

2024-2025 Parent & Student Handbook



15055 Dexter Avenue
Detroit, MI 48238
(313) 340-0023
www.joyprep.com

Mission Statement:

Joy Preparatory Academy will educate children safely, vigorously, and competitively, creating success in a global society.

Dear Parent or Guardian(s):

Thank you for enrolling your child(ren) in **Joy Preparatory Academy**.

We are incredibly excited to begin the 2024-2025 school year here at JPA! This promises to be a year filled with golden opportunities for all of our students as we strive to find ways that we can be even better than we have before! We embark on this journey with a pledge to you, our students and parents, that this will be a year of engaging, meaningful and rigorous work in our classrooms, combined with special events and a plethora of activities and fun learning activities certain to encourage our **Jaguars** to be involved and stay connected!

During the 2024-25 school year, we will continue to build upon and refine our proven foundation of good work, honored traditions, and continued *excellence in education*. Our vision remains...

Joy Preparatory Academy will be a shining jewel in the community because of its reputation for integrity and results.

Our staff of highly qualified professional educators and support personnel is committed to providing our students many opportunities both inside and outside of the classroom. We invite and encourage students and parents to work in partnership with us.

We look forward to a very positive and productive year together! We extend a special yearlong invitation to our families to join us at school activities and events whenever possible. We want . . . we need . . . and we value your involvement and support in your child's education! Your active participation is key to the success of your son/daughter during his/her time at **Joy Preparatory Academy**.

Please know that we highly value home/school communication here at JPA. It is vital and plays an integral role in each student's success. We encourage you to contact us if/when the need arises, and to *stay in the know* about your child's studies, assignments, assessments, and school activities, as well as other events and happenings.

Again, we welcome you to **Joy Preparatory Academy** and to our wonderful learning community . . . a place alive with much *energy . . . enthusiasm . . .* and a *high standard of excellence*! It is, indeed, a place where opportunities abound! Here's to an AWESOME new school year as we work together to make our school a greater place to work and learn each day!

Sincerely,

Adasina Philyaw, School Leader

Table of Contents

Board of Directors	4
JPA Administration	4
Introduction	5
Admissions	6-7
Attendance Policy	7-10
Arrival & Dismissal	10-13
Curriculum & Assessment	13-15
Promotion/Retention Policy	15-16
Report Cards/Progress Reports	16-18
Student Code of Conduct	19-
School Pride.....	19
Anti-Bullying	20-22
Suspension	22-23
Expulsion	23-25
Description of School Violations	25-32
Responses to Violations	32-33
PBIS	33-35
Uniform Policy	35-37
Wellness Statement	37-38
Athletics Policy	38-39
After School Tutoring.....	39
Cell Phone Policy	40

Internet Agreement	41
Student-Parent-Staff Compact	42
Acknowledgement	43

Joy Preparatory Academy BOARD OF DIRECTORS

President	Dr. Alfred Cobbs
Vice President	Ms. Debryl Ector
Secretary	Ms. Antoinette Reid
Treasurer	April Green
Member-At-Large	Grover McCants
Member-At-Large	

SCHOOL BOARD MEETING DATES

Board meetings will be held the 3rd Tuesday of every month @ 6 pm at the following location:

Joy Preparatory Academy
15055 Dexter Avenue
Detroit, MI 48238

Joy Preparatory Academy Administration

Regional Vice President	Mr. Ali Abdel
School Leader	Ms. Adasina Philyaw ext. 110
Instructional Coach	Mr. Joshua Pippin ext. 128 Ms. Catheren Taylor ext 119

INTRODUCTION

Joy Preparatory Academy is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents and students must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful and responsible behavior fosters a positive climate for the learning community.

This Parent/Student Handbook serves as a resource and guide to educational services and the Student Code of Conduct. This is not to be a comprehensive listing but an introduction to the JPA community and its expectations. Please feel free to visit our website at www.joyprep.com, contact the school at (313) 340-0023 or visit the school in person for additional information.

The Student Code of Conduct will be administered uniformly and fairly, without partiality or discrimination, and based upon the circumstances presented. The Student Code of Conduct applies before, during and after school and at school related functions/events.

CORE VALUE STATEMENT

JPA believes that at the core of every truly educated citizen there lies a foundation of integrity, wisdom, and courage. The JPA community promotes in its students a healthy sense of right and wrong, factually based critical thinking and the strength of character to act and react morally.

Joy Preparatory Academy is a free public charter school that is governed by a local board of directors and managed by The Leona Group, L.L.C., an educational management company. Funding for charter schools is provided by state monies as determined by legislators. Charter schools are held to virtually identical laws and regulations that apply to traditional public schools. We are proud to provide parents with the right and ability to choose the best educational setting for their children; one that not only sets high standards for academic achievement but also provides a safe, caring and nurturing environment. Visit our website: www.joyprep.com.

MANAGEMENT AND CHARTER

The Leona Group, L.L.C.'s Inclusive Education Philosophy: The Leona Group embraces the philosophy of full inclusion, believing that all students, including those with disabilities, the gifted and English Language learners, can be best educated in the general education classroom. Leona teachers accept responsibility for all students in their classroom. Collaborative teams provide support with lesson planning, teaching and implementing accommodations and modifications in teaching techniques and classroom activities to meet the unique interests, learning styles and academic levels of all students.

We embrace the diversity among students. All students are unique with their own set of physical, intellectual and psychological characteristics that influence their instructional needs. Individualized educational programs are designed for each student. For more information on charter schools, visit www.charterschools.org/.

ADMISSIONS

Joy Preparatory Academy admits students of any race, color, national and ethnic origin, and students have access to all rights, privileges, programs and activities generally accorded or made available to the academy. Joy Preparatory Academy does not discriminate on the basis of race, gender, color, national and ethnic origin in the administration of its educational policy, scholarship and loan programs, and athletic or other school administered programs.

REGISTRATION REQUIREMENTS

1. The age requirement for entrance into Kindergarten is that all children must be 5 years of age by September 1, 2024.
2. Child must be 6 years of age by December 1 for entrance into first grade.
3. Copy of report card.
4. A birth certificate with an “official raised seal” must be presented.
5. All new students must have an immunization record and current health appraisal form on file.
6. Verification of live birth is acceptable if the birth certificate can’t be located.

Act 26 of 1995 (the Safe School Act) requires parents/guardians to provide a sworn statement upon enrolling their child in school as to whether the child has previously been suspended or expelled from another school for an act of violence and/or possession of weapon violation. Joy Preparatory Academy adheres to this law.

WITHDRAWAL REQUIREMENTS

Parent/guardian(s) must notify the School Leader and/or Office Manager regarding plans to transfer a student to another school. All JPA materials must be returned and any outstanding fees (such as lost or broken technology, classroom materials, etc) owed to the Academy must be paid in full prior to release of the student records. Contact the Office Manager for more specific details.

CHANGE OF NAME/ADDRESS/PHONE NUMBER

In order that records may be kept current, change of names, addresses, phone numbers and emergency phone numbers should be reported to the school office and the classroom teachers immediately. **EMERGENCY NUMBERS MUST BE KEPT CURRENT.**

It is imperative that your contact information remains accurate throughout the school year to ensure timely communications are reaching you. Please contact the Main Office (313)

340-0023. Ms. Brown will be able to assist, or visit the Main Office when updating information.

Non-Custodial Parent

Joy Preparatory Academy respects the rights of the non-custodial parent. In the absence of a court order to the contrary, the school will provide school- related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. This necessary information helps the school in determining when, if ever, the child can be released to the non-custodial parent.

How to stay informed:

Parent Communications

- School calendar
- Bright Arrow
- Email
- Telephone
- Website [www.joyprep.com]
- Mailings
- Newsletters
- Conferences

- Class Dojo

NOTE: The staff of JPA is concerned about what your concerns are regarding your child, however, no call will be allowed to classrooms during instructional hours. A message will be taken and forwarded to the appropriate staff member.

No unplanned visits will be allowed during instructional time. If you need to schedule a visit with the teacher, please call, email or leave a message in the office. Please allow 48 hours for a response to be submitted. Also, all visitors will be requested to have a background screening and undergo a drug test to be in the presence of other JPA students. There will be NO EXCEPTIONS.

Attendance Policy

Joy Preparatory Academy recognizes that attendance plays an important role in the overall success of students. Students are required to attend classes and keep absences to a minimum.

Habitual absenteeism or tardiness results in serious lapses in the accumulation of knowledge, enrichment, practical and physical skills, self-discipline, and a sense of responsibility. Teachers and administrators consider class attendance and promptness significant components affecting a student's grade.

Parents dropping off or picking up at the designated points must not double park or tie up traffic. Students must go to the place designated for their class to meet.

All students will dismiss at the backdoor at 2:51. The buses will wait on Dexter for the bus students.

Absences/Tardiness

Parents/Guardians are expected to notify the school for every occasion a student will be absent from school. Please be advised of the following:

1. Parents/Guardians are required to report any absence or tardy by contacting the Main Office Secretary at 313-340-0023 by 8:30 am each morning.
2. Parents must walk students in after 8:30 to sign them in.
3. Parent/Guardian must also provide a written note, indicating the reason for the absence, to the homeroom teacher upon return to school.
4. Written notification is required to secure makeup work. It is the responsibility of the parent/guardian and student to make sure that any missed work is secured and turned in for credit.
5. Parents/Guardians are encouraged to make medical and dental appointments outside of school hours. Absences due to medical appointments will be excused only if parent/guardian provides a doctor's note to the office staff upon the student's return.
6. If a parent/guardian wishes to have their student dismissed early during the school day, the parent/guardian must send in a written note to the teacher and the Main Office prior to the dismissal (unless there is an emergency) specifying the reason for the request. The person picking up the student must be either parent/guardian or other persons specified as an emergency release by the parent/guardian. **All students must be signed out in the Main Office. For the safety of all students, identification is required of all individuals wishing to pick up a student.** Parents/Guardians are encouraged to call an hour in advance to allow the teacher and student time to prepare for the early dismissal.
7. For early dismissal, parents/guardians arriving without notice will experience a short wait.
8. In case of an illness during the school day, a representative from the school will contact the parent/guardian or emergency contacts when parent/guardian cannot be reached.
9. Family trips for business or pleasure during school terms are strongly discouraged. If parents/guardians consider the trip absolutely necessary or beneficial, a written

notification for the extended absence should be sent to the **Homerroom Teacher** at least one week prior to the trip.

10. Students are considered tardy in grades K-8 at 8:30 a.m.

11. All students arriving at these times must report to the appropriate office and sign in for a tardy pass.

Valid and Lawful Excused Absences

In order for an absence to be considered excused, it must fit one of the following valid excuse criteria and the parent/guardian must call and send a note with the student upon returning from an absence. A note and phone call is required in order to secure any makeup work. Excused absences do not count in determining eligibility for truancy referrals.

Valid excused absences are as follows:

- **Illness-** A parent/guardian must verify the student's illness by phone or written notice upon a student's return. If the illness exceeds three (3) or more days, JPA requires the family to provide medical verification.
- **Medical Appointments that cannot be scheduled outside of school hours.**
- **Religious Observations**
- **Extreme family emergency** – (i.e. house fire, critical injury to parent/guardian, bereavement of immediate family member) documentation must be provided.
- **Family trip** – prior approval by the School Leader is required.

School Administration has the right to determine the validity of any request for an excused absence.

Unexcused Absences

Unexcused absences are those that are not called in by a parent/guardian and do not fit one of the following unexcused criteria. Although these types of absences will not be excused, parents/guardians are still allowed to provide a written note to secure any missed assignments. JPA still reserves the right to deem an absence unexcused.

Unexcused absences are as follows:

- **Oversleeping**
- **Work**
- **Car trouble**
- **Skipping**
- **Sibling child-care**
- **No parent phone call excusing absence (see above) within 24 hours**

The State of Michigan has a Compulsory Education Law (MCLA 380.1561), which makes it the responsibility of the parent or guardian to see that any child between the ages of 6 and 18 attends school properly equipped to participate in school activities. The child's attendance must be

continuous and consecutive for the school year. Failure to comply with the compulsory education act can subject a parent/guardian to criminal prosecution and, if convicted, up to 90 days in jail, or a fine, or both. **Students are expected to attend school until the end of the school year.**

Educational Neglect vs. Truancy

According to the Wayne County Right TRAC (Taking Responsibility and Accepting Consequences) “Children ages 6 to 18 **must** attend school everyday. They **must** be on time for school and attend every class, every day as determined by the school’s attendance policy and academic schedule.” If a child is under the age of 12 his/her failure to attend school is presumed to be a crime of educational neglect committed by the child’s parent/guardian. If the child is 12 years of age or older his/her willful failure to attend school is presumed truancy. The presumption of whether a child’s absence from school is considered educational neglect or truancy can be overcome with evidence provided by a parent/guardian. In either instance, after the school has made appropriate efforts to resolve attendance problems, a referral to **Wayne County Attorney’s Office, or TRAC** will be made. **TRAC** seeks to address the issues of school truancy as well as chronic absenteeism by bringing together representatives from the court , schools, law enforcement , social service agencies, and mental health providers to help stabilize families and re-engage youth in their education. [https://www.3rdcc.org/divisions/family-juvenile/truancy-intervention-project-\(tip\)](https://www.3rdcc.org/divisions/family-juvenile/truancy-intervention-project-(tip))

CONSEQUENCES FOR EXCEEDING EXCUSED AND UNEXCUSED ABSENCES

1-2 EXCUSED OR UNEXCUSED ABSENCES - Verbal Warning

3-4 EXCUSED OR UNEXCUSED ABSENCES- Parent contact made by school administrator/attendance liaison

5-6 EXCUSED OR UNEXCUSED ABSENCES – Parent contact by certified letter

7 EXCUSED OR UNEXCUSED ABSENCES – Attendance Support Team Meeting with Truancy Officer

10 EXCUSED OR UNEXCUSED ABSENCES – Complaint filed with the court and CPS

Daily Schedule

<u>Grade Level</u>	<u>School Hours</u>	<u>Tardy Time</u>	<u>Early Dismissal Times</u>
Pre-K - 8	7:45 a.m. to 2:51 p.m.	8:30 a.m.	Before 2:40 p.m.

- **Arrival (7:45-7:55 a.m.):**

Pre K – 8th drop-off will be at the **back of the building (Holmur)**. Drop off for **students riding the bus** will be in the **front of the building (Dexter)**.

- **Late Arrival:**

Arriving to school on time sets the tone for students that promptness is an important quality to possess. When students arrive late, especially after instruction has begun, they will have to constantly play catch-up, thus causing frustration and stress at the start of their day. In addition, Joy Preparatory Academy is proud to offer a free breakfast program for ALL students to participate in. If a student arrives excessively tardy, there is a strong possibility that breakfast may not be available for them.

CONSEQUENCES FOR LATE ARRIVALS

First Offense - Verbal warning

Second Offense - Written letter sent home to the parent/guardian

Third Offense - Conference with Truancy Officer and parent/guardian

Fourth Offense - Home Visits with Police Officer

Fifth Offense - Paperwork will be filed with Wayne County

- **Early Dismissal**

Early dismissal is defined as leaving ten (10) minutes or more prior to the end of class/school day. Any time a student is picked up prior to the end of the school day will constitute an **early dismissal**. It is recommended that you work as diligently as possible to **ONLY** pick your child(ren) up at their scheduled dismissal time. The staff at JPA is sensitive to parent(s)/guardian(s) having appointments and emergencies. Please make sure to provide the office staff with appropriate notification and/or doctors' note. **There will be no early dismissals between 2:00 – 2:51 p.m. unless approved by the school leader/administrator.**

- **Dismissal**

Pre K students are dismissed from the classroom. Parents are to enter the back door of the building to sign the student out. **Students in grades K – 8th will be dismissed from the rear of the school using the exit located on Holmur near the playground area.** Your student's class can be identified by their homeroom teacher. Students are not allowed to leave the line without permission from their teacher unless they are a participant in the sibling pickup procedure. Any

student not picked up after multiple attempts to contact the person on record- thereafter will be referred to Child Protective Services.

Sibling Pick-up Procedure: Siblings responsible for picking up younger siblings must get them from their teacher outside during dismissal. No siblings will be allowed to go to their younger sibling(s) classroom for pick-up.

During inclement weather, the following procedures will take place:

- ✓ **Pre K** students will continue to be dismissed as normal from the classroom.
- ✓ **K through 8th Grade students** will continue to be dismissed as normal unless deemed severe by the school leader.
- ✓ **Walkers** will need to call home to be picked up by a parent from their classrooms inside.
- ✓ **Bus Riders** will be dismissed as normal.

School Closing

In the event that the school is closed due to weather-related problems or other emergencies, closings will be announced on the radio, television and via school messenger. You may watch Channels 2, 4, and 7 or listen to WWJ – 950 AM for announcements of school closings. If there is an unexpected early closing during the school day, the time for dismissal will be announced on WWJ – 950 AM and Channels 2,4 & 7. In addition, we will use Class Dojo and Bright Arrow (automated voicemail and texting system) to communicate changes in our regular daily schedule. It is imperative that parents instruct their child(ren) of alternate plans for transportation and/or supervision at home when such a closing occurs.

Fire, Tornado, Lockdown, and Evacuation Drills

JPA complies with all fire safety laws and will conduct fire drills in accordance with State Law. Specific instructions on how to proceed will be provided to students by their teachers. Students are expected to follow all outlined procedures to ensure their safety. Safe, prompt, and orderly evacuation of the building will be performed throughout the year. Tornado drills will be conducted during inclement weather season using the procedures provided by the State of Michigan. Lockdown drills are needed during unsafe circumstances that may occur inside or outside of the building. This calls for the building to be completely secured for the safety of the children. Evacuations to off-site locations may occur as a result of a natural disaster or facility hazard, or bomb threat in which the school building is damaged or considered unsafe. In this case the children are escorted to **TBD**. **An update will be communicated to parents/families.** Students and staff will walk to this location and remain there until an “All Clear” is declared, or

until Parent Reunification has been organized and parents have been notified when and where to pick up their child(ren).

Fire and Tornado Safety

Fire and tornado drills are conducted regularly. It is essential that when the signal is given everyone (including volunteers) obey promptly by leaving the buildings by the prescribed route. Fire exits and instructions are clearly visible in each classroom. Students not in their classroom when the bell is sounded should leave by the closest exit and report to his/her homeroom teacher outside the building.

State Law Requirements

According to the Michigan Law, Section PA 207 Sec 29.19: A minimum of 5 fire drills, 2 tornado safety drills and 3 lockdown drills in which the occupants are restricted to the interior of the building and the building is secured are required by the state of Michigan.

Curriculum/Assessment/Achievement

JPA utilizes CCSS- Common Core State Standards and literacy across the content areas, which is a culminating extension and broad-based effort to ensure JPA students are career and college ready. This will allow for teachers to incorporate a systematic approach to learning that is connected to research based instructional strategies that will support student achievement with the use of Differentiated Instruction (DI). Differentiation is responsive teaching rather than one size fits all teaching (Tomlinson, 2005). Teachers proactively plan varied approaches to what students need to learn, how they will learn it and/or how they will show what they have learned in order to increase the likelihood that each student will learn as much as he or she can, as efficiently as possible (Tomlinson, 2003)

Differentiation will be supported through the use of various small group instructional activities which include but are not limited to Success for All Foundation in grades K-5, Project-Based Learning activities, Guided Reading instruction, modeling instruction, and co-teaching.

The following are just a few fundamental instructional resources utilized at JPA:

- **My Math:** *My Math* Students gain a progression of knowledge in math, thanks to the K-8 Math authorship team that created the programs using Understanding by Design; a research-proven approach to learning that identifies the desired outcome first and tailors learning to meet the objective. This framework is the

perfect foundation for rigorous standards, resulting in a McGraw-Hill My Math program that provides the conceptual understanding, key areas of focus, and connection to prior concepts and skills, giving students real world applications, which support life-long fluency.

- **Learning A-Z:** Learning A-Z offers thoughtfully designed literacy-focused resources and tools designed in accordance to research-based best practices and leveled to meet the needs of all students. Our products have received countless awards, accolades, and positive reviews from outside education organizations and educators across the globe. Proven to be an effective resource for personalizing instruction, strengthening students' expanded literacy skills, and boosting test scores, our products make teaching more effective and instill the skills students need to shine.
- **Study Island:** Study Island is an educational component of NWEA. It is an online instructional tool that allows for students to review what they have learned and master state standards, as well as prepare for state aligned to CCSS.
- **The Developmental Reading Assessment (DRA):** DRA is a standardized reading test used to determine a student's instructional level in reading. The **DRA** is administered individually to students by teachers and/or reading specialists. Students read a selection (or selections) and then retell what they have read to the examiner.
- **The Leona Group, L.L.C. Academic Portal:** It is a web based curriculum resource that was created by the Department of Academic Achievement. Its intended purpose is to customize curriculum content for teachers to meet the diverse needs of the student population in all subject areas.



An annual assessment that is given in the month of April to students in grades 3-8 in the subjects of ELA and Mathematics, grades 5 and 8 Social Studies and grades 4 and 7 in Science. Parent reports from the state of Michigan are mailed in the fall of every year. *The results also help guide teaching and instruction!*



NWEA (Northwestern Evaluation Association)

An online adaptable test that is given (3) times a year (fall, winter and spring) for students in grades 1-8 in the subjects of Reading and Mathematics. Parent reports are created and distributed after fall and spring testing. *The results also help guide teaching and instruction!*



FocalPointK12 is an online assessment tool that combines the assessment delivery, auto-scoring, and intuitive standards-based reporting. This program features professionally developed item bank questions that are used for summative quarterly assessments – tied to the Common Core State Standards in ELA, Math, Science and

Social Studies. This online assessment is given 3 times a year (quarterly) as a summative assessment for the purpose of measuring each student's instructional knowledge gained in the subjects of English Language Arts, Math Science and Social Studies. *The results also help guide teaching and instruction!*

PROMOTION/RETENTION POLICY

Joy Preparatory Academy recognizes that social promotion and grade retention are not necessarily successful in decreasing the student's academic weaknesses. The retention of a student in any grade is a serious matter and always used as a last option where student academic success and development is concerned. It is imperative that all additional academic support be afforded to our student population to address areas of instructional concern. Our Response to Intervention (RTI)/MTSS process is designed to ensure that each student receives the appropriate amount of instructional support to decrease any retention possibilities. Families are notified at least 3 times a year of failing grades via letters, parent teacher conferences and virtual meetings. Recommendations for retention will be made by the MTSS Team and the final decision will rest upon the School Leader.

The two standard factors for considering retention across all grade levels are:

1. ***Attendance***: Students are expected to be in attendance daily. More than the 18 (10% of required days) absent stated in the attendance policy for the year may result in retention. Any extenuating circumstances will be determined and documented by the RTI Team. Careful attention will be given to the number of times a student is retained in elementary school. Early intervention is most productive and is, therefore, strongly recommended. A total of two retentions in elementary school should be considered a maximum, and no student will have consecutive retentions within the same grade.
2. ***Knowledge of basic skills***: Students will show satisfactory progress in the basic skills of Reading/ Language and Mathematics. A variety of student assessment data will be collected and evaluated by the MTSS/RTI Team. Parents will be notified and quarterly meetings will be planned and held to discuss various sources of data/information.

Students with an IEP

- **Adherence to IEP:** Students may be retained if teachers adhere to all accommodations and/or modifications set by the Special Education and General Education teachers. There must be documentation that supports what and how assignments were modified as mandated by the IEP.

Report Cards/Progress Reports

Pre K through 8th Grade

A	100% - 90%	C	76% - 73%
A-	92% - 90%	C-	72% - 70%
B+	89% - 87%	D+	69% - 67%
B	86% - 83%	D	66% - 63%
B-	82% - 80%	D-	62% - 60%
C+	79% - 77%	F	59%-0%

Pre K through 5th

The Standards-based report card will allow parents (and teachers) to know exactly which standards a child has mastered and in what areas the child may need intervention to be successful.

Grade Weighting (Grades K-2)

<u>Categories</u>	<u>Percentages</u>
Summative Assessments (Benchmark Assessments, Tests, Projects, etc.)	65%
Formative Assessments (classwork)	30%
Homework	5%

Grade Weighting (Grades 3-8)

<u>Categories</u>	<u>Percentages</u>
Summative Assessments (Benchmark Assessments, Tests, Projects, etc.)	60%
Formative Assessments (classwork)	30%
Homework	10%

- JPA scheduled Parent-Teacher Conferences are held at the distribution of each **progress report** (see school calendar for dates). **Progress reports will not be mailed; you must conference with your child’s teacher.**
- Parents/guardians may make an appointment with the teacher or school leader for additional conferences by contacting the school office. Parents/guardians **may not see a teacher during school hours (Pre K - 8- 8:00 a.m.—2:51 p.m.)** Parents/guardians may schedule an appointment

before or after school or **during** the teacher's planning period. This will minimize any interruptions during instructional time.

- If a difficulty should arise concerning your child's conduct or academic work, please make an appointment with the teacher(s) involved before the matter is brought to the attention of the Behavior Intervention Specialist or School Leader.
- Parents may request a report card at any time by contacting the Main Office. Please allow 48 hours for processing.

STUDENT CODE OF CONDUCT

Introduction

Joy Preparatory Academy will address the academic needs of students through a quality educational program. To be effective, we believe that students need to be **respectful, responsible** and **safe**. Learning self-control and discipline will assist students with positive actions that contribute to fulfilling life-long goals. We strongly believe that there is a direct correlation between positive classroom behavior and student achievement.

Discipline is a necessary reflection of the mission at Joy Preparatory Academy. Students who do not observe the rules of good conduct in the school and while participating in school events are interfering with the maximum learning and safety of others and minimizing their own opportunities to learn.

Our staff takes a very proactive role in enforcing the Joy Preparatory Academy Student Code of Conduct outlined below:

Expectations

All students are required to follow these general expectations:

BE RESPECTFUL

1. Failure to follow the directions of administrators, school staff and parent volunteers will result in immediate disciplinary action.
2. Students must use acceptable language at all times.
3. Be honest, courteous, and kind in relationships with students, staff members and other adults.



4. Respect school property and that of fellow students, staff members and neighbors (restitution in appropriate situations for damage or loss is determined by the School Leader).
5. Take pride in your environment. Cooperate in keeping the school building and premises neat and clean.
6. All consumption of food and beverages is limited to the cafeteria unless otherwise instructed by the Administration. Plastic, disposable water bottles are permitted - NO GLASS BOTTLES.
7. Food and beverages are not allowed except during a scheduled breakfast, lunch or snack time.

BE RESPONSIBLE


8. Students are here to learn, enjoy school and enjoy being successful students. The things that take the most work are the things we value and most enjoy.
9. Students are to come to class prepared with books, **planner** (provided by the school), supplies and assignments.
10. Students must turn in work promptly after an absence or suspension.
11. All assignments should be neat and complete.
12. Learn to identify what needs to be studied in greatest detail.
13. Actively participate by asking and answering questions and taking notes.
14. Observe uniform code.
15. Sunglasses are not to be worn in the building unless there are written medical reasons.
16. Radios, I-pods, electronic games, digital and non-digital cameras, video cameras and/or communication devices are not allowed on school property without prior consent from the administration. Items will be confiscated. The school is not liable for lost items (See Electronic Device and Cell Phone Policy).
17. Selling items and gambling are prohibited on school grounds.

BE SAFE

18. Teachers are responsible for knowing where students are at all times; therefore, students must have passes whenever they leave the classroom.
19. Students are only allowed access to the school's telephone with permission from staff.
20. Objects may be thrown only as part of the supervised program conducted by a staff member (Physical Education, Guided classroom instruction). Sticks, snow, stones or any other object not intended for the aforementioned is prohibited.
21. The opening and closing of windows/blinds is not allowed unless given permission. Students will not throw anything out of windows. **Under no circumstances** are students allowed to open exit doors.

SCHOOL PRIDE

Each morning, students will engage in uniform practices of reciting the Pledge of Allegiance (based on state law), School Pledge and School Rules. All three are defined below.

<p><u>Pledge of Allegiance</u></p> <p>I pledge allegiance to the flag of the United States of America and to the Republic for which it stands one Nation under God, indivisible, with liberty and justice for all.</p> 	<p><u>School Pledge</u></p> <p>I pledge today to do my best In reading, math, and all the rest.</p> <p>I promise to obey the rules In my class and in school.</p> <p>I'll respect myself and others too I'll expect the best in all I do.</p> <p>I am here to learn all I can And to try my best to be all I am.</p>
<p><u>School Rules</u></p>	<p><u>School Cheer</u></p> <p>We're the Joy Jaguars</p>

<ol style="list-style-type: none"> 1. No paybacks and no put downs. 2. Use an indoor voice along with indoor behavior. 3. Keep your hands to yourself. 4. Be respectful of others. 5. Follow directions. 6. Do your best. 	<p style="text-align: center;"> And we love our school. Reading, Math and respecting the rules. We have the best mascot Out of all the rest So go Joy Prep ‘Cause we’re the best! </p>
---	--

STUDENT RIGHTS AND RESPONSIBILITIES

Individual rights relate to individual responsibilities and must be seen in relationship to the safety, health and welfare of all students in each school.

Expectations of student conduct should be kept within the bounds of reasonable behavior expected of all members of the community. Students should have freedom and encouragement to express their individuality in school, as long as their conduct does not intrude upon the freedom of others and such conduct does not conflict with or violate any Federal, State or Local laws, Board of Education policies or applicable code of conduct. This applies especially to the freedom of fellow students to receive instruction. There must be a balance between individual freedom and the orderly operation of a classroom.

All students should recognize the consequences of their language, manners and actions toward each other and school staff. Students need to understand that they benefit from an orderly school operation and, as members of the school community, acknowledge their responsibility to promote a good learning environment.

If a student feels unsafe or is threatened, the student or the student's parent/guardian should contact the Behavior Intervention Specialist and/or School Leader.

ANTI-BULLYING POLICY

- Joy Preparatory Academy expects students to conduct themselves in a manner in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers and contractors.

- Joy Preparatory Academy believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff and community members of the school, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property, on the part of students, staff and community members.

- **Joy Preparatory Academy believes that the best discipline is self-imposed and that it is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume responsibility and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to *prevent* discipline problems and encourage students’ abilities to develop self-discipline.**

Anti-Bullying Policy

Joy Preparatory Academy prohibits acts of harassment or bullying. The Board of Directors has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. **Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe environment.** Demonstration of appropriate behavior, treating others with civility and respect and refusing to tolerate harassment or bullying is expected of all faculty and volunteers of JPA to provide positive examples for student behavior.

"Harassment or bullying" is any gesture, written, verbal, graphic, cyberbullying or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (pda), or wireless handheld device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; **or** a mental, physical or sensory disability or impairment; **or** by any other distinguishing characteristics. **Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle. Important note: Bullying may be punishable by state law Michigan Compiled Laws §380.1310b “Matt’s Safe Schools Law”.**

“Harassment” is conduct that meets all of the following criteria:

- is directed at one or more pupils;
- substantially interferes with educational opportunities, benefits or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district’s educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive and objectively offensive as to have this effect; and,
- is based on a pupil’s actual or perceived distinguishing characteristic (see above) or is based on an association with another person who has or is perceived to have any of these characteristics.

“Bullying” is **continuous** conduct that meets all of the following criteria:

- same criteria as above with the following addition:

adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities by placing the pupil in *reasonable fear* of physical harm or by causing emotional distress;

Since bystander support of harassment or bullying can support these behaviors, the academy prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them and/or report them to the designated authority.

Appropriate consequences to a student or students who commit one or more acts of harassment or bullying will be implemented immediately. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment or bullying.

Factors for Determining Consequences

- Age, development and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incident of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

Consequences and appropriate actions for a student who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or referral to the Board of Directors for expulsion.

Search of Student Property

The school administration reserves the right to search a student's backpack, locker, or personal belongings when there is reasonable suspicion or probable cause to believe that a violation of school policies or laws has occurred. This includes, but is not limited to, concerns regarding the possession of prohibited items, substances, or any materials that may pose a threat to the safety and well-being of students or staff.

Searches will be conducted in a manner that is respectful and minimizes disruption to the educational environment. Whenever possible, searches will be conducted in the presence of the student and, if appropriate, a staff member.

Parents or guardians will be notified when a search occurs, unless doing so would compromise the safety of individuals or the integrity of an investigation.

SUSPENSION

Suspension is a serious disciplinary action taken by school authorities against a student whose actions constitute a major disciplinary infraction and are contrary to the good order of the school community. Suspension may occur immediately if the behavior is a serious infraction of school rules. Suspensions are a last result unless deemed necessary by the Dean of Students and/or School Leader.

IN-SCHOOL SUSPENSION--ISS

In-school suspension (ISS) is, typically, a one-day suspension where the student is required to do all regular class work under the supervision of the Behavior Intervention Specialist. Parents/guardians will be notified in advance by telephone and letter concerning the reason for the suspension. During ISS, students will be required to complete character development assignments/activities and/or a one-page reflection essay related to their infraction. Failure to cooperate with the ISS will result in a minimum one-day OSS.

OUT-OF-SCHOOL SUSPENSION—OSS

Out-of-School suspension is a major step toward possible expulsion. Parents/guardians will be informed of the school's action.

When a student is suspended, not only will he/she be removed from the school community, but he/she will also be prohibited from participating in **all** school related activities during the period of suspension (including field trips, after-school and weekend activities).

Following a suspension, the Behavior Intervention Specialist and/or School Leader will conduct a re-entry conference with parents/guardians and develop a plan of action compact to deter future infractions.

Parents/guardians must sign the disciplinary referral in which they acknowledge their understanding of the problem and agree to assume responsibility for the student's future behavior. This will be kept on file as part of the student's permanent record.

SHORT-TERM SUSPENSION (STS)

A short-term suspension occurs when a student is suspended for one (1) school day, up to and including ten (10) school days. During a short-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended.

LONG-TERM SUSPENSION (LTS)

The Board, based on the recommendation of the School Leader may suspend a student for a period of longer than (10) days or expel a student. During a long-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended. If an investigation is in progress during a LTS, the suspension may result in a recommendation for expulsion. Parents/guardians will be notified prior to the expiration of the LTS if expulsion is recommended by the School Leader.

EXPULSION

The School Leader may recommend to the Board a long-term suspension or that a student be expelled. Certain infractions may warrant immediate expulsion. Examples of these are reiterated here and detailed under the “School Violations” section of the Student Code of Conduct.

Permanent Expulsion is required to permanently expel a pupil from the district for weapons, arson, criminal sexual conduct or physical assault to an employee, volunteer, or a person contracted by the school district.

- a. **Dangerous Weapons** - A pupil found to be in possession of a dangerous weapon in a weapon free school zone, must be separated from the general pupil population and is expelled from all

public school districts within the state (*Revised School Code* - section 380.1311(2)) until such time of reinstatement under section 380.1311(5).

Dangerous weapons are defined as a firearm, dirk, dagger, stiletto, iron bar, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, and brass knuckles. Firearm is defined under the federal Gun-Free Schools Act of 1994 as:

- ☞ any weapon (including a starter gun) which will or is designed or may readily be converted to expel a projectile by the action of an explosive.
- ☞ the frame or receiver of any such weapon.
- ☞ any firearm muffler or firearm silencer.
- ☞ any destructive device.

A board is not required to expel the pupil if the pupil can establish in a clear and convincing manner at least one of the following:

- ☞ the object or instrument possessed by the pupil was not possessed for the use as a weapon, or for a direct or indirect delivery to another person for the use as a weapon.
- ☞ the weapon was not knowingly possessed by the pupil.
- ☞ the pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.
- ☞ the weapon was possessed by the pupil at the suggestion, request or direction of, or with the express permission of school or police authorities.

- b. **Arson** - means a felony violation of Chapter X of the Michigan penal code MCL750.71-80. A pupil found to be guilty of committing arson in a school building or on school grounds must be separated from the general pupil population and is expelled from all public school districts within the state (*Revised School Code* - Section 380.1311(2)) until such time of reinstatement under Section 380.1311(5).
- c. **Criminal Sexual Assault** - means a violation of Section 520b-g of the Michigan penal code being MCL 750.520b-g. A pupil who commits criminal sexual conduct in a school building, on school grounds, or at a school function must be separated from the general pupil population and is expelled from all public school districts within the state (*Revised School Code* 380.1311(2)) until such time of reinstatement under Section 380.1311(5).
- d. **Physical Assault - Pupil to Employee, Volunteer or a Person Contracted by the District** - is defined, in the Michigan Compiled Laws section 380.1311a, as the act of intentionally causing or the attempting to cause physical harm to another through force or violence. A pupil who commits physical assault in a school building, on school grounds, or at a school

function must be separated from the general pupil population and is expelled from all public school districts within the state (Revised School Code 380.1311(2)) until such time of reinstatement under Section 380.1311(5).

School Violations

1. Alcohol and Drugs

A student will not possess, distribute, use, offer to buy or sell or purport to buy or sell, a controlled substance, an illegal substance, a dangerous drug, prescription drug, counterfeit drug, intoxicating substance, alcohol or any paraphernalia used for or in connection with such activity. A student legally in possession of prescribed medication will not be in violation of this section as long as his/her use and possession of the prescribed medication is authorized at school. Any student whom the school reasonably believes to have, to have been in the presence of or to be under the influence of alcohol and/or an unauthorized or illegal drug or substance, is subject to suspension and/or expulsion depending upon the circumstances and pending further investigation and discipline. In any event, the parent will be called and the school may refer the student to law enforcement representatives.

2. Arson (Starting Fire)/False Alarms/Incendiary Devices

A student will not intentionally, by means of starting a fire, participating in or facilitating the starting of a fire or by providing material used to start a fire cause harm or potential harm to any property or person or participate in the burning of any property or person. A student will report a fire to school personnel and anyone who has violated this prohibition. A student shall not falsely report a fire or trigger a fire alarm. A student shall not possess, use or facilitate the possession or use of any incendiary devices at school or a school sanctioned or related event even if the device may be legally possessed and/or used.

If a student commits arson in a school building, on school grounds or other school property, the School Board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380,1311(2)).

"Arson" means a felony violation as set forth in Chapter X of the Michigan Penal Code. (MCL 750.71 to MCL 750.80).

3. Bullying/Harassment/Intimidation/Threats

"Bullying" or "harassment" is any gesture or written, verbal, graphic or physical act (including electronically transmitted acts – i.e., cyber-bullying, through the use of internet, cell phone, personal digital assistant (PDA), computer or wireless handheld device, currently in use or later developed and used by students) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual

orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic or is based upon association with another person who has or is perceived to have any distinguishing characteristics. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on or off school property, at any school-sponsored function or in a school vehicle or at any time or place where a child's imminent safety or overall well being may be at issue.

4. Cafeteria Behavior

Students are expected to follow the policy of the school's cafeteria during breakfast and lunch. All food and beverage are to be consumed in the cafeteria. Students are personally responsible to properly dispose of their tray, and any trash they generate. Students are expected to act in an orderly manner while waiting to purchase their food.

5. Cheating/Academic Misconduct

A student will not plagiarize, cheat, gain unauthorized access to, represent as his/her own or tamper with educational materials or the work of another student, past or present, or of another person. Discipline under this section may result in academic sanctions in addition to other discipline.

6. Chronic Misbehavior/Incorrigibility

A student shall not repeatedly fail and/or blatantly refuse to comply with school rules and regulations or directions of authorized school personnel. Repeated violations may result in increased severity of the consequence per occurrence.

7. Defacement of Property

A student will not cause defacement of, or damage to, property of the school or of others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables and spray painting surfaces are acts of defacement.

8. Derogatory Statements/Inappropriate language

A student shall not use racial or ethnic slurs, derogatory statements or any other types of name-calling or characterizations that are offensive to and/or directed at another student, district personnel or agents or a community member. In addition, a student shall not use profanity or other obscene language towards a peer, parent, volunteer or staff member.

9. Destruction of Property

A student will not intentionally cause destruction of property of the school or others. Actions that impair the use of something are destructive. For example, ruining bulletin boards, defacing someone's work, erasing or using whiteboards or blackboards without permission, intentionally clogging the plumbing system, breaking light bulbs or fixtures or damaging school equipment to the point where repair is necessary are all acts of property destruction.

10. Detention No Show

A student fails to serve an assigned detention to which the student has been assigned. This may result in a one-day suspension.

11. Disrespect

Students are expected to treat themselves, each other, school property and all school staff with the utmost respect. Communicating with any member of the school community in a discourteous, insulting or profane manner is not tolerated. Nonverbal actions can also constitute disrespect if the action undermines the authority of a staff member.

12. Disorderly/Disruptive Conduct

A student will not harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects or otherwise distracting another constitutes disorderly conduct. Behavior is also considered disorderly if a teacher is prevented from starting an activity or lesson or has to stop instruction to address the disruption.

13. Dress Code

Students may not wear clothing that is not within the dress code guidelines defined by JPA (see Dress Code section)

14. Extortion

A student will not make another person do any act against his or her will, by force or threat of force, expressed or implied.

15. Failure to Cooperate with School Discipline

A student shall not refuse to serve an in-school suspension, misbehave while serving school discipline, or to report for an assigned detention. Walking out of the School Leader's, Behavior Invention Specialist's office while discussing or receiving discipline will not be tolerated. The student may be required to serve the original consequence in addition to further disciplinary action.

16. False Fire Alarm or Bomb Report; Tampering with Fire Alarm System

A student will not intentionally sound a fire alarm or cause a fire alarm to be sounded nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property or at a school-related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage or otherwise tamper with a fire alarm system in a school building.

If a student enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property or a school-related event; then the School Board or its designee shall suspend or expel the student from the school district for a period of time as determined at the discretion of the school board, or its designee. (MCL 380.1311a(2)).

17. False Identification

A student will not use another person's identification, impersonate another in fact or through virtual creations or give false identification to any school personnel or agents with intent to deceive or to falsely obtain money or property or to escape responsibility.

18. Fighting

A student will not physically fight with another person or encourage such conduct (i.e. punching, hitting with an object, hair pulling, scratching etc.) . Any student who physically fights with another person will be suspended for a minimum of 5 days in the Junior Academy and 3 days in Elementary/Primary Academies; unless there are mitigating circumstances warranting a lesser punishment (such as self-defense because escape was not an option and there was no escalation); possible expulsion could occur depending on the circumstances. Any student who participates in or is observing a fight must immediately follow any and all directions from district personnel or agents otherwise the failure to do so will be considered severe insubordination. **The administration reserves the right to amend the minimum and maximum suspension days as unique circumstances may dictate such actions.**

19. Forgery

A student will not sign the name of another person for the purpose of defrauding school personnel, agents, the Board of Education or the other person.

20. Hall Behavior

Students and staff must be able to move through the halls without interference and in a safe and orderly/uniform manner. The expectation is for students to transition using zero noise and the right side (“tight right”) of the hallway. In addition, students shall not run in the halls or engage in any type of horseplay. Grouping of students should not block pathways/entry/exit. Students must conduct themselves in such a way that it does not disrupt the educational process or create an unsafe environment for staff or students.

21. Inciting or contributing to a Verbal or Physical Altercation

A student shall not engage in a discussion with another student/students that involves profanity, excessive yelling, name-calling or any other action that disrupts the school environment or educational process.

22. Insubordination/Unruly Conduct

A student will not ignore or refuse to comply with directions or instructions given by school authorities. Examples of insubordination or unruly conduct include, but are not limited to, refusing to open a book, write an assignment, work with another student, work in a group, take a test, chronic failure to have materials in school or do any other class or school-related activity not listed herein, refusing to leave a hallway or any other location when asked by a school staff member, or running away from school staff when told to stop.

23. Leaving School Without Permission

A student will not leave the school building, classroom, cafeteria, assigned area, school event or campus without permission from authorized school personnel. This includes after school going to a local store or restaurant and returning to latch-key, sports activity etc...

24. Loitering

A student will not remain or linger on school property without a legitimate purpose and/or without proper authority, longer than 30 minutes following the end of the school day, 30 minutes following the end of a school-related activity/event, or 30 minutes after his/her participation in the school-related activity/event.

25. Off-Campus Internet Site Usage

Students may be subject to appropriate disciplinary action for off-campus internet use, including but not limited to website creation and/or use, where such use causes, or is likely to cause a material and substantial negative effect on the general safety and welfare of students and staff, or on the good order or functioning of the school(s) or which causes a violation of this Code of Conduct. This paragraph shall not be applied contrary to the protections of the First Amendment

26. Physical Assault

A student will not physically assault another person.

If a student enrolled in grade 6 or above commits a physical assault at school against another student and/or staff, then the School Board or its designee shall suspend or expel the student from the school district for up to 180 school days. (MCL380.1310(1)).

"Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence. (MCL 380.1310(3)(b), MCL380.1311a(12)(b)).

27. Profanity and/or Obscenity toward Staff

A student will not verbally, in writing, electronically or with photographs or drawings, direct profanity or insulting, obscene gestures toward any school district personnel or agents.

28. Profanity and/or Obscenity toward Students/Indecency

A student will not orally, in writing, electronically, or with photographs or drawings, or by gesture or object, direct or depict a profanity, an insult, an obscenity or anything indecent toward or about any other student. Indecency is any conduct that is contrary to commonly recognized standards of behavior. This includes, but is not limited to obscenity, indecent exposure, gestures, actions (dancing, etc.), written or verbal phrases, displays, or pictures that are offensive to the standards of propriety.

29. Sexual Assault

A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, the School Board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311(2)).

"Criminal sexual conduct" means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g)."

30. Sexual Harassment

A student will not make unwelcome sexual advances, requests sexual favors or engage in verbal communication or physical conduct of a sexual nature with or toward any other student, school district personnel or agents. Furthermore, a student will not use words, pictures, objects, gestures or other actions relating to sexual activity or a person's gender that cause embarrassment, discomfort or a reluctance to participate in school activities.

31. Tardiness

A student will not fail to be in his or her place of instruction at the assigned time without a valid excuse.

32. Technology Abuse

A student will not violate the district's policies, rules and regulations applicable to technology access and/or use (See district Acceptable Use Policy).

33. Theft or Possession of Stolen Property

A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property or exercise ownership rights or control over property in a manner inconsistent with the rights of the property's true owner.

34. Trespassing

A student will not enter upon the premises of the school district or a district-supervised, sponsored or sanctioned event, other than the location to which the student is assigned, without authorization from proper school authorities. If removed, suspended or expelled from school, a student will not return to the school premises or attend a district-supervised, sponsored or sanctioned event without permission of the proper school authorities.

35. Truancy

A student will not fail to report to the school's assigned class or activity without acceptable or appropriate and authorized, prior permission, knowledge or excuse by the school or parent/guardian.

36. Unauthorized Filming, Picture taking, or Recording

Students shall not engage in filming, picture taking or recording on school property or at a school sanctioned or sponsored event without permission of the District and shall not film, take pictures of or record another person at any such location without that person's consent whether or not permitted by the District.

37. Unauthorized Group Activity/Gang Activity

A student will not, by use of violence, force, coercion, threat of violence or gang activity, cause disruption or obstruction to the educational process. Unauthorized group/gang are defined as groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's education mission.

38. Verbal Threats toward the School, Student Body, District Personnel or Agents or Community Members

A student shall not engage in any verbal, written or electronic communication that threatens the district, student body, district personnel or agents or community members or any combination or portions thereof.

39. Verbal Assault against an Employee

A "verbal assault" is defined for the application of this policy as an oral or written statement, a communicative act, gesture or other communication made by a student to another person threatening to inflict bodily harm or injury upon any person who is a school district employee or person engaged as a volunteer or contractor by the school district under circumstances which create a reasonable apprehension or fear of imminent bodily harm or injury in the mind of the person being threatened and where there is an apparent ability to inflict bodily harm or injury, threatened.

If a student enrolled in grade 6 or above commits a verbal assault, as defined by School Board policy, at school against a person employed by or engaged as a volunteer or contractor by the School Board, then the School Board or its designee shall suspend or expel the student from the school district for a period of time as determined in the discretion of the School Board or its designee. (MCL 380,1311a (2)).

40. Weapons: Dangerous Instruments

A student will not possess, handle, transmit or use a dangerous instrument capable of harming another person. A "dangerous instrument" means any device intended or used to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, any device that is primarily used for self-protection or any device used to cause another to fear for his or her personal safety. Dangerous instruments include, but are not limited to, chemical mace, pepper spray, explosive devices or like substances; stun guns, BB guns, pellet guns; arrows, weapon replicas, razors; box cutters, blades of any kind, lengths of wood or metal, chain, rocks or other pointed or sharp objects.

41. Weapons: Dangerous Weapons

A student will not possess, handle, transmit, or use as a dangerous weapon, an instrument capable of harming another person. A "dangerous weapon" means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocketknife opened by a mechanical device, iron bar or brass knuckles. (MCL 380.1313).

A "firearm," as defined in section 921, title 18 of the United States Code (18 U.S.C. §921) means:

- Any weapon (including a starter gun) which will or is designed to, or may readily be converted to expel a projectile by action of an explosive
- The frame or receiver of any such weapon
- Any firearm muffler or firearm silencer; or
- Any destructive device

The term "firearm" does not include an antique firearm (18 U.S.C. § 921).

State law requires the School Board or its designee to permanently expelled from the school district a student who possesses a "dangerous weapon" in a "weapon-free school zone," subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311(2)).

However, the School Board is not required to expel a student for possessing a weapon if the student establishes in a clear and convincing manner at least one of the following:

- The object or instrument possessed by the student was not possessed by the student for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
- The weapon was not knowingly possessed by the student.
 - The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon.
 - The weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of, school or police authorities

"Weapon-free school zone" means school property and a vehicle used by a school to transport students to or from school property. (MCL 750.237a).

"School property" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses, (MCL 750,237.0).

If a dangerous weapon is found in the possession of a student while the student is in attendance at school or a school activity, the Superintendent or the school district or intermediate school district, or

his or her designee, shall immediately report that finding to the student's parent or legal guardian and the local law enforcement agency. (MCL 380,1313(1)).

42. Weapons: Use of Legitimate Tools as Weapons

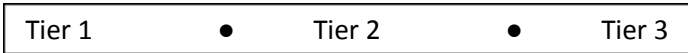
A student will not use a legitimate tool, instrument or equipment as a weapon including, but not limited to, pens, pencils, compasses, combs or tools with the intent to harm another.

SCHOOL RESPONSES TO VIOLATIONS

While JPA is not limited to the following illustrative list of possible responses to violations, any or all of the following intervention strategies or disciplinary actions may be used:

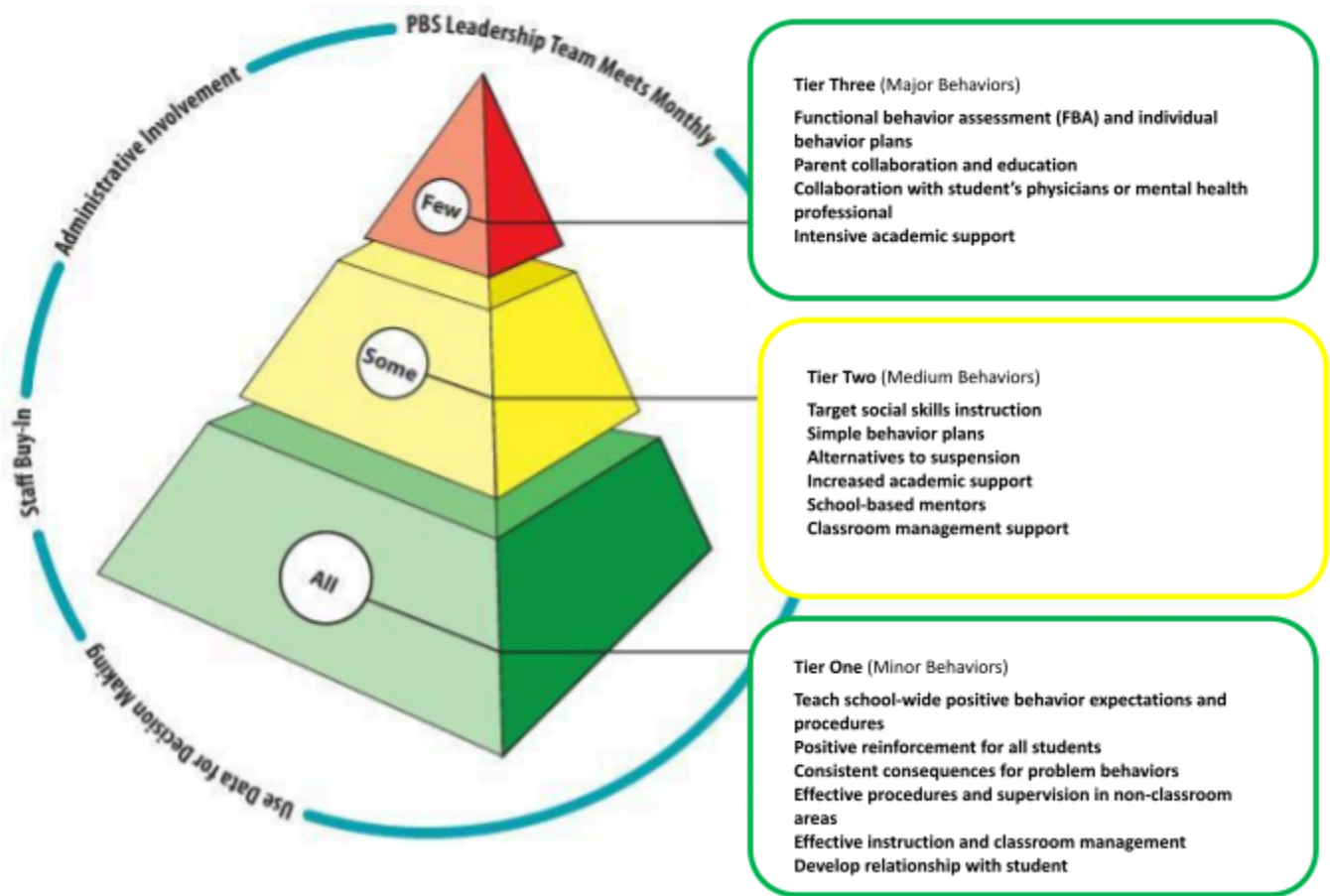
- Administrator/student conference or reprimand
- Administrator and teacher-parent/guardian conferences
- Behavioral contracts/Probation
- Think Sheets/Time-Out
- Confiscation of inappropriate item
- Restitution/restoration
- Denial of participation in class and/or school activities
- Other intervention strategies, as needed

POSITIVE BEHAVIOR INTERVENTION SUPPORT



Positive Behavior Intervention Support (PBIS) is a school-wide initiative that will address behavior challenges emphasizing student responsibility. Students will be given the opportunity to correct behaviors and make better choices through strategies that will focus on character development.

Behaviors are categorized as minor, medium and major acts of student misconduct. Infractions will initiate PBIS procedures under Tier 1 (minor behaviors), Tier 2 (medium behaviors) and Tier 3 (major behaviors). View the graphic below for the interventions that will be followed:



Minor Problem Behaviors and Definitions

Common Tier 1 or minor behaviors are:

- Defiance/Disrespect/Non-Compliance
- Disruption
- Dress Code Violation
- Inappropriate Language
- Physical Contact/Physical Aggression
- Property Misuse
- Tardy

Note: This is a general list; other minor problem behaviors are at the discretion of administration.

Medium Problem Behaviors and Definitions

Medium behaviors are categorized as Tier 2. **Certain minor behaviors that become chronic** may be deemed medium. Medium behaviors will result in a Tier 2 strategy set. Minor behaviors such as physical contact that become chronic are not considered medium but a major problem behavior. (See Major Problem Behaviors). The following are common strategies used for Tier 2, but not limited to, Check-in/Check-out (CICO), Behavior Intervention Plan (BIP), etc.

Major Problem Behaviors and Definitions

Major behaviors are behaviors under Tier 3. If all the actions taken at Tier 1 and 2 have not corrected the problem behavior, then Tier 3 strategies are enacted. They are more intensive and may require working with outside professionals (i.e. social worker, doctors, mental health professionals, etc.)

Common Tier 3 or major behaviors:

- Abusive Language/Inappropriate Language/Profanity
- Chronic Violation of Discipline Code
- Chronic Disruption
- Fighting/Physical Aggression
- Forgery/Theft
- Harassment/Bullying
- Inappropriate Display of Affection
- Lying/Cheating
- Property Damage/Vandalism
- Skipping Class
- Tardy/Truancy
- Technology Violation

*Students who are served under IDEA (Special Education) or under Section 504 of the Rehabilitation Act of 1973 are entitled to certain additional rights in the area of discipline based upon their qualification for services under these federal laws.

Major Problem Behaviors (Outside of Tier 3 Strategy Supports)

The following behaviors are deemed unsafe to students and staff and fall outside of Tier 3 strategies and supports. These infractions will be handled by the administration and may result in immediate suspension. Outside agencies may be contacted.

Common behaviors beyond Tier 3 interventions:

- Arson
- Bomb Threat/False Alarm
- Gang Affiliation Display
- Use/Possession of Alcohol

- Use/Possession of Combustibles
- Use/Possession of Drugs
- Use/Possession of Tobacco
- Use/Possession of Weapons
- Sexual Misconduct
- Physical/Verbal Assault of School Personnel/Students

Uniform Policy

Joy Preparatory Academy (Pre K-5th)

Item	Color	Description
Skirt, Skort, Jumper (Girls)	Solid Navy Blue	All skirts, jumpers, and skorts must be one inch above the knee. All skirts, jumpers, and skorts must be the appropriate length in both the front and back.
Pant (Boys and Girls)	Solid Navy Blue	<u>Appropriately fitting</u> dress slack, Dockers or Cargo style. No jeans, jeggings or yoga style pants are allowed at any time.
Uniform Shirt	Red	Polo, Collared or Oxford styles. T-shirts are not allowed. All shirts MUST be tucked in at all times.
Socks/Tights (Girls and Boys)	White, Red or Navy Blue	Solid white, Black, Navy Blue, Red with no designs
Sweater (Girls and Boys)	Red or Navy Blue	Cardigan, Pullover or Sweater Vest styles. Solid colors ONLY. Worn November - February
Belt (Girls and Boys)	Solid Black	No specialized/handmade belts with words or designs
Shoes (Girls and Boys)	Solid Black or brown	Dress shoes. Neon, fluorescent, or extremely bright shoes are not allowed.
Fleece Jacket (Girls and Boys)	Joy Preparatory Academy issued zip up jacket	Joy Preparatory Academy issued item is the only fleece only acceptable

*****May-September students may wear navy blue shorts that reach student's knees**

Junior Academy (6th – 8th)

<i>Item</i>	<i>Color</i>	<i>Description</i>
Skirt, Skort, Jumper (Girls)	Solid Navy Blue	All skirts, jumpers, and skorts must be one inch above the knee. All skirts, jumpers, and skorts must be the appropriate length in both the front and back. Tight, Spandex, Pencil Style Skirts ARE NOT ALLOWED
Pant (Boys and Girls)	Solid Navy Blue	Appropriately fitting dress slack, Dockers or Cargo style. No jeans, jogging pants, jeggings or yoga style pants are allowed at any time.
Uniform Shirt	Red	Polo, Collared or Oxford styles. T-shirts are not allowed. All shirts MUST be tucked in at all times.
Socks/Tights (Girls and Boys)	White, Red or Navy Blue	Solid white or black no designs
Sweater (Girls and Boys)	Red or Navy Blue	Cardigan, Pullover or Sweater Vest styles. Solid colors ONLY.
Belt (Girls and Boys)	Solid Black	No specialized/handmade belts with words or designs
Shoes (Girls and Boys)	Solid Black or brown	Dress
Fleece Jacket (Girls and Boys)	Joy Preparatory Academy issued zip up jacket	Joy Preparatory Academy issued item is the only fleece only acceptable

*****May-September students may wear navy blue shorts that reach student's knees**

Jewelry: For safety reasons we ask that you send your student to school with a minimum amount of jewelry. We further ask that all expensive jewelry remain at home as Joy Preparatory Academy will NOT be held responsible for lost or stolen items. No dangling or hoops earrings, necklaces, multiple bracelets, rubber band bracelets are allowed. Female students are ONLY allowed to wear studs earrings. Male students may NOT wear earrings during the school day or outlined school events.

Makeup is prohibited for all students in grades Pre K-8. The administration will be the final arbitrators in regards to compliance of this area.

Uniform Companies

Forman Mills – Model T Plaza 91 Manchester Street Highland Park, MI 48203 (313) 422-0028	Rainbow for Kids 14201 Woodward Avenue Highland Park, MI 48203 (313) 869-3742	Rainbow – Model T Plaza 14118 Woodward Avenue Highland Park, MI 48203 (313) 865-0640
---	--	---

For Kids Only 23001 Coolidge Hwy. (248) 546-6260	Discount Uniforms and More 15520 Grand River Ave. (313) 838-0862	Kids For Less 25493 Grand River Ave. (313) 255-4408
--	--	---

NON-UNIFORM DAYS (Casual Day)

During the school year there will be times when students will be allowed to wear non-school uniform clothing. During casual dress days students may wear jeans, t-shirts, knee length shorts, skorts or skirts. T-shirts must meet or pass the waist, not be sheer and must not have obscene, vulgar or offensive language or imagery. Shorts and skirts must coincide with the uniform code length requirement. During events that require students to dress up, not casual, students may wear pants (other than uniform) and skirts or dresses that come at least to the knees. Students will be informed of the type of dress required for upcoming events. If students do not have “dressy” clothing the school uniform in whole or in part (such as the pants) will suffice.

Clothing may not be skin tight nor may the tops be revealing. Tutus/Skater Skirts worn with or without leggings is NOT allowed. Every Friday is NOT dress-down, casual day.

IMPORTANT: The administration will deem the appropriateness of student appearance, grooming and the moderate wearing of jewelry. ***Students are to remain in full uniform while on the Joy Preparatory Academy Campus.***

Note: ***Attendance at Public School Academies is voluntary; therefore, it is presumed that parents/guardians who send their children to a charter school have consented to the published rules about personal appearance and grooming. Neatness and attractiveness should be attributes the students strive to exhibit in their daily appearance.***

WELLNESS STATEMENT

Joy Preparatory Academy is committed to the goals of nutrition education, adequate physical activity and having healthy school-based activities by providing a school environment that enhances learning and development of lifelong wellness practices.

Our Child Nutrition Program complies with all federal, state and local requirements and is accessible to all children. All food and beverages made available at school (including vending concessions, a la carte, parties and fundraising) during the school day are consistent with appropriate nutritional standards for each age group.

All foods made available on campus adhere to food safety and security guidelines. The school environment is safe, comfortable, pleasing and allows ample time and space for eating meals. Food and/or physical activity is not used inappropriately as a reward or punishment. We do not remove recess from students as a disciplinary measure. Students choosing behavior that is not appropriate for free play are asked to walk during the recess period.

Listed below are a few things you can do to help us in our attempt to develop lifelong wellness practices:

- Bring plastic water bottles to school. Plastic water bottles can be refilled during the day. This helps aid in good hydration. (No other liquids)
- Encourage physical activity at home—take the family for a walk or play outside games with your children.
- Healthy snacks—Grades Pre K-8th should bring a healthy snack to school for their classroom snack time. Fruit, pretzels, veggies, etc. make good choices. Try to limit refined sugar and saturated fat.
- **It is strongly recommended that parents do not send candy or sugar filled beverages with your child to school. Common unhealthy choices include, but are not limited to, hot chips, sunflower seeds in shells, cookies, pop, frosting, powdered doughnuts, Jell-O or Kool-Aid mix.**
- A common incentive offered for students is lunch from popular restaurant chains. JPA encourages the selection of healthier choices e.g. wraps, salads, apple slices, subs, grilled meats, etc.

The list of healthy living choices is endless. It is our goal to work together to help guarantee a healthier future for all of our students.

ATHLETICS POLICY

Athletics are fundamental in creating worthwhile and enjoyable experiences for students, while broadening their education in the areas of physical fitness, sportsmanship, leadership, citizenship and participation in activities that will contribute to fitness for life. As representatives of **Joy Preparatory Academy**, students are expected to exhibit appropriate behavior at all times. Since participation in sports is a privilege, it is important that students, parents/ guardians, and other interested persons are aware of the following rules and regulations.

- A student is considered in good standing if he/ she is not the subject of any disciplinary action for violation of any policy or school rule **and** is currently academically eligible based on JPA School guidelines.
- All participants are expected to come to school ready to learn on all scheduled school days. For the purpose of this policy, any student who misses any portion of the school day unexcused

(including a third occurrence of unexcused tardiness in a semester) may NOT participate in extracurricular activities.

- Also, all students (even with excused absences) are required to attend at least **4 hours of a school day** to participate in co- and extracurricular activities. Any exceptions to this requirement must be pre-approved by the Behavior Intervention Specialist and/or School Leader.

Students suspended from school (including in-house and out of school suspension) shall not practice, participate, attend or compete in Sports activities during days of suspension.

- Athletes will follow all rules and policies of the Michigan High School Athletics Association, Think/Detroit PAL, and the Public School Academies League. A fee may be required for participation in some athletic events.
- Any fees collected are non-refundable for any reason including and not limited to: Dismissal for Academic Ineligibility, Behavioral/Discipline Violations or Conduct Detrimental to the common good of team sports.
- Students serving a detention or suspension **will not** be able to attend practices and/or competitions during such time.
- Students must maintain a C or better in all core classes (ELA, Math, Science, Social Studies). Students must maintain a 2.5 GPA and an A or B in Citizenship in order to participate on the JPA Team.
- Students may be required to complete a weekly progress report in the event he or she is placed on probation.
- Grades will be reviewed at progress report and report card time, however, an athlete whose grades begin to falter during the reporting process may become ineligible.
- Behavior records, past and present, will be considered for participation on any school team

I, _____ have read the following:

CELL PHONE POLICY

CELL PHONE/ ELECTRONIC COMMUNICATION DEVICES POLICY

In order to maintain good order and discipline, Joy Preparatory Academy students are prohibited from utilizing cellular phones or other electronic communication devices (ECD) in the school building at **any time** and on school property (parking lot, playground etc..) between the hours of 8:00 – 4:00 p.m. unless authorized for specific use by school personnel. **Cell phones must be turned OFF (not on vibrate or silent) during school hours!!!!**

- The Joy Preparatory Academy Administration **STRONGLY** discourages students from bringing

cell phones to school. If parents choose to allow their child to carry a cell phone to school for after school coordination purposes, the JPA Staff, Administration or Stakeholders will not be responsible for lost or stolen cell phones.

- The Joy Preparatory Academy Administration ***STRONGLY*** recommends if parents need to contact their respective child, they may call the main office and the school staff will ensure that the student receives the information. ***Neither students' phones nor phone cases shall be attached or visible on the school uniform at anytime within the school day.***
- The following is the course of action that will be taken if a student violates the cellular phone policy:
 - **First Violation of Policy:** Student will receive a verbal warning; phone will be confiscated immediately upon request. Teacher who has taken the phone will contact the parent, inform them of the violation and return the phone to the student at the end of the day
 - **Second Violation of Policy:** Student will receive a one-day ISS and the cell phone will be confiscated. Phone will be returned to a ***parent or guardian*** (not sister, brother, uncle, aunt, family friend etc...**NO EXCEPTIONS!**) between the hours of 7:50– 8:00 a.m. or 3:50– 4:00 p.m.
 - **Third Violation of Policy:** Student will receive 3 days OSS and won't be allowed to bring the cell phone at any time! If the student continues to violate the policy, the student **MAY** be remanded to the JPA Board of Directors.

NOTE TO PARENTS: Sending communications electronically (texting, paging, calling) to your students during regular school hours is a violation of this code and will result in disciplinary action for the student. The student who possesses a cell phone shall assume responsibility for its care. At **NO TIME** shall JPA be responsible for preventing theft, loss or damage to cell phones or ECD's brought onto the school property.

_____	_____	_____
Student Signature	Grade	Date
_____	_____	_____
Parent Signature	Telephone Number	Date

Internet Agreement

Student Social Networking Pledge

I, _____ take the following pledge that I understand and will follow these rules for social networking as a student at JPA.

Please initial by each statement.

- ____ I understand that sending, receiving or checking text messages during school hours is not allowed and can result in a strong consequence.

- ___ I understand that if my phone is seen or heard at any time during school, it can be confiscated and will only be returned to a parent.
- ___ I understand that taking pictures during school hours without the permission of a staff member is not allowed.
- ___ I understand that using social networking sites to say negative things about classmates or school staff members can lead to strong consequences from the school and can lead to negative situations outside of school.
- ___ I understand that cyberbullying is illegal in the state of Michigan (Michigan Penal Code 750.411s).
- ___ I understand that I must only use school technology for its intended purpose and that not doing so can lead to strong consequences from the school.
- ___ I understand that my online persona, posted pictures and messages can permanently affect my reputation and that I should always represent myself with respect.

Please return to your Homeroom teacher after discussing this pledge with your parent.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

CONSEQUENCES

The key to a successful Internet safety system is adult supervision. Students who knowingly violate the recommended guidelines will lose their Internet and computer privileges for a month and a parent conference will be scheduled. Based on severity of the violation, additional consequences may apply.

The school has filtering software that monitors and blocks inappropriate web usage. The Technology Coordinator, in cooperation with the school leader, will work to prohibit access to sites that are not appropriate, such as game or entertainment sites with no academic value. Filtering software is not perfect, but it is an important part of our overall program.

Joy Preparatory Academy

Student-Parent-Staff Compact (needs to be in the classroom)

The mission of the Joy Preparatory Academy is to prepare students for academic success, lifelong learning, and meaningful service to the community. Students, parents and staff all play key roles in this vision. Please sign this compact to show your commitment to the success of our students.

As a JPA student I pledge to:

- Attend school regularly and be on time
- Wear my school uniform properly
- Work as hard as I can to learn
- Discuss with my parents what I am learning in school
- Complete all school assignments carefully
- Understand and use the Six Pillars of Character to be a good citizen
- Honor the Student Code of Conduct and all school rules and expectations
- Work together with classmates on projects and activities
- Ask for help when I don't understand
- Resolve conflicts with other students in a positive way
- Understand that there is zero tolerance for any inappropriate physical contact at my school
- Keep interaction with other students positive on social networking sites
- Respect all adults and peers before, during and after school
- Leave school in a timely manner if I am walking

Student Signature:

Date:

As a JPA parent, I pledge to:

- Get my child to school by the start of the school day (8:00am)
- Pick my child up at their scheduled dismissal time. Pre K-8 at 2:51 p.m.
- Make sure my child is wearing the appropriate school uniform everyday
- Provide a quiet study time and place at home for a minimum of 30 minutes a day
- Talk daily with my child about his/her school experiences
- Encourage my child to complete all school assignments carefully
- Utilize resources offered to help my child be successful in school
- Understand and reinforce the Student Code of Conduct at home
- Attend at least 1 (one) Parent University Workshop, 1 (one) PTO meeting, and at least 2 (two) Progress Report Conferences per year
- Access Parent Portal at least once every two weeks to stay aware of my child's performance in school.
- Alert school staff to changes in my contact information or situations that could affect my child's performance

Parent Signature:

Date:

As JPA school staff, we pledge to:

- Provide motivating and research-based instruction
- Explain expectations, instructional goals and grading systems to students and parents
- Conduct effective communications from school-to-home about school programs and student progress.
- Consider the strengths and needs of individual students when planning instruction
- Assist families with parenting skills and setting home conditions to support children as students.
- Involve families with their children on homework and other curriculum-related activities and decisions.
- Create a safe, welcoming environment for students and parents
- Organize volunteers, resources and services to support the school and students.

Homeroom Teacher Signature:

Date:

Administrator's Signature:

Date:

Acknowledgement of Cooperation, Support and Student/Parent Handbook

I have read the above statement on cooperation and I am willing to actively participate, communicate and collaborate with the school in educating my child. I realize that failure to comply may result in the re-evaluation of my child’s continuance at Joy Preparatory Academy and will disqualify siblings from priority admission to the school in the future. I further acknowledge that the **Joy Preparatory Academy** Administrative staff is the final arbitrator in all matters contained in this handbook.

Student Name (Print) Homeroom/ Grade

Parent’s Name (Print) Day time phone#

Parent’s/Guardian’s Signature Date

Please return this entire page to your child’s homeroom teacher. This form will be logged with the Behavior Intervention Specialist.

<u>Special Notice</u>
Joy Preparatory Academy retains the right to amend this handbook. Parents and students will be given proper notification when amendments occur.
Revised 08/2023