



# JEAN FOREST LEADERSHIP ACADEMY

---

## MISSION STATEMENT

Our mission at Jean Forest Leadership Academy is to provide the finest Christ-centered learning environment which inspires young women to develop in spirit, leadership, intellect, self-discovery and service.

## SCHOOL PHILOSOPHY

The faculty at Jean Forest Junior High Leadership Academy is committed to educating each child intellectually, spiritually, socially, emotionally and physically by providing a variety of experiences as a foundation for learning. Parents are invited to share this commitment by providing mutual support in encouraging and assisting their daughters in meeting their needs.

Our faculty endeavors to provide a safe, happy, caring environment where everyone can grow to their fullest potential. Jean Forest Leadership Academy, cooperatively with the home and parish, strives to instill in each child the knowledge, skills, habits, understandings, Catholic spiritual values and character traits essential for rich personal living, for satisfying human relationships and for becoming a responsible, contributing member of our society.



# JEAN FOREST LEADERSHIP ACADEMY

## **CHARTER OF RIGHTS AND RESPONSIBILITIES**

WE HAVE THE RIGHT TO an education that is relevant to our intellectual, spiritual and social development.

WE HAVE THE RESPONSIBILITY TO take ownership of our education by being actively involved in our learning.

WE HAVE THE RIGHT TO be educated in an environment having mutually respectful relationships.

WE HAVE THE RESPONSIBILITY to treat others with respect and dignity.

WE HAVE THE RIGHT TO participate in Academy activities in safety.

WE HAVE THE RESPONSIBILILTY to promote a safe and positive Academy environment.

WE HAVE THE RIGHT TO an environment that is free from hostility, ridicule or threats.

WE HAVE THE RESPONSIBILITY to be proactive and vigilant in protecting our rights and the rights of others.

WE HAVE THE RIGHT TO participate in the decision--making processes that affect our education, health and safety.

WE HAVE THE RESPONSIBILITY TO be aware of activities that are available for student participation and to become informed of the issues and abide by the decisions implemented through these processes.

WE HAVE THE RIGHT TO freedom from physical or emotional invasion of our personal space.

WE HAVE THE RESPONSIBILITY TO not invade, physically or emotionally, the space of others.

WE HAVE THE RIIGHT TO be treated with respect and courtesy by our teachers.

WE HAVE THE RESPONSIBILITY to treat our teachers with respect and courtesy.

EVERY MEMBER OF THE JEAN FOREST LEADERSHIP ACADEMY has the responsibility and obligation to deal in a prompt and positive manner with any infringement of this charter.

**I have read and discussed the above with my parents/guardians and I agree with the statements made.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# JEAN FOREST LEADERSHIP ACADEMY

## PARENT AGREEMENT FORM

Included in the registration package is information regarding expectation of the students at the Jean Forest Leadership Academy. After you have read through the guidelines and expectations with your daughter, **please initial these along with your daughter. Please sign the form at the bottom.**

1. I understand that Jean Forest Leadership Academy is a uniformed school, and have read through the **UNIFORM POLICY INFORMATION** form and agree to the expectations of this policy.  
Parent initial \_\_\_\_\_ student initial \_\_\_\_\_
2. Student achievement is our number one goal. I will help my daughter achieve success by working with the teachers and assisting my daughter with studying, assignments, and projects.  
Parent initial \_\_\_\_\_ Student initial \_\_\_\_\_
3. I understand that my daughter is required to be dressed in the proper uniform for all classes (including Phys Ed.) and that I may be required to pick up my daughter from school if the dress code becomes a persistent issue.  
Parent initial \_\_\_\_\_ student initial \_\_\_\_\_
4. I understand that Leadership is an integral part to the Jean Forest Leadership Academy Program. Students are asked to complete volunteer work outside of their Leadership classes.  
Parent initial \_\_\_\_\_ student initial \_\_\_\_\_
5. I understand that regular attendance and punctuality are crucial for success. I will ensure that my daughter attends school daily. I will notify the school of my daughter's absences or lates **prior** to school start time.  
Parent initial \_\_\_\_\_ student initial \_\_\_\_\_
6. I understand that cell phones and other electronic devices such as iPods are disruptive to classes and are not permitted. I understand that these devices will be confiscated and returned after conversation with the student and/or parent.  
Parent initial \_\_\_\_\_ student initial \_\_\_\_\_
7. I understand that Jean Forest Leadership is a closed campus and that my daughter is **NOT** permitted to leave the school premises during school hours unless accompanied by an adult and signed out at the main office.  
Parent initial \_\_\_\_\_ student initial \_\_\_\_\_
8. If I remove my daughter from school for an extended period of time (i.e. family vacation), it is my responsibility to arrange extra curricular support for my daughter.  
Parent initial \_\_\_\_\_ student initial \_\_\_\_\_

**I have read and discussed the above with my child and I support the Jean Forest Leadership Academy all girls program.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_



# JEAN FOREST LEADERSHIP ACADEMY

## PARENT INFORMATION

Please complete the following information for our records. If any of the following information changes throughout the year, please contact our office to help keep our records updated.

Mother's Information:

Father's Information:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Ph: \_\_\_\_\_

Home Ph: \_\_\_\_\_

Work Ph: \_\_\_\_\_

Work Ph: \_\_\_\_\_

Cell Ph: \_\_\_\_\_

Cell Ph: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact : \_\_\_\_\_ Phone No: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

We are taking the green initiative at the Jean Forest Leadership Academy and will be sending our monthly newsletter along with any memos via email. You do not have an email address please contact the school at (780) 477-3584 and we will make other arrangements.

## PARENT RESPONSE

I would like my daughter to attend Jean Forest Leadership Academy because:

---

---

---

---

---

---



# JEAN FOREST LEADERSHIP ACADEMY

## **STUDENT RESPONSE**

(to be completed by the student)

Please answer the following questions.

I would like to attend the Jean Forest Junior High Leadership Academy because

---

---

---

What do you like best about school?

---

---

---

List the subjects you enjoy and indicate why they interest you.

---

---

---

What do you like to do outside of school? What are your special interests?

---

---

---

My strengths and interests are:

---

---

---

My areas for growth are:

---

---

---



# JEAN FOREST LEADERSHIP ACADEMY

---

## UNIFORM POLICY INFORMATION

The young women of the Jean Forest Leadership Academy are required to wear a uniform. The Academy uniform must be worn in such a way that everyone associated with the Academy can take pride in our students' appearance. Students are expected to wear their uniform at school as well as to and from school. The complete school uniform is to be worn within the school building throughout the day by all students. **No "out of uniform" clothing may be worn within the school building during the school day.** The young women of the academy must ensure their uniform is clean and neat.

The following combination is called the "**Standard Uniform**" and may be worn every day, and is to be worn whenever students are specifically requested to wear the standard uniform. **The standard uniform is to be worn on Monday, Wednesday and Thursday or when requested by the school administration.** The administration may request that the girls specifically wear a skirt for certain occasions.

### Standard Uniform

- ❖ Skirt
- ❖ Pant (Black)
- ❖ Skort (fall and summer)
- ❖ Pullover Sweater
- ❖ White blouse (short and long sleeved)
- ❖ Black knee high socks or tights
- ❖ Black shoes (Polishable): Students may purchase a variety of different styles of black shoe that are closed toe and small heel including the "penny loafer," "Doc Marten" or "Mary Jane" type.

### Physical Education Attire

- ❖ JFLA T-shirt
- ❖ JFLA Athletic short or JFLA Sweat pants
- ❖ White athletic socks
- ❖ Suitable non-marking gym running shoes
- ❖ Hair tie for long hair

### Alternative Uniform Pieces

The following may be worn to the Academy as part of the uniform on **Tuesday and Fridays:**

- ❖ JFLA black skort
- ❖ JFLA black short
- ❖ JFLA Capri
- ❖ JFLA Sweater
- ❖ JFLA Sweatshirt
- ❖ JFLA Golf shirt
- ❖ JFLA Turtleneck
- ❖ JFLA Fleece



# JEAN FOREST LEADERSHIP ACADEMY

Jewelry and makeup is to be appropriate. The girls are asked to wear make up that looks natural and jewelry that is on a small scale and does not take away from the polished look of the uniform.

Piercings are not allowed at the Jean Forest Leadership Academy. Students will be asked to remove any piercings immediately.

The girls may wear a white camisole or white tank top under their blouses. Please ensure all pieces of your daughter's uniform are clearly labeled.

## UNIFORM INFRACTION CONSEQUENCES

At the Jean Forest Leadership Academy we take pride in the appearance of our students and the purpose of uniforms in our Academy. We will take the following steps when students are not dressed in appropriate uniform attire.

1. Student is spoken to by the teacher. Infraction notice is completed and filed. If student is able to change their uniform they will be required to immediately.
2. After the third uniform infraction contact will be made to the parent/guardian to discuss solutions.
3. Parent/guardian will be required to either bring the necessary uniform pieces or take their daughter home to change.
4. Students who require consistent conversation with parents will be given an in or out of school suspension since behaviour is clearly defiant.

I have read the following information regarding the Jean Forest Leadership Academy's Uniform Policy and understand that it is a uniformed school. I have reviewed this information with my daughter and agree with the uniform expectations and consequences.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



## JEAN FOREST LEADERSHIP ACADEMY PYRAMID OF INTERVENTION FOR MISSED ASSIGNMENTS

Homework completion is an extension of the student’s daily education at the Jean Forest Leadership Academy. In order to ensure that there are no exceptions to this policy a **pyramid of intervention** is in place at the Academy to ensure that all homework that is assigned is completed.

Homework serves a purpose for both the teacher and the student. It is used to check for understanding by providing practice on newly presented material thereby indicating to the teacher if a concept needs to be retaught. Homework also serves to identify students who are having difficulty so that they can receive the extra help they need.

If students do not get their homework done then both the teacher and the students are at a disadvantage. The teacher misses out on valuable information on who understands and who does not and also who would benefit from reteaching and extra help. Incomplete work does not allow a teacher to clearly evaluate learning outcomes and the assessment is not a true reflection of the student’s knowledge.

The following steps will be taken from one of or all of the following depending upon student’s individual needs:

- Discussion with student - agreement or consequence determined by teacher
- Lose of privileges (extra curricular etc.)
- Teacher /Parent Contact - via phone and/or conference
- Extra support during scheduled lunch hour times
- Homework Duo tang to be signed by teacher and parent
- Remaining at the Academy on Thursday afternoons. During this time, the assignments **MUST** be completed.

For students who continuously do not do their homework or fail to bring it to school on the pretext that they forgot their books at home will be required to stay after school on Thursday afternoons to get caught up. These students will be supervised by one of our teachers or teacher assistants during this time.

Parents will be notified ahead of time so that alternative arrangements can be made for your daughter to be picked up at 3:00 pm. or to take the ETS home. Students will not be allowed to wait for parents to pick them up after work since the office will be closed for faculty meetings.

I have read the following information regarding the Jean Forest Leadership Academy’s Pyramid of Intervention for Missed Assignments. I have reviewed this information with my daughter and agree with the expectations and consequences of missing and incomplete assignments.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date