6004.3	<a href="#">Comprehensive Safety Plan Template</a>		2017
6005.1	<a href="#">Facilities Use Policy</a>	06/09/2006	03/13/2020
6005.2	<a href="#">Facilities Use Administrative Regulations</a>	06/09/2006	03/13/2020
6005.3	<a href="#">Facilities Use Form</a>	06/09/2006	03/13/2020

[Return to top](#)

## 7000 Governance

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





# Table of Contents

7011.2	<a href="#">Board Authorization Administrative Regulations</a>	06/04/2002	06/05/2020
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[Return to top](#)

## 8000 Personnel

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



## Table of Contents

8010.1	<a href="#">Employee Name and Change of Address Policy</a>	03/10/2003	09/08/2017
8010.2	<a href="#">Employee Name and Change of Address Administrative Regulations</a>	03/10/2003	09/08/2017
8011.1	<a href="#">Employment of Relatives Policy</a>	12/09/2002	06/05/2020
8011.2	<a href="#">Employment of Relatives Administrative Regulations</a>	12/09/2002	06/05/2020
8012.1	<a href="#">Full Time Employment Policy</a>	04/17/2002	09/08/2017
8012.2	<a href="#">Full Time Employment Administrative Regulations</a>	04/17/2002	09/08/2017
8013.1	<a href="#">Hiring Process Policy</a>	12/09/2002	06/12/2020
8013.2	<a href="#">Hiring Process Administrative Regulations</a>	12/09/2002	06/12/2020
8014.1	<a href="#">Internal Complaint Policy</a>	12/17/2004	09/08/2017
8015.1	<a href="#">JCS At-Will Employment Policy</a>	12/09/2002	06/05/2020
8015.2	<a href="#">JCS At-Will Employment Administrative Regulations</a>	12/09/2002	06/05/2020
8016.1	<a href="#">Job posting Policy</a>	02/27/2001	09/08/2017
8016.2	<a href="#">Job posting Administrative Regulations</a>	02/27/2001	09/08/2017
8017.1	<a href="#">Outside Employment of Employees Policy</a>	02/27/2001	09/08/2017
8017.2	<a href="#">Outside Employment of Employees Administrative Regulations</a>	02/27/2001	09/08/2017
8018.1	<a href="#">Pay and Attendance at Training Policy</a>	02/27/2001	09/08/2017
8018.2	<a href="#">Pay and Attendance at Training Administrative Regulations</a>	02/27/2001	09/08/2017
8019.1	<a href="#">Position Titles Policy</a>	02/27/2001	06/12/2020
8019.2	<a href="#">Position Titles Administrative Regulations</a>	02/27/2001	06/12/2020
8020.1	<a href="#">Professional Responsibilities of Certificated Employees Policy</a>	02/27/2001	09/08/2017
8020.2	<a href="#">Professional Responsibilities of Certificated Employees Administrative Regs</a>	02/27/2001	09/08/2017
8021.1	<a href="#">Recording of Hours Worked Policy</a>	02/27/2001	09/08/2017
8021.2	<a href="#">Recording of Hours Worked Administrative Regulations</a>	02/27/2001	09/08/2017
8022.1	<a href="#">Rules of Conduct Policy</a>	02/27/2001	09/08/2017
8022.2	<a href="#">Rules of Conduct Administrative Regulations</a>	02/27/2001	09/08/2017
8023.1	<a href="#">Separation - Termination Policy</a>	03/10/2003	09/08/2017
8023.2	<a href="#">Separation - Termination Administrative Regulations</a>	03/10/2003	09/08/2017
8024.1	<a href="#">Sexual Harassment School Personnel and Student</a>	02/27/2001	06/05/2020
8024.2	<a href="#">Sexual Harassment School Personnel and Student Administrative Regs</a>	02/27/2001	06/05/2020



## Table of Contents

8025.1	<a href="#">Use of Personal Vehicle Policy</a>	02/27/2001	09/08/2017
8025.2	<a href="#">Use of Personal Vehicle Administrative Regulations</a>	02/27/2001	09/08/2017
8026.1	<a href="#">Workplace Safety - Violence in the Workplace Policy</a>	02/27/2001	09/08/2017
8026.2	<a href="#">Workplace Safety - Violence in the Workplace Administrative Regulations</a>	02/27/2001	09/08/2017
8027.1	<a href="#">Disciplinary Process Policy</a>	02/27/2001	06/12/2020
8027.2	<a href="#">Disciplinary Process Administrative Regulations</a>	02/27/2001	06/12/2020
8028.1	<a href="#">Employee Performance and Evaluation Policy</a>	02/27/2001	06/11/2021
8028.2	<a href="#">Employee Performance and Evaluation Administrative Regulations</a>	02/27/2001	06/11/2021
8029.1	<a href="#">Whistleblower Policy</a>	06/05/2009	11/12/2021
8030.1	<a href="#">Personal Days Policy</a>	07/01/2023	--
8031.1	<a href="#">Remote Work Policy</a>	06/09/2023	06/14/2024
8031.2	<a href="#">Remote Work Administrative Regulations</a>	06/09/2023	06/14/2024
8031.3	<a href="#">Remote Work Plan Agreement</a>	06/09/2023	--
8031.4	<a href="#">Telecommuting and Electronic Use Agreement</a>	06/09/2023	--

[Return to top](#)