

# JOSHUA ACADEMY



## STUDENT HANDBOOK

**1230 E. Illinois Street**

**Evansville, IN 47711**

**Phone (812) 401-6300**

**Fax (812) 401-6307**

**Website: [www.JoshuaAcademySchools.com](http://www.JoshuaAcademySchools.com)**

# Joshua Academy





## Mission and Vision Statements

Joshua Academy's mission is to provide a nurturing learning environment that allows children to uniquely develop into well-rounded individuals who can reach their fullest potential. Joshua Academy strives to provide a high-quality educational experience that is similar to that of other private schools to children who would otherwise not be able to afford such an experience.

Joshua Academy's vision is to be a holistic, morals-based educational program, preparing students to become responsible, caring, and self-sufficient members of their community.

## Belief Statements

Joshua Academy is guided by the core values of:

-  Dedication (affirming the hope and joy within our education mission)
-  Innovation (courageous creativity)
-  Integrity (inspiring trust through personal leadership)
-  Respect (reverence and compassion for the dignity and diversity of each person)

## Educational Philosophy

*"The purpose of teaching, I believe, is not just to master factual material, but also to teach the student how to think, and to encourage him/her to think. The ability to reason, to analyze logically, will survive long after the student's retention of a memorized fact is lost."*

Marva Collins, noted educator

# Joshua Academy

## The Creed

I am a beautiful and unique individual. I have a brain to think with and use on a daily basis; therefore, I can do something, if not everything.

There's no one else on earth like me. I am proactive. I choose. I control me." 1 It isn't what happens to me in life, but rather the attitude I take toward what does happen that counts.

If I want success I must not sit and wait for others to help me. Rather, I must be willing to take the initiative and always give my best. I am a leader, not a leaner.

I don't let my peers do my thinking for me. I think for myself because I am the one who has to live with the consequences of my choices.

I have been blessed with this day. I shall utilize every second, every minute, every hour to my fullest potential. Everything I do, think, and say will be meaningful. Yes, at times I will make mistakes. But when I continue to try, I will continue to learn.

I realize that no one will applaud my errors and blunders. But, people will congratulate me on the lessons that I learn from my mistakes and those of others. I believe that "a quitter never wins and the winner never quits." 2

I will only get as much out of my school experience as the effort I am willing to put into it. My teachers can nurture, praise, guide and support me, but I must want to help myself. In order to have rights and privileges I must accept my responsibilities.

Yes, "I have the right to fail, but I do not have the right to take my teacher and other people with me." 3 Besides, "We are not here to play, to [day]dream, to drift; we have hard work to do and loads to lift." 4

I was born to be a great person. I can either devote my time to education and success or to ignorance and misfortune. The choice is mine.

1 Marva Collins – "Building Blocks for Excellence"

2 Proverb - Unknown

3 Marva Collins' Creed

4 M. Babcock (poem "Be Strong")

## School Song

**We are young, we stand with pride  
There is power in our choices  
Power in our minds, we will achieve  
Dreams we believe  
We are Joshua Academy**

**We will make a difference in the world  
Make a better place for boys and girls  
We will achieve, dreams we believe  
We are Joshua Academy**

**We will achieve, dreams we believe  
We are Joshua Academy**

**OUR STAFF**



# Joshua Academy

2018-2019

<b><u>Administrative Staff</u></b>	
Executive Director	Ms. Pamela Decker
Principal	Mrs. Arveneda McDonald
Finance Manager	Mrs. Sandy Byers
Health and Wellness Coordinator	Mrs. Pam Nunning
Facility Manager	
School Secretary	Miss Megan Hoye

<b><u>Instructional Staff</u></b>	
Physical Education	Mr. Jeremy Rittenbery
Special Education	Ms. Susan Smith
Speech and Language	Mrs. Allison Rugani
Title I, Grades K-1	Ms. Rachel Miller
Title I, Grade 5-6	SFC Kenneth R. Walker
Agriculture	
Title I Assistant, Grades 2-4	Mrs. Alhamisi Griffin
Kindergarten 1	Miss Briana Campbell
Kindergarten 2	Miss. Caitlin Smith
First Grade 1	Miss Erica Outlaw
First Grade 2	Miss Angela Fields
Second Grade 1	Miss Hillary Hester
Second Grade 2	Mrs. Sara Mason
Third Grade 1	Mrs. Cassaundra Carter
Third Grade 2	Ms. Tonya Kunst
Fourth Grade	Ms. Pamela Glover
Fifth Grade	Mrs. Debra Hughes
Sixth Grade	Mr. Christopher Cole

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<u>Support Staff</u>	
Custodian	
Custodian	
Cafeteria Manager	Mrs. Lesley Haddad
Cafeteria Assistant	
Cafeteria Assistant	
<u>Children's Zone</u>	
Miss Diane Bickham	Program Coordinator
Liz Stuckey	Program Assistant
Open	Program Assistant

## STUDENT FEES

### Lunch Fees

\$2.70 daily/lunch	\$13.50 weekly
\$.40 reduced lunch	\$2.00 weekly
\$1.00 daily/breakfast	\$5.00 weekly
\$.30 reduced breakfast	\$1.50 weekly
\$.30 milk	\$1.50 weekly

All cafeteria accounts need to be current at all times. Any accounts left in arrears will be sent to collections. Students eating a hot lunch **MAY NOT** bring any other food or drink to go with their lunch. This is a policy of the national school lunch program, not ours.

**Any food allergies MUST BE documented by a physician.**

### Textbook Fees

Textbook fees are \$150.00 for the year and are due on the first day of school.

### Technology/Instrument Fees

Instrument Rental Fee is \$25- Fifth and Sixth Grades

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## Uniform Fees

Joshua Academy Charter students have the option of ordering school shirts from us **OR** may wear plain navy blue polo shirts. Sixth grade students wear plain golden rod polo shirts. We also have ties for sale for formal uniform Mondays. Joshua Academy operates a gently used uniform store through our nurse's office. **Students are expected to be in correct uniform at all times. WE GLADLY ACCEPT UNIFORM DONATIONS AND WE HAVE NEW TIES FOR SALE.** See the enclosed order form for Joshua Academy school shirts which must be prepaid when ordering.

Boys Ties- \$6.00

Girls Ties- \$5.00

**We adamantly reinforce our uniform policy or there is no point in having one!**



**STUDENT HANDBOOK  
RIGHTS, RESPONSIBILITIES, DISCIPLINE POLICY  
AND  
STUDENT RULES**

Joshua Academy believes:

- Every person is important and is entitled to respect, understanding and appreciation for his/her uniqueness.
- Every person is entitled to a safe, caring, learning environment.
- The core business of school is to ensure that every day, every student is provided challenging, engaging, and satisfying work.
- Education of our students is the shared responsibility of everyone-the home, the school, and the community.

Joshua Academy does not discriminate against any individual because of race, age, gender, veteran status, religion, national origin, disability or limited English proficiency.

All students are responsible for knowing and observing the rules of behavior as published in the student handbook.

Violation of these rules shall result in corrective disciplinary action. Discipline is to help students become responsible citizens and ensure order and safety in schools. Any single one or combination of the following actions may be used, not necessarily in the order in which they are

# Joshua Academy

listed: counseling, parent conference, detention, restriction of extra-curricular activities, suspension of privileges, suspension from class, suspension from school, suspension from the bus, expulsion from school, referral to juvenile court, or other reasonable disciplinary action which is left to the discretion of the teacher and/or Joshua Academy administration.

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of **Indiana Code -20-8.1-5.1**, the Joshua Academy Board authorizes administrators and staff members to take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY-** We have the right to remove a student from his/her class for inappropriate behavior.
2. **SUSPENSION FROM SCHOOL-** We may deny a student the right to attend school or take part in any school function for up to ten (10) days. Students are not allowed on any Joshua Academy property while on suspension and may not attend any activity sponsored by Joshua Academy.
3. **ENROLLMENT SUSPENSION-** We have the right to remove your bright one from Joshua Academy at any time we decide that this school program no longer meets the needs of your bright one and we no longer have your support as a member of the school team.

## DISCIPLINE AND SCHOOL BEHAVIOR:

The entire foundation and success of public school education depends upon self-discipline. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not infringe upon the rights of others. The responsibility for development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators and the community.

An environment that provides equal opportunity for all and permits the teaching-learning process to proceed in an orderly manner is the objective of all school personnel. School staff members will make every effort, individually and cooperatively, with appropriate available community resources, to help each student achieve self-discipline.

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

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Joshua Academy implements a Positive Behavior Interventions and Support System, known as PBIS. This code of conduct is taught by using the following matrix which lists expected behaviors.

JOSHUA ACADEMY BEHAVIOR MATRIX

	Bathroom	Office/Nurse	Café/Recess	Hallways	Classrooms	Special	Auditorium
Consider Safety	- Wash your hands - Walk in, walk out	- Sit or stand and wait patiently	- Use playground equipment properly - Keep hands, feet, and objects to yourself	- Walk in an orderly manner with hands behind your back - Use hand rail and stairs properly	- Keep hands, feet, and objects to yourself - Sit correctly in chairs - Push in your chair - Walking feet	- Keep hands, feet, and objects to yourself - Use materials correctly	- Keep hands, feet, and objects to yourself - Walk and sit properly
Hard-working	- Keep bathrooms clean	- Show the office that hard work pays off	- Eat first then socialize	- Follow directions - Stay with your class (gap-free)	- Rewards come to those who work hard! - You don't work, you don't eat	- Use time wisely - A winner never quits.	- Listen carefully.
Always be excellent	- Get in! Get out! - Check your uniform! - Keep quiet	- Go to the office for good things - Use manners	- Follow the direction of the staff member	- Face your future and follow instructions.	- Address teachers/staff - Use full sentences. - Use manners.	- Give your best at all times. - Be a team player. - Be a friend.	- Be a good audience. - Hold feet still.
Responsibility is key	- Flush the toilet - Return to the room quickly.	- Tell the truth - Accept responsibility for your actions.	- Clean up your trash when asked. - Line up when directed. - Put away equipment.	- Get to class on time. - Keep hallways clean.	- Follow directions - Give your best effort - Be prepared for class. - Complete and return your LW	- Follow all staff directions the first time given.	- Respond to "quiet" signal when prompted.
Give Respect	- Respect others' privacy	- Use kind words and actions - Follow office staff directions	- Use manners - Follow directions the first time given	- Walk silently.	- Take care of personal and school property - Use kind words and actions - Speak when it is your turn.	- Take care of personal and school property - Listen to the voice of your teacher.	- Give full attention to the speaker(s) - Stand and address school
E v e r y d a y							

## I. POSITIVE ACKNOWLEDGEMENT FOR APPROPRIATE BEHAVIOR

- A. Positive Parent Contact - phone calls; note in agenda
- B. Praise / Shout-Outs
- C. Good Choice Celebrations
- D. Free-time
- E. Awards at assemblies
- F. Tickets for raffles

## II. TYPES OF DISCIPLINARY ACTION

The types of disciplinary action taken by the school administration may include but will not be limited to the following:

- Conferences
- Exclusions (isolations)
- Detention



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- In-school suspension
- Out-of-school-suspensions
- Fines of student "dollars" earned
- Other Courses of Actions

## Definitions and Procedures of Disciplinary Action

- A. Conferences - Convened by Student Assistance Manager with the assistance of the RTI (Response to Intervention) team for students with consistent behavior issues. The team will come up with strategies to address the problem behavior.
- B. Detention- Additional time assigned at school, either before or after regular school hours, under supervision. Parents of students who have detention time must provide their own transportation. The detention will be served on the day or days assigned by Joshua Academy administration or his/her designee.
- C. In-school suspension- Time will be spent, during regular school hours, in an assigned area with supervision. Assignments will be sent from teachers for completion. Any work missed in class must be made up. Any absences are unexcused.
- D. Out-of-School- Suspension (OSS) - Disciplinary action whereby a student is separated from school attendance up to a period of ten (10) days or less and which does not constitute an expulsion.

**Students with an OSS of 2 or more days must attend an administrative re-entrance conference upon return.**

OSS shall be made after an investigation by the administrator has determined that suspension is necessary to help deter any student from further bad choices or to prevent interference with an educational function or school purpose.

- E. Exclusion- The term exclusion means the separation of a student from, or denial of admission of a student to school for any of the following reasons:
  1. If the student has a dangerous communicable disease
  2. If the student's immediate removal is necessary to restore order or to protect persons on school property
- F. Other Courses of Action- School officials are authorized to take such actions in connection with student behavior as is reasonably necessary. Such action shall be taken to help the student, to further school purposes or to prevent interference with education. Actions could include, but are not limited to, counseling, parent conference, assignment of additional work, isolation, rearrangement of class and school schedules, fines of "scholar dollars" earned, removal from situation, or restriction of extracurricular activities.

**Special education students may be suspended using the same procedure in compliance with Article 7.**

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## DUE PROCESS

Public Law IC 20-8.1-5.1 which was enacted by the Indiana General Assembly guarantees due process for pupils suspended or expelled from classes for more than five (5) days. In cases of expulsion for more than five days the president of the school board appoints a hearing officer. The hearing officer will notify the student of the “due process” hearing. The definition of due process is a hearing in which the student and his/her parents participate in with the school that allows both sides to discuss an expulsion with an objective third party or hearing officer.

Public Law IC 20-8.1-5.1 outlines in detail the procedures to be followed when a student is disciplined by suspension or expulsion.

Violations for which a student may be suspended or recommended for expulsion from school include:

- A. Suspension
  1. Insubordination (failure to follow teacher instructions, defiant attitude, disrupting class, misbehavior, not reporting to office)
  2. Using tobacco on school grounds at any time; includes school activities and functions
  3. Possession of smoking materials
  4. Fighting, threat, general harassment, sexual harassment
  5. Obscenity, profanity
  6. Leaving the building without permission
  7. Cafeteria disruption
  8. Cutting classes
  9. Other violations which are detrimental to school purposes. (See separate technology section.)
- B. Expulsion
  1. Any violation listed under suspension which is violated excessively or more severely
  2. Possession of weapon
  3. Use of a weapon or threat with a weapon
  4. Firecrackers and other explosives

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5. Throwing water balloons, snowballs, or other missiles while in the school building or on a bus
6. Vandalism
7. Physical attack on staff member
8. Theft
9. Knowingly possessing, using or transmitting alcohol, drugs, or look-a-like drugs while at school or attending a school activity
10. Attending school or a school activity while knowingly under the influence of drugs or alcohol
11. Possession of drug paraphernalia
12. Other violations which are detrimental to school purposes

Every class is a valued, integral part of the curriculum. Recess is an important part of the day, but it is not mandated by the state of Indiana. Students may be required to spend recess time for late work, behavior difficulties or occasionally for academic remediation.

Extended loss of recess will not be allowed by the administration unless the severe clause of our discipline plan is invoked.

## PROHIBITED BEHAVIOR

The following sections address items that are not permitted in school, on school grounds, during school outings, or any school events.

### ASSAULT, FIGHTING, THREAT

Possessing, handling, using or transmitting a knife, bullet, chemical spray, (pepper spray, mace, etc.) or any object that can be considered or used as a weapon or bomb that can be harmful to property or life. This includes a look-a-like weapon or object.

### POSSESSION OF A FIREARM

- A. No student shall possess, handle or transmit any firearm on school property.
- B. The following devices are considered firearms as defined in **Section 921 of Title 18 of the United States Code**:
  - Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
  - the frame or receiver of any weapon described above
  - any firearm muffler or firearm silencer
  
  - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device

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- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
  - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
- C. **The penalty for possession of a firearm: Ten (10) days suspension and expulsion from school for one calendar year.** The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
- D. School administration shall notify the county prosecuting attorney's office when a student is expelled under this rule.

## **SUBSTANCE ABUSE**

- A. Possessing, using, transmitting or being under the influence of any narcotic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, caffeine-based substances, tobacco or tobacco products, substances containing phenylpropanolamine (P.P.A.), or stimulants of any kind, be they available with or without a prescription. Possessing tobacco or drug paraphernalia is prohibited. Any substance which represented to be or look like any of the above is prohibited. (Note: **Students shall surrender any prescription or non-prescription drugs in the original container to the school nurse or teacher upon arrival at school.**)
- B. Possession of or drinking of an alcoholic beverage is not permitted.
- C. Students are responsible/accountable for all contents of: their assigned lockers, purse and/or book bags and any item found on their person.

## **SELLING OF CONTROLLED SUBSTANCE**

It is prohibited to engage in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an inference with school purposes or an educational function.

## **DEFIANCE AND GENERAL SCHOOL RULE VIOLATIONS**

- A. Failing in a substantial number of instances to comply with directions of teachers or other school personnel that can cause an interference with school purposes or an educational function.
- B. Disrespect
- C. Repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are adopted in accordance with Indiana law.
- D. Failing to consent to a search when asked to do so by a school administrator.
- E. Students who visit (other than on authorized school business) a school in which they are not enrolled shall follow the posted rules for visitors by reporting to the school office immediately upon arrival for approval and follow the instructions given to them by Joshua Administration. Students on school property without proper authorization will be subject to trespass charges.

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- F. Students shall adhere to safety practices and all other school rules during the school day, school activities, and during transportation to and from school and school sponsored activities.
- G. Students shall not cheat or use misrepresentation including, but limited to forging and/or misuse of any document, excuse, official forms or records, assignments, homework, i.e., Reason for Absence form, false telephone calls, etc.
- H. Students are to refrain from loud belligerent and boisterous behavior and running in the building.
- I. Students shall not litter school property.
- J. Students shall not chew gum on school premises.
- K. Unless students have a note or phone call from their parent/guardian, they will only be released to individuals documented on their emergency forms.
- L. Students participating in after school activities will be sent there, unless they have a note or phone call from parent/guardians.
- M. Students are expected to come prepared for and to participate in all classes.
- N. Students are not permitted to sell items at school or bring large sums of money to school without the authorization of Joshua Academy administration.
- O. Students may use telephones only with staff permission during the instructional day.
- P. Forming secret societies, fraternities, or other similar organizations is forbidden. Use of signals related to membership in secret societies is prohibited. Writing gang signs or symbols on your person at school is prohibited. This includes gang related tattoos. Creating, writing or distributing newspapers, bulletins or newsletters not authorized by the school administration is prohibited.
- Q. Students shall not arrive at school before 7:40 a.m. unless enrolled in the before care program. All students shall be picked up by 3:30 p.m. unless enrolled in the after care program. K-1 dismissal is 3:15 p.m. 2<sup>nd</sup>-6<sup>th</sup> dismissal is 3:20 p.m.
- R. Toys or objects that interfere with the educational process are not permitted on school property or at school events. This includes but is limited to water guns, squirt guns and other squirting toys or equipment, trading cards, game cards, Pokemon cards, playing cards, dice, or electronic/non-electronic games.
- S. Personal cell phones, computers, and electronics are NOT permitted in the classroom and are subject to confiscation, only retrievable by parents.
- T. Students shall not aid, assist, or conspire with another person to violate these student conduct rules or state or federal law.
- U. Students must report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
- V. Joshua Academy Board of Directors shall establish whatever rules, policies, and procedures deemed necessary pertaining to the carrying and storage of bags or backpacks within their building and/or school premises.
- W. Matches, lighters, fireworks are prohibited.
- X. No laser lights or attachments are permitted on school property.

## **VIOLATION OF STATE /FEDERAL LAW**

Engaging in any activity forbidden by the laws of Indiana or the Federal Government that constitutes an inference with school purposes or an educational function including but not limited to (A) Gambling or gambling paraphernalia. (B) Creating a false fire alarm or other false warning. (C) Criminal Trespass.

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## UNAUTHORIZED ITEMS

Students shall not bring equipment or other objects to school or school activities which can be considered disruptive and/or not being used in the educational process without permission from school personnel.

## HARASSMENT

It is the policy of Joshua Academy to maintain a learning and working environment that is free from sexual and other types of harassment.

It is the policy of Joshua Academy to maintain a learning and working environment that is free from sexual harassment, or other harassment based on race, color, age, religion, national origin, disability, or any other reason protected by law.

It shall be a violation of the policy for any employee, student, or agent of Joshua Academy Charter School to harass another employee, student, or agent through conduct or communications of a sexual nature or other protected basis. The use of the term "employee" also includes non-employees and volunteer who work subject to control of school authorities.

- A. A student shall not exhibit conduct which has the purpose or effect of unreasonably interfering with another students' academic development or creates an intimidating, hostile or offensive learning environment.
- B. A student shall not make unwelcome sexual advances, requests for sexual favors, or exhibit other verbal or physical conduct of a sexual nature.
- C. A student shall not engage in subtle forms of harassment such as unwelcome cartoons, caricatures, jokes of a sexual or racial nature, race or sex-oriented verbal kidding or abuse, and unwelcome, deliberate physical contact.
- D. Verbal or physical abuse, racial harassment, sexual or other types of harassment of others, any indecent language or gesture or act, threats of violence to the school staff or its body are prohibited.

### **E. SEXUAL AND/OR OTHER HARASSMENT COMPLIANT PROCEDURE INVOLVING AN EMPLOYEE OR AGENT OF JOSHUA ACADEMY:**

The harassment compliant procedure is a process for efficiently and effectively addressing complaints. The process is designed to ensure fairness and objectivity and to protect the rights of all individuals. No individual shall be penalized for reporting a complaint of alleged harassment or for cooperating in the investigation of the reported complaint. However, any person who **knowingly** files false charges against a Joshua Academy Charter employee, student, or agent shall be subject to disciplinary action consistent with Joshua Academy policy. Throughout the compliant procedures, the right of confidentiality, both of the complainant and of the accused, will be respected consistent with the Joshua Academy legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

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Any employee, student or agent alleging harassment by a Joshua Academy employee or agent may report a complaint directly with any of the following individuals:

- Teacher
- School Nurse
- Administrator
- Board Member

## ATTENDANCE

The expectation at Joshua Academy is that students will attend school daily. Academic achievement is directly related to daily attendance at school. Being on time and “showing up” is a life skill that every child needs to learn. Parents play an important role in helping young people acquire these skills. Your partnership in this area is greatly needed and appreciated.

1. Student absences shall be reported to the main office (401-6300) before 9:00 a.m. by parent/guardian on the date of the absence or a note may be sent to school on the following day. Lack of contact regarding absence in a unexcused absence. Advance notice of absence is allowable.
2. Students are considered tardy after 8:00 a.m. Parents must escort students into the building and sign them in inside the main office after this time. Students may not be dropped off at the door.
3. Students may not arrive before 7:40 a.m. or stay later than 3:30 p.m. unless They are enrolled in before or after care or other extracurricular activities. **Students not picked up by 3:30 p.m. will be sent to aftercare and an invoice sent to the guardian.**
4. Excessive tardiness will be referred to the school administration.
5. Three days of consecutive absences require a doctor’s excuse (note).
6. In Indiana, school attendance is mandatory and schools cannot give permission beyond the law. Vacations during school are **unexcused**. Parents/guardians are advised to plan family activities when school is not in session.
7. In order for students to participate in extra-curricular activities, the student must have been in attendance in classes all day on the day of the activity.

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8. Students absent due to out of school suspension will be given one day for each day of suspension to complete missed class work/life's work. Parents may request class work/life's work during suspension. Completed work is due when the student returns to school.
9. Excessive absences could result in failure to progress to the next grade level.
10. **Joshua Academy has an extended calendar year. All students are required to complete the full calendar.**

## **EXCUSED ABSENCES**

1. death in immediate family
2. serious illness or injury, verified by a physician, that incapacities a parent and requires the presence of the student
3. verified medical or dental appointment
4. religious holiday/activities
5. other activities as approved by the school administration.

## **PRE-COURT CONFERENCE**

Students who accumulate 15 or more absences without medical documentation will be referred for pre-court conference.

## **TRUANCY**

1. A **HABITUAL TRUANT** is a student who has accumulated ten (10) unexcused absences.
2. A student is **TRUANT** when no reason is presented for absences within (3) days.

**See next page for attendance letter from Judge Brett J. Niemeier.**



# Joshua Academy

**JOSHUA ACADEMY CHARTER SCHOOL  
VANDERBURGH JUVENILE COURT  
VANDERBURGH COUNTY PROSECUTORS' OFFICE**

Dear Parent:

As a courtesy, we wish to inform the parents of all Joshua Academy students that greater attention will be paid to school attendance for all VANDERBURGH County students in the coming year. This will include increased efforts to address unexcused absences for students in grades one through six, so that good attendance habits are formed early on in the student's education.

According to the school rules, a student will be considered unexcused for all absences **other** than those listed below.

- death in immediate family
- serious illness or injury, verified by a physician, that incapacitates a parent and requires the presence of the student
- verified medical or dental appointment
- religious holiday/activities
- other activities as approved by the principal

Students who accumulate 10 or more absences without medical documentation will be referred for a pre-court conference. The pre-court conference is the final step the school will take before a referral is made to the prosecutor's office.

Students who have gone through pre-court conference due to a violation of the compulsory school attendance law are required to produce medical documentation of any missed days for one calendar year.

We appreciate your cooperation and look forward to a successful school year. If you have any questions concerning Joshua Academy attendance policies, please call Joshua Academy at 401-6300.

# Joshua Academy

Pamela Decker  
Executive Director

Nick Hermann  
Prosecuting Attorney

Brett J. Niemeier  
Juvenile Court Judge

## WE EMBRACE EXCELLENCE

### SCHOOL BUILDING

#### A. SCHOOL LOCKERS

1. All lockers made available for student use on the school premises are the property of Joshua Academy.
2. Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store “items” that cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, which are forbidden by state laws or school rules.
3. The student’s use of the locker does not diminish the charter school’s ownership or control of the locker. The charter school retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, and to prevent use of the locker to store stolen items, prohibited or dangerous materials such as weapons, illegal drugs, or alcohol.
5. Students will use only lockers assigned to them. **Locks are prohibited for grades K-6.**
6. Students shall not alter the appearance of lockers on the inside or outside with writing, drawing, stickers or tape or pictures except with principal/designee approval.
7. Students are responsible/accountable for all contents of: their assigned lockers, vehicles used for the purpose of transportation to or from school or school-sponsored activities, purse and/or book bags and item found on their person.

#### B. OUTDOOR ACTIVITIES

1. Students, unless they have valid excuses, shall participate in outdoor activities when scheduled.
2. Tackling, keep-away, dodge ball and other dangerous contact games shall not be played.
3. Students shall not go into streets or off school property unless supervised by a staff member.
4. Students shall not throw objects such as rocks, sticks, or snowballs.
5. All athletic equipment and playground equipment shall be used in a safe

# Joshua Academy

and proper manner as directed by the school staff.

## C. BOOK DAMAGE

1. Students are responsible for books and equipment issued and loaned to them by Joshua Academy. **TEXTBOOKS AND LIBRARY BOOKS** that are damaged or lost must be paid for by the student. Fines are also charged for minor damage to rental or borrowed books.
2. Students shall not damage or deface textbooks, computers or media material in any manner.

## D. UNIFORM POLICY

Joshua Academy believes that the following benefits are derived by the wearing of school uniforms by all of the students:

- The wearing of uniforms assists in instilling a sense of discipline within the students
- It helps students concentrate better on their school work
- It assists with student identification and safety in public places
- It allows the students to develop a sense of belonging to their school
- It reduces competitive dressing by relieving parents of pressures to purchase expensive brand name clothing

### Basic Uniform

**K-5<sup>th</sup> Grade Tops-** Navy short-sleeved polo, navy long-sleeved polo, navy sweatshirt with polo underneath. Undershirts must be white or navy. In the winter, plain white or navy turtlenecks may be worn under polo shirts and navy button-down cardigans are allowed. Navy hoodies with no lettering are also allowed.

**6<sup>th</sup> Grade Tops-** Golden rod short-sleeved polo, golden rod long-sleeved polo, or golden rod sweatshirt with polo underneath. Undershirts may be white or navy.

**Bottoms-** Khaki uniform pleated pants, shorts, skirts, skorts, and jumpers that are no more than five inches above the knee. No jeans/denim, cargo style, carpenter style, excess pockets, or designs allowed for bottoms.

**Socks-** PLAIN Navy or White socks only

**Shoes-** No clogs or heeled shoes. Socks must be worn with sandals. Tennis shoes must be laced and tied.

### Dress Uniform (Monday's Only)

**K-5<sup>th</sup> Grade Tops-** White button-down dress shirt tucked in. Boys-solid navy tie, Girls-navy criss-cross uniform tie. Girls may wear a white sweater.

**6<sup>th</sup> Grade Tops-** 6<sup>th</sup> Grade boys and girls wear a blue and golden rod striped tie.

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**Bottoms-** Boys- Navy uniform pants. Girls-Navy uniform pants, long uniform shorts, uniform skirt, uniform skort, uniform jumper, or uniform capris.

**Shoes-** Dark dress shoes

**Socks-** PLAIN Navy or White socks or tights

**Other:**

Belts- plain navy, black, white, or brown belts

**Shirts must be tucked in at all times**

Jewelry- Watches may be worn. Girls only may wear **stud** earrings. No other jewelry should be worn. **No make-up is allowed. Boys may not wear earrings at school.**

Consequences will result for students not in proper uniform.

## **BUS TRANSPORTATION (FIELD TRIPS ONLY)**

### **A. SCHOOL BUS DISCIPLINE POLICY**

School bus discipline is essential to the safety and welfare of our students.

Joshua

Academy encourages effective communication among bus drivers, staff, parents,

and transported students in helping to enforce proper discipline guidelines. It should be understood that the administration reserves the right to enforce this policy at any step if the severity of the discipline incident justifies such administrative judgment. Suspension of the privileges to ride a bus includes

any

charter school transportation. A child's immediate removal from the bus, at any

point on the transportation route, is warranted in emergency cases when it is necessary to prevent injuries to persons or property.

### **B. GUIDELINE FOR BUS CONDUCT**

Riding a school bus is a privilege and must be regarded as such by the student. Rules of school bus conduct and safety are established for the protection of the student, other students riding the bus and the School. Guidelines for student school bus conduct are provided. Violations of these guidelines shall serve as cause for the suspension of the bus riding privilege and shall serve as cause for any other discipline authorized by law.

1. School bus transportation is a privilege
2. Wait for your turn to load and unload.
3. Go immediately to a seat and remain seated. The staff may choose to assign seats.
4. Cooperate with the bus driver and Joshua Academy staff.

# Joshua Academy

5. Do not open windows or doors except by permission of the driver.
6. Keep head, arms and body inside the bus.
7. Do not kick, scuff, mark or intentionally damage seats or walls.
8. Do not use loud, boisterous or profane language.
9. Do not quarrel, scuff or participate in horseplay of any kind.
10. Do not eat or drink on the bus.

## LIFE'S WORK

My teacher assigns Life's Work for me to practice and review the skills I need in life and those I completed in class. I know that it is **MY** responsibility to do my life's work. My parents have agreed to check my work, but it is not their responsibility to do it, pack it, and bring it to school. I know that being responsible is a choice. I must choose to take the time to take home the books and materials I need. I need to think about my F.I.P. (first important priority) and use my time wisely at home, as well. I am developing habits now that will determine my future. As Aristotle said, "We are what we repeatedly do. Excellence, then, is a habit and not an act.

## **LIFE'S WORK POLICY**

It is the student's responsibility:

- to take home books and materials needed to complete assignments
- to complete assignments and return assignments to school
- to think about their F.I.P. (first important priority) and use time wisely at home when completing assignments
- to complete homework neatly and accurately
- to complete missed or incomplete assignments during recess if required by the teacher
- to complete missed assignments due to illness or other excused absences within two school days
- to complete assignments missed due to In-school suspension or Out-of school suspension the next school day. Missed assignments not completed **may** result in a zero.

It is the parent's responsibility to:

- provide an environment conducive for studying and the completion of Life's Work
- check work for accuracy and neatness
- sign agenda books daily
- help, guide, and direct, the completion of Life's Work without the parents actually **doing** the work
- complete family projects as indicated
- provide needed supplies and materials for Life's Work and special projects

**\*\* Failure to comply may result in consequences**

## **PARENT INVOLVEMENT POLICY**

Parents have been a significant part of Joshua Academy's success. As is thoroughly documented time and time again, a child's academic success is strongly linked to

# Joshua Academy

parental involvement. Parents are required to sign a parent contract clearly expressing the school's expectations and what the parents can expect from Joshua Academy. Parents are expected to participate in Parent Teacher Fellowship (PTF) as well as to commit to volunteering at least 20 hours per school year in school related activities. Parents are expected to attend conferences, workshops, school events and support their child/children by making sure assignments are completed and children are at school on time and are prepared physically, mentally, and socially for learning.

## **Joshua Academy's Parent Teacher Fellowship Provides:**

The objective of the PTF is to provide a framework in which parents, teachers, and the administration, through effective communication work together for the best interest of the students' academic, physical, and emotional development by:

1. Establishing a moral emphasis in PTF activities to encourage fellowship and growth among students, parents, teachers, and administration.
2. Encourage a cooperative relationship between school and home providing a structure through which parents, grandparents, etc. can be involved in Joshua Academy.
3. Promoting Joshua Academy programs including raising funds for the benefit of Joshua Academy.

## **Other activities to consider for parent involvement**

- Snack provider
- Field Trip chaperone
- Classroom Helper
- Tutor (requires approval of Assistant Principal)
- Help supervise lunch and recess times (requires administrative approval)
- Purchasing needed items for classroom
- Sharing a skill with students
- Classroom or school speaker
- Leading parent workshop
- Sharing skill with parents
- Office Helper (requires approval of Ms. Miles)

**See attached Parent Participation Chart for more ideas and a way to track parent hours.**

# Joshua Academy



## Parent Participation Chart 2017-2018

Student (s) Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Teacher's Name: \_\_\_\_\_

Hour(s)	Task, event or activity	Tally
10 hour (Max)	Life's work supervised and agenda book signed for 80% of school year. <b>This is tallied one time only.</b>	
3 hours	PTF membership/meetings	
1 hour	Classroom materials sent (per occurrence)	
1 hour	Classroom snacks sent (per occurrence)	
1 hour	Classroom observation Dates:	
2 hours	New Parent Orientation	
2 hours	Parent Teacher Conferences: Fall                      Spring	

## Joshua Academy

2 hours	Parent meeting (dates): S.A.T.                      Other Conferences	
2 hours	Attendance at any school event (per parent): Dedication                      Open House Family Fun Night                      Seasonal Programs	
3 hours	\$50 school donation (per occurrence)	
3 hours	Popcorn Popper (per occurrence) Dates	
6 hours	PTF officer	
3 hours	Field trip supervision Dates:	
2 hours	Classroom volunteer (per occurrence) Dates:	
3 hours	School volunteer (per occurrence) Dates:	
6 hours	PTF Committee Chair	
2 hours	Give Back Nights Participant	
3 hours	Fall Festival (per time worked)	
Hour(s)	Task, event or activity	<b>Tally</b>



# **Joshua Academy**

## **Programs and Extra-Curricular Opportunities**

Children's Zone ACES

- Academics, Agriculture, Arts & Athletics

Crossing Guards- (4<sup>th</sup>-6<sup>th</sup>)

Fire Marshalls (5<sup>th</sup>)

Dance in Physical Education- (2<sup>nd</sup>-4<sup>th</sup>)

Chess Club- (4<sup>th</sup>-6<sup>th</sup>)

College Mentors for Kids at U of E (1<sup>st</sup>-5<sup>th</sup>)

Robotics Team (4<sup>th</sup>-6<sup>th</sup>)

Chargers Boys Basketball (4<sup>th</sup>-6<sup>th</sup>)

Chargers Girls Basketball (4<sup>th</sup>-6<sup>th</sup>)

Chargers Cheerleading (4<sup>th</sup>-6<sup>th</sup>)

Boy Scouts (K-6<sup>th</sup>)

Girl Scouts (K-6<sup>th</sup>)

Christian Education (3<sup>rd</sup>-4<sup>th</sup>)

Joshua Voices (2<sup>nd</sup>-6<sup>th</sup>)

Joshua Percussion (3<sup>rd</sup>-6<sup>th</sup>)

# Joshua Academy

## TECHNOLOGY USE POLICY

Use of technology is essential to the curriculum and learning at Joshua Academy. Students will participate in a variety of lessons and activities using computers, printers, scanners, and other digital equipment. Students will receive training to use technology at school. Students are expected to follow and to agree to the **Acceptable Use Policy** signed by all students and parents upon acceptance of enrollment. Inappropriate use of technology is outlined below includes changing computer configuration, deliberately accessing another student's account, deliberately harming any of the equipment or surfing the web without an educational assignment.

First Offense: will result in the parent being called and student losing all computer privileges for the remainder of the semester outside of the usage necessary for the basic curriculum.

Repeat offenders and/or student who deliberately access pornographic materials from the Internet will lose all computer privilege. Students may be suspended out of school for any such behavior.

### Acceptable use of Technology

Regardless of the circumstance, each student is expected to be responsible and honest, use common sense, and practice proper etiquette at all times. A significant amount of money has been invested in hardware and software in schools to prepare students for today's and tomorrow's world, and it is important that students help protect the investment. In order to comply, the following rules are in effect:

1. It is a federal crime to unlawfully copy software; any student attempting to copy the school's software and/or multi-media materials will be referred to the school's administration and consequences according to the student handbook for stealing.
2. Tampering with or vandalizing any part of the hardware or software will result in disciplinary consequences according to the student handbook for vandalism.
3. Using any commands on the computer which could alter the operations of any part of the computer system, including the default settings, may result in disciplinary consequences according to the student handbook for vandalism.
4. **The downloading of programs from any source is strictly prohibited.** Failure to comply may be treated as insubordination.

## Joshua Academy

5. No external devices may be used without permission (including flash drives, and CD Roms, or DVD's).
6. The use of technology is for educational purposes only. Games or inappropriate files including pornography are never to be used in the School.
7. Use of social media, texting, and email are not permissible without teacher supervision and educational purpose for use.
8. Students are not allowed to take computers out of the School without teacher approval.
9. A student may use only his/her ID and password. A student may not change his or her password.
10. Unless students have purchased a BYOD (bring your own device) coupon there really is no need for students to bring personal technology to school. All cell phones should remain on silent and in backpacks in students lockers at all times.

# **Joshua Academy**

## **Title 1**

Joshua Academy participates in the Title 1 School-Wide Program. This means that Joshua Academy receives Title 1 funding from the Federal Government, which provides for Title 1 Teachers. This Title 1 Program allows Title 1 Teachers and Title 1 Assistants to help any child who is struggling in the academic areas of reading or math. Teachers can respond to instruction and interventions quickly, and provide additional guidance and support in a timely manner.

Joshua Academy annually updates its Title 1 School-Wide plan, which serves as the framework for how teachers and parents will work together to increase student achievement. The school holds an annual Community Council in which parents and community members are invited to come and give input for the plan. All staff members and families receive an updated copy of the Title School-Wide Plan each year.

# Joshua Academy

2017 – 2018 School Year  
 IN State Department of Health  
 School Immunization Requirements  
*Updated March 2013*

<b>3 to 5 years old</b>	3 Hep B (Hepatitis B) 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio (Inactivated Polio) 1 MMR (Measles, Mumps, Rubella) 1 Varicella	
<b>Kindergarten</b>	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 2 Hep A**
<b>Grades 1 to 5</b>	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella
<b>Grades 6 to 10</b>	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 1 Tdap (Tetanus & Pertussis) 1 MCV4 (Meningococcal conjugate)
<b>Grades 11 to 12</b>	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 1 Tdap 2 MCV4**

\*\*Vaccinations are strongly recommended, but not required, for school entry for the 2017-2018 school year

**Hep B** The minimum age for the 3<sup>rd</sup> dose of Hepatitis B is 24 weeks of age.

**DTaP** Four doses of DTaP/DTP/DT are acceptable if 4<sup>th</sup> dose was administered on or after child's fourth birthday.

**Polio** The 4<sup>th</sup> dose of polio vaccine must be administered on or after child's fourth birthday. This applies only to kindergarten through 3<sup>rd</sup> grades for 2017-2018. Three doses of polio vaccine are acceptable if 3<sup>rd</sup> dose was administered on or after child's fourth birthday and the doses are all IPV or all OPV.

**Varicella** Physician documentation of disease history, including month and year is proof of immunity for children entering preschool through 5<sup>th</sup> grade. A signed statement from the parent/guardian indicating history of disease, including month and year is acceptable for children in grades 6-12.

**Live Vaccines (MMR, Varicella & LAIV)** Live vaccines that are not administered on the same day must be administered a minimum of 28 days apart. The second dose should be repeated if the doses are separated by less than 28 days.

**\*\*Meningococcal Conjugate** Students who receive their first dose of MCV4 on or after their 16<sup>th</sup> birthday will not need a booster dose of vaccine.

For children who have delayed immunizations, please refer to the 2013 CDC "Catch-up Immunization Schedule" to determine adequately immunizing doses. All minimum intervals and ages for each vaccination as specified per 2013 CDC guidelines must be met for a dose to be valid. A copy of these guidelines can be found at <http://www.cdc.gov/vaccines/schedules/>

# Joshua Academy

<b>Joshua Academy Charter School (2017-2018)</b>												
<b>Time 8:00 am to 3:20 pm (184 days)</b>												
<b>July 2017</b>				<b>August 2017</b>				<b>September 2017</b>				
Su	M	Tu	W	Su	M	Tu	W	Su	M	Tu	W	
	Th	F	S	Su	Th	F	S	Su	Th	F	S	
			1			1	2			1	2	
2	3	4	5	6	7	8	9	3	4	5	6	
	6	7	8		10	11	12		7	8	9	
9	10	11	12	13	14	15	16	10	11	12	13	
	13	14	15		17	18	19		14	15	16	
16	17	18	19	20	21	22	23	17	18	19	20	
	20	21	22		24	25	26		21	22	23	
23	24	25	26	27	28	29	30	24	25	26	27	
	27	28	29		31				28	29	30	
30	31											
<b>October 2017</b>				<b>November 2017</b>				<b>December 2017</b>				
Su	M	Tu	W	Su	M	Tu	W	Su	M	Tu	W	
	Th	F	S	Su	Th	F	S	Su	Th	F	S	
1	2	3	4				1			1	2	
	5	6	7		2	3	4					
8	9	10	11	5	6	7	8	3	4	5	6	
	12	13	14		9	10	11		7	8	9	
15	16	17	18	12	13	14	15	10	11	12	13	
	19	20	21		16	17	18		14	15	16	
22	23	24	25	19	20	21	22	17	18	19	20	
	26	27	28		23	24	25		21	22	23	
29	30	31		26	27	28	29	24	25	26	27	
					30				28	29	30	
								31				

# Joshua Academy

January 2018					February 2018					March 2018				
Su	M	Tu	W		Su	M	Tu	W		Su	M	Tu	W	
	Th	F	S			Th	F	S			Th	F	S	
	1	2	3		1	2	3			1	2	3		
4	5	6			4	5	6	7		4	5	6	7	
7	8	9	10		8	9	10			8	9	10		
11	12	13			11	12	13	14		11	12	13	14	
14	15	16	17		15	16	17			15	16	17		
18	19	20			18	19	20	21		18	19	20	21	
21	22	23	24		22	23	24			22	23	24		
25	26	27			25	26	27	28		25	26	27	28	
28	29	30	31							29	30	31		

April 2018					May 2018					June 2018				
Su	M	Tu	W		Su	M	Tu	W		Su	M	Tu	W	
	Th	F	S			Th	F	S			Th	F	S	
1	2	3	4				1	2				1	2	
	5	6	7		3	4	5							
8	9	10	11		6	7	8	9		3	4	5	6	
	12	13	14		10	11	12			10	11	12	13	
15	16	17	18		13	14	15	16		17	18	19	20	
	19	20	21		17	18	19			17	18	19	20	
22	23	24	25		20	21	22	23		24	25	26	27	
	26	27	28		24	25	26			24	25	26	27	
29	30				27	28	29	30		28	29	30		
						31								

- School Closed/ Holidays
- School Resumes after break
- Apr 20 Potential Snow make up day,
- Parent/Teacher Conference (no school for students)
- First and Last Day of School for students
- Professional Development (no school for students)  
+++All other snow make up days will be added to the end

Joshua Academy

**KNOW THE WAY  
SHOW THE WAY  
GO THE WAY**

**GO JOSHUA CHARGERS!!**

**JOSHUA ACADEMY CHARTER SCHOOL  
EVANSVILLE, INDIANA**



Joshua Academy

# JOSHUA ACADEMY



# STUDENT HANDBOOK

This signed page acknowledges that I have received and read the student handbook and I am aware of the procedures and guidelines for my student at Joshua Academy.

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