

2022-2023

# **JVB LEADERSHIP ACADEMY**

An Early Childhood Institute  
&  
Preparatory School

## Parent Handbook

## **Introduction**

The JVB ACADEMY Handbook for Students and Parents combines academic and community information and policies. Our website has a signature sheet for parents and students, which must be signed and returned to the principal before the student begins school. The policies of this handbook may be terminated, amended, or modified at any time at the school's discretion. Any questions or comments about the contents of this book should be related to the chairman of JVB ACADEMY.

### **JVB ACADEMY Philosophy**

Every student can and will succeed in ways that reflect aptitude and interest. We believe in respect for all, simplicity, and the peaceful resolution of conflict. The goal of our education is preparation for the whole of life. We do so by providing an optimal environment of learning in which parents and teachers work together to create an inclusive learning community. Through hands-on teaching, integrated curriculum, and real-life learning with meaningful community connections, students are motivated as lifelong learners. Our teachers are empowered to teach to the needs of each student.

### **Statement of Community**

The social organization in JVB ACADEMY is based on our Philosophy: "We work to achieve a balance between the needs of individuals and our community in an atmosphere of cooperation and concern for the betterment of all." We seek to teach students to recognize the community's needs and to take an active role in achieving those goals as part of the education for the whole of life, including moral, social, communal, and individual education. All members of the JVB ACADEMY community--students, parents, faculty, staff, trustees, alumni/ae--are expected to abide by the school's community standards for behavior as articulated in this handbook and to act respectfully toward each other. We are proud of the harmonious relationships between our faculty and students. An informal and non-adversarial style characterizes the school. This atmosphere is possible because there are clear expectations and standards for behavior which, when followed, contribute to the well-being of the individual and the community. There are also norms of "cooperation and concern for the Betterment of all" upon which any effective rules and regulations must rest. These norms are articulated in this handbook.

### **Statement of Identity**

JVB ACADEMY draws its identity from its Christian beliefs and persuasion. Framed by this basic identity, its mission is to provide a challenging, pre-primary, and high school academic program and offer a full complement of athletic, art, and community service options. Our school's unique identity includes an intentional commitment to interactive learning in a country-wide classroom. JVB ACADEMY is rigorous and nurturing; focused on intellectual--rather than rote--learning, yet committed to skill development; comprehensive in the program though small in relative size; and attentive to the individual and the community. The school blends the best of what is traditional with the best of what is current. It thrives within the dynamic of these opposites to create a distinctive environment.

### **School Motto**

Bold, Strong & Courageous

### **Tag line**

Hear us roar!

### **Mascot**

Lion

### **School Colors**

Blue & Gold

## **Statement of Inclusivity**

JVB ACADEMY believes in the Christian values of respect for all, simplicity, and the peaceful resolution of conflict. We seek to teach all students, regardless of abilities, whether learning or physical. We work to balance the needs of individuals and our community in an atmosphere of cooperation and concern for the betterment of all. We acknowledge that the composition of our community, its students, families, faculty, and staff profoundly influences the intellectual and communal life that all experience at the school. Our community is diverse in gender, age, race, ethnicity, religion, belief system, family structure, and economic background. We strive to maintain a safe environment where every community member is respected and expresses personal views.

## **Christianity**

### **Pause for Worship**

Students and faculty attend devotion every Monday morning. Pause for worship is an organized worship service in which the assembled group meets to acknowledge our creator. Pause for Worship is overseen by the student/faculty Worship and Ministry Committee. Pause for Worship also concludes each school day. Communal Pause for worship meetings is often “programmed” or planned to celebrate a holiday or mark important occasions or themes in the life of the school.

**“As we leave this friendly place,  
Love gives light to every face.  
May the kindness which we’ve learned,  
Light our hearts ‘till we return.” Amen.**

## **School Rules and Expectations**

JVB ACADEMY is a Christian School, and thus there is an emphasis on the peaceful resolution of conflict, simplicity, respect for that of God in every person, and the importance of community. With these values at the heart of the school’s philosophy, the rules for the community are as follows:

1. Treat all people with respect. This means that no physical hurting, name-calling, excluding, teasing, or bullying is allowed. Every person, adult, and child is to be addressed politely and respectfully.
2. Walk in the halls and other indoor spaces.
3. Resolve all conflicts nonviolently. If a child needs help solving a problem, they must let a teacher know immediately.
4. Respect the surroundings and help take care of the school.
5. Respect the work that goes on at school. This means that no one is to interrupt the work of a class or another child.
6. Bring no toys, cards, electronic games, or money to school.
7. Cultivate no romantic boyfriend/girlfriend relationships.

In keeping with the school’s philosophy, JVB ACADEMY is committed to teaching nonviolence and creating a community where all members seek a peaceful resolution to conflict. Therefore, fighting, the use of violence, threats of violence, the possession of weapons, or threats of using them--whether communicated through speech or physical action--are unacceptable actions or responses in our community.

Assessment of the degree to which such actions or threatening behavior warrants disciplinary action is up to the discretion of the school’s administration and will be made in the interest of the greater good of the community. Such actions or threats may result in the suspension or expulsion of the students involved. Please review the rules outlined above with your child before school begins. These rules are integral to creating a safe, warm, and supportive environment where all children learn and grow. Each child will be held to these rules in a caring yet firm way.

## **Student Responsibilities**

The acceptance on the part of students of their responsibility to their social environment is a goal arising out of the beliefs of Christianity, so if individuals(s) unacceptably conduct themselves, the school will work with students and their families to move toward the improvement of unsuitable behavior. The school may:

1. Arrange a meeting between the student(s) and other parties involved in the conflict in the presence of a teacher or principal
2. Communicate with the parents of those involved
3. Ask parents and students to meet with a member of the faculty and/or administrator
4. Initiate the loss of privileges and follow up by monitoring as needed with the teacher or administrator.
5. Suspend the student(s) involved.
6. Expel the student(s) involved.

## **The School Day**

7:30 a.m. The building opens. Before School, Early Care begins

8:00 a.m. Classrooms open

8:30 a.m. School begins. Students arriving in the classroom after this time are marked late.

3:00 p.m. Dismissal

3:00 p.m. After-School Program (optional)

3:30 p.m. All students not enrolled in the After School Enrichment Program (ASEP) must depart campus for the day.

5:00 p.m. After School Enrichment Program (ASEP) dismissal

## **Arrival**

Early Care begins at 7:30 a.m. on the dining porch. All classrooms open at 8:00 a.m. Attendance is mandatory and is taken daily by the classroom teacher. Students arriving in the classroom after 8:30 a.m. will be marked late. The attendance record of absences and lateness will appear on the student's first-term report, second-term report, and end-of-the-year report. Classroom teachers' primary responsibility at the start of the school day is to assist **all** students in making a smooth transition into the school day. Teachers are not responsible for informing parents when their child is late. Interim questions about attendance. Pink slips from the principal will be given to students when they are markedly late (beyond a few minutes) and serve as additional attendance confirmation or are used to update recorded information if attendance has already been submitted (i.e., the student is no longer marked absent, but late.) Pink slips are not the sole indicator of late arrival.

In the morning, the parking lot entrance to the school will be open from 7:30-8:30 a.m. The parking lot gate will be closed at 8:30 a.m. Parents and students arriving after 8:30 a.m. must enter through the pedestrian entrance.

## **Dismissal**

Dismissal begins at 2:30 p.m. and ends by 3:20 p.m. Parents fill out a dismissal arrangement form to establish their child's dismissal plan. The plan indicates dismissal arrangements for their child/ward. Parents may make temporary changes daily, or they may make permanent changes to this plan by contacting the child's teacher. To alter dismissal arrangements, please contact the class teacher for your child before 2 PM on the day for which a change is requested. It is helpful if parents also let the classroom teacher or principal know about changes in dismissal plans. Only parents or guardians may change a school child's dismissal plan. **The word of a school student that his/her dismissal plan has changed will not be honored.**

### **1. Taxi or Drivers**

At 2:30 p.m., students who take a taxi to school have supervised dismissal. Above all, please be patient with one another and the faculty and staff member(s) facilitating this process. All are doing their best to ensure students are safely and efficiently dismissed. Also, remember that by 3:00 p.m., the rush period, and its attendant congestion, has virtually always subsided.

If a child's ride does not come by 3:00 pm, the student must report to the principal's office. Parents will be contacted.

### **Parent /Guardian Pickup**

At 3:00 p.m., all school students not enrolled in the After School Program will be dismissed to grade-level locations in the schoolyard. Dismissal occurs by grade level, with one teacher per grade checking out students in that grade. Parents must approach the teacher on duty for the child's grade level to check out their child. If you need to pick up your child before 2:30, you must arrive by 2:00 to pick them up. After that time, we ask that you wait to sign out your child with the teacher on duty. We ask that parents not check out children other than their own unless they arrangements have been made in advance. Parents should not check out students to temporarily play on the playground together while they wait for another parent to arrive to retrieve their child. Once students have signed out, they must remain with the supervising adult. If students re-enter the building for any reason, they must be accompanied by the supervising adult.

If there is a deviation from the usual pick-up person, please notify the principal at 876 354- 6939, even if the person is listed on the emergency medical form as approved to pick up your child. We will dismiss students to those on the list, but if they are unfamiliar with the school representative, we will require them to wait until their name is confirmed.

All discrepancies will be brought to the principal's attention. Students checking out by individuals whose names are not on the list will be waitlisted so that clarification about that child's dismissal plan may be verified before the child's departure. At 3:30 p.m., all students not enrolled in the After School Program must depart campus for the day.

### **Late Fees**

There is a charge for parents who pick up their children after 3:15 p.m. Students will be placed in the After School Enrichment (ASEP) Program. Parents will be billed hourly rate for drop-in use of the program.

## **Building Security Procedures and Protocols**

### **1. Visiting a Student During the School Day**

Relatives or family friends who visit the school is required to have the custodial parent contact an administrator to provide names, dates, and times of visit. The principal or her representative will meet and register the visitor upon arrival. The school reserves the right to deny visitation requests.

### **2. Locked School Doorways**

Propping open outside doors compromises the security of the building. Disciplinary action will result if any student props open the school's exterior doors. No exceptions will be made.

### **3. Identification Badges**

All faculty and staff are required, for safety purposes, to display their ID badge on their person at all times.

### **After School Supervision**

All students must be supervised at all times after school. Students must be supervised after 3:00 p.m. All students not involved in a school-sponsored activity must enroll in a fee-based program. After the school-sponsored activity is dismissed, students must be picked up. Students not involved in a school-sponsored activity must leave school by 3:15 p.m. Students staying in the building after 3:15, even in a school-sponsored activity, **must** report to the After School Care proctor. Only then may they go to their activities. Teachers who choose to have students in their room after 2:30 must be present with the students and supply a list of student names to the After School proctor. If that teacher leaves the room, students must report to the proctor and sign back in for supervision. Parents will be billed weekly for after-school care.

**No students should be on the school grounds after 5:00 pm.**

### **Guardianship Policy**

JVB ACADEMY requires each student enrolled in the school to live with a parent or a parent-designated guardian throughout the entire academic year who fulfills all responsibilities to the student and the school promptly and effectively. If a parent or a parent-designated guardian is away from home or work and is not available for an extended time when school is in session, they must contact the principal to discuss and review living and contact arrangements for the student during this time.

### **Inclement Weather School Closing Information**

Parents should first go to the homepage of the school's website for school closing information. JVB ACADEMY follows the decision of the government about school closing. The following applies to travel-related inclement weather closings (i.e., school closings necessitated by bad road Conditions, hurricanes, earthquakes, and flooding, which make traveling to and from school hazardous):

1. If St Catherine Schools are open, JVB ACADEMY is open.
2. If St Catherine schools are closed, JVB ACADEMY is closed.
3. If St Catherine schools must close early in the day due to weather development, JVB ACADEMY also will close early in the day.
5. If St Catherine schools are opening late, JVB ACADEMY will open late. The building will open 30 minutes before the start of school.
6. After School Program will NOT operate on days the school closes early. Parents of children in the After School Enrichment Program (AESP) will be asked to arrange for their child/ren to be picked up from school as soon as possible or by 3 p.m.
7. School Program does NOT operate on days school is closed.

### **Lost and Found**

Lost and found items should be taken to the principal's office. The item will be held for 90 days. If not claimed, items will be sent to local charity organizations. Students are asked to mark all belongings with their names in permanent ink. Valuables and large amounts of money should not be brought to school. The school assumes no responsibility for the loss or theft of books, notebooks, or other personal items left in the school, on school grounds, or school property.

### **Parking Lot**

Parents are not permitted to leave their cars unattended in the lot, as doing so will block traffic and prevent faculty and staff from entering their parking spaces. The parking lot is reserved for faculty and staff parking from 7 a.m. to 5 p.m. Parents picking up students from the After School Enrichment Program are welcome to park in available spaces after 4 p.m. Pedestrians entering the parking lot must enter through the pedestrian gates. In the morning, the parking lot entrance to the school will be open from 7:30 a.m. to 8:30 a.m. As the school day begins at 8:00 a.m., this will give a half-hour grace period to those who arrive late. The parking lot gate will be locked at 8:30 a.m. Parents and students arriving after 8:30 a.m. must enter the pedestrian gate.

## **Parent Teachers Association**

### **1. Mission**

All parents and guardians of JVB students are members of the school's Parent Association (PTA). The PTA's mission is to support the JVB LEADERSHIP ACADEMY learning community. The PTA supports JVB ACADEMY in its goal to combine a superior education, cultural awareness, athletic excellence, and a tradition of service to society. The PTA supports the school's goal of achieving a balance between the needs of the school, the parents, and the students through inquiry, listening, and dialogue in an atmosphere of cooperation and concern for the betterment

of all. The PTA carries out its mission by establishing a PTA Board, which meets most months under the president's direction.

## **2. Roles**

- A. The PTA creates formal and informal opportunities for parents to meet socially.
- B. The PTA serves as an important communication link between the school and parents by communicating to parents about school policies, practices, and procedures and by facilitating communications between parents and the school through established protocols. Each division should receive updates through its divisional vice presidents.
- C. The PTA creates opportunities for parent education through scheduled events, which may include formal and informal presentations (lectures, speakers, or discussion of issues).
- D. The PTA creates opportunities for the parent body to lend financial and volunteer support to the school.
- E. Traditional fund-raising events include the Scholastic Readathon and the annual Christmas Barbecue, May Fair, and school spirit events such as Sports Day and Prize Giving.
- F. The PTA provides financial support for dedicated school projects.

## **3. Class Representatives**

- A. PTA class representatives serve as a communication channel between JVB parents and/or guardians, the PTA Officers, and the administration and staff.
- B. Class Representatives should be conversant with the Handbook for Students & Parents, as well as with the school's written philosophy; familiar with the processes and procedures of the school; and prepared to help parents identify the appropriate procedures to follow (new parents).
- C. over the year, class representatives will receive information from the PTA presidents to be disseminated to the grade level. Class representatives, plan class social events, work with the teacher and school to avoid scheduling conflicts, attend meetings and communicate regularly with the PTA Board. Class representatives and all parents and/or guardians are encouraged to attend all parent association meetings.

## **Student-Teacher Policy**

As part of its service to the greater community, the school hosts student teachers from selected local colleges for one or two concurrent semesters. Student teachers are both undergraduate and graduate students who plan to enter careers in education. While at JVB, student teachers are expected to be collaborative, reflective, and active members of the school community who support the philosophy and practices of the school. Each student-teacher is accepted by a mentor-teacher who is experienced and able to lead the student-teacher in the ways of the school and who supports the student-teachers growth as a learner and a professional. In addition, the classroom mentor supervises, provides feedback, and uses various methods to assess the student teacher's performance, knowledge and skills, and attitudes regarding classroom instruction. Each student teacher is also supervised by an employee of the college or university. All student-teachers are required to complete the following clearances: I-Criminal Record Check as required ECC) and possess a Food Handlers Permit.

The student-teaching experience at JVB is a closely supervised period of professional growth, skill development, and increased teaching independence that should result in the student-teacher's ability to assume the duties of a classroom teacher for a maximum of two weeks.

## **Summer Sessions Academic Program**

Summer Sessions features (1) four-week academic and Arts & Crafts enrichment opportunities for all students

## **Telephone Calls**

Students are not permitted to leave classes or study periods to take phone calls; they may return calls from the Principal's office during recess, break, and lunch periods. While every effort will be made to deliver a message in an emergency, we strongly encourage parents not make such requests unless necessary.

All telephone calls to faculty and administrators should be made during school business hours unless the faculty requests that parents call them at another time.

### **Academic Information**

JVB ACADEMY offers a full range of both academic and non-academic support, and students are encouraged to seek out assistance that seems appropriate.

Parents should first address classroom teachers with academic questions or obtain help with developing strategies to overcome academic difficulties.

### **Information Services**

JVB ACADEMY provides leadership and support in using technology in the school community. With a critical eye on new developments and fast-paced changes in the world of technology, the school evaluates appropriate tools for education that enhance classroom learning. In addition, the school supports the appropriate integration of technology into the curriculum to assist students in gaining the experience and skills necessary for success. Finally, the school facilitates the training and acquisition of basic technology skills for teachers and students through workshops, grants, and resources within the community. The school is committed to evaluating and critiquing the technology to ensure that the technology at JVB LEADERSHIP ACADEMY is appropriate and educationally sound. The JVB has several software programs for all students in grades one through five. At the beginning of each school year, students and parents in the Preparatory division must sign a Technology Use and Responsible Use Agreement, stating that students agree to abide by all terms delineated in the Handbook sections regarding Technology Use and Acceptable Use.

The class Whatsapp Group is a resource teachers will use to communicate relevant information to parents. Teachers will post assignments, web resources related to a particular topic, class notes, pictures, and other class resources.

### **Technology Policy**

Technology provides a critical link to the world that allows communication of information and ideas beyond the school's walls. Fluency in technology skills is valued as a support for the academic curriculum in all departments. In addition, the school is responsible for equipping students with the tools necessary to succeed in an increasingly technological society and engaging all members of the school community in the ethical and responsible use of technology. The school is mindful of approaching technology within the context of Christian values.

**Note: JVB ACADEMY makes no warranties, whether expressed or implied, for network services. The school is not responsible for any damages a technology user may incur, which include loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by negligence or user errors or omissions.** Use of any information obtained via the Internet is at the user's own risk. JVB ACADEMY specifically denies any responsibility for the accuracy, or quality, of information obtained through these services.

### **Homework Policy**

JVB ACADEMY considers homework to be an essential part of the academic program. Homework is assigned to accomplish the following objectives:

1. Students prepare for the next lesson and/or review and reinforce previous lessons
2. Students extend knowledge and expand on concepts
3. Students analytically or creatively synthesize information or skills
4. Students learn the value and skills of advanced preparation and pacing for achieving long-range goals, as well as solid learning habits

For homework to be completely effective, parents must play an important role. They should provide a well-lit, quiet place, free from distractions (TV, telephone, siblings, social networking, etc.), suitable materials, and a family



schedule that considers homework. Parents should show an interest in the subject matter of homework assignments (i.e., reading the same materials, viewing the same videos, and engaging in dialogue) while encouraging independence of thought, process, and product.

### **Making up Missed Work**

After an absence of any nature, the student is expected to make an arrangement to make up missed work as soon as possible. If a parent knows of an absence ahead of time, before the absence, the parent must make arrangements with his or her child's teacher to make up missed work.

For short-term absences of three days or less, a parent is responsible for obtaining assignments, books, or other materials. Parents should make every effort for their children to return to school prepared for class.

For long-term absences of more than three days, arrangements for making up missed work may be made through the principal. If a parent knows in advance that their child will be absent, the Parent must notify the principal in advance and will be expected to complete work during the absence. If a parent knows of an absence in advance and fails to notify the faculty, the student may receive zeros on all work missed at the teacher's discretion.

### **Placement in Sections**

Students are placed in classes by the principal after careful consideration of all factors that affect the educational development of the individual student and his/her class. Recommendations of past teachers, along with class balance, social traits, and previous records, are factors that the principal evaluates. If parents have information that may help the board make an educated decision, parents are asked to share this with the school but are asked to accept the school's decision as to appropriate placement.

### **Transcripts**

Requests for transcripts must be made in writing by a parent/guardian and sent to the principal's office.

### **Attendance**

Regular attendance and punctuality are necessary and expected for students enrolled at JVB LEADERSHIP ACADEMY. The academic school day extends from 8 a.m. to 2:30 pm for all grades. Sports clubs begin as part of the academic day at 2:45 p.m. All students are encouraged to participate in the extra-curricular activities and opportunities for community involvement that the school offers. Any student who needs to leave school before the end of the school day must obtain permission before leaving either from their teacher or from the principal.

Students must sign out at the school office. No student is allowed in the school building unsupervised before, during, or after school

### **Notifying the School of Student's Absence**

If a student is going to be absent or late to, or dismissed early from school, parents must call the school office **BEFORE 8:00 am**. If a parent neglects to call the school when a student is absent, the Administrator will call home or the parents' places of employment. The school will accept calls only from parents or guardians and not from students.

The student's treating physician must supply a letter of suitability to return to school for prolonged or recurring absences of three or more days for medical reasons. The school defines prolonged absence as three or more consecutive days. The doctor's note should be given to the principal, who will make a copy for the student's file and return the original. The school does not support students leaving early for and/or returning late from vacations as this interferes with social and academic participation in school. Families whose needs make this imperative should contact the child's teacher before the absence. Before leaving, students must make arrangements with teachers to make up missed work. If parents are away from home or work and are unavailable when school is in session, they must inform the school. Parents must call the office and update their contact information.

**Class Attendance**

Attendance at all classes is mandatory. Unexcused absences from school will be considered a school infraction.

**Attendance at Physical Education classes is mandatory.**

Regular physical activity is required of each student. When a student needs to be excused from physical education class for a single day, the student should bring a note from home stating the nature of the illness or disability involved. The note must be taken to the principal before 8 a.m. Students not following this procedure will be considered in violation of school policy. All medically excused students are expected to attend class and will be given an assignment during that class. A doctor's note is required when a student needs to be excused from two or more days of physical education. When a student is medically excused from physical education for more than two class periods, the instructor will provide a project-based course of study. A student unable to physically participate in his/her physical education class will not be allowed to participate in after-school athletics.

**Early Dismissal**

Parents should bring notes concerning early dismissal before 8 a.m. Medical and dental appointments should not be made during the school day. If necessary, however, a note from the doctor or parent must be presented before 8 a.m. on or before the appointment day. A student excused from a class on a test day must make arrangements to take the test at another time, preferably on the same day.

**Lateness**

School begins at 8:30 am. Students are expected to arrive at school, classes, and activities on time, including Devotions. A student absent from school or arriving later than 1 hour may not participate in after-school activities, such as athletic events or dramatic presentations, on that day. Parents can expect communication from the school if their child is frequently late. Excessive lateness will affect a student's academic performance in school.

**Student Medical Leave of Absence**

If a student cannot participate fully in the school program due to medical reasons, be they physical, psychological, or emotional, the school board will determine whether the student is placed off the roll or assigned a modified program during a medical leave of absence. All situations requiring a medical leave of absence will be reviewed by the teacher, principal, and chairman. During a medical leave of absence, the student will be expected to keep up with a modified program. At the board's discretion, a student on a modified program may receive pass/fail grades. The teacher will communicate assignments to the parent, coordinating the work with the student and family. Based on appropriate documentation and other factors, the school will determine whether and when a student is ready to resume full responsibilities at school. Before the student returns to school, the physician caring for the student must provide clearance.

**Medically Necessitated Program Modification**

If a student can attend school and classes reasonably regularly but not consistently due to a medically documented challenge, the school may modify the student's academic program, attendance policy, and/or lateness to school policy. The guidance team will work with the student and medical support professionals to determine any modifications.

**The Co-Curricular Program  
Opportunities and Requirements**

The co-curricular activities program is a vital complement to the academic program and is designed in keeping with the school's philosophy that "the aim of education is preparation for the whole of life: the vigorous development of intellectual and physical capacities and those of the spirit." Co-curricular activities are integral to the curriculum and provide education through direct experiences.

Class trips are built into the school calendar and include physical activity, cognitive challenges, and community-building events. The co-curricular activities program tries to build on students' interests and talents and strengthens their abilities by providing a variety of opportunities for leadership and involvement, including drama, sports, service, clubs, and societies.

Service learning occurs during the school day, and class trips are built into the educational program. Drama production and rehearsal, and athletic events take place after the academic day and do not overlap in their time commitment.

### **After School Enrichment Program (ASEP)**

The After School Program is an extended day program geared to meet the needs of working families. It is open every school day from 2:30-5:00 p.m. For non-legal school holidays, The ASEP program offers a variety of activities, games, arts, and craft. The Program also offers extra lessons for academic enrichment for an additional fee to children enrolled.

### **Athletics**

Students build a sense of community through teamwork and individual accomplishment that encourages good sportsmanship, responsibility, and time-management skills through participation in interscholastic sports. Each student is encouraged to participate in at least one term of after-school athletics. The following sports are currently offered to boys and girls Boys' football, girls' netball, track and field, cheerleading, badminton, swimming, and cricket.

### **Clubs**

Clubs are scheduled once each week. Clubs include:

- 4 H
- Cubs Scout
- Red Cross
- Culture
- Drama
- Cooking
- Choir
- Classical Ballet

Instrumental Music offers opportunities for students to take lessons in guitar, keyboard, drums, and recorder. Private lessons can be scheduled after school for students in Kindergarten through grade five.

### **Performing Arts**

The arts are an integral part of the school program. The school choral, instrumental, drama, and drumming ensembles perform periodically throughout the year. Practice for these ensembles occurs after school. Drama club rehearsals take place after school.

### **Student Governance**

Teachers will recommend two students from each class to serve as class prefects. One boy and one girl will be selected as peer leaders in each class. The primary purpose of a prefect is to allow students to lead, facilitate, and develop leadership characteristics at a young age.

### **Class Parent**

Teachers will solicit the assistance of Class Parents (male or female) to work with the class and assist as needed with planning outings, preparing class material, and supervising of class as needed.

## **Community Standards**

### **Guidelines for a Cooperative Community**

The following guidelines are provided to expand on those basic principles. As a part of the JVB ACADEMY community, students and parents agree to follow these guidelines.

### **Support Services for Students**

#### **1. Teachers**

Classroom teachers are the first people to turn to when a student has academic questions or is having academic or social difficulty. principal and chairman work directly with teachers and students.

#### **2. Teachers in Training**

Assistant teachers are available in all grades. Students are expected to achieve greater independence and responsibility for their learning and school routines as they progress through school. The teacher-student ratio reflects age-appropriate expectations.

#### **4. Delayed Abilities**

When teachers identify a student who is experiencing academic difficulty, they work with the child individually or in small groups, involving and informing the parents. Ongoing conversations occur between parents and the school teacher to address areas of concern and consider necessary support. The Guidance Team includes the classroom teacher, and principal. and board. If the school recommends a formal evaluation, the school will be directed by the results.

## **Conduct/Behavior Expectations**

Members of the school community are expected to act respectfully toward each other. When students are respectful of other people and their property, they will rarely come into conflict with community rules and guidelines. Safety for self and others and respect for all are at the forefront of our school mission. Students must constantly be aware of the presence of small children in the halls and on the grounds. All community members must realize that the halls serve as traffic conduits, areas of study and group work, and areas for student socializing. When conflicts between these functions arise, the academic needs of students and faculty take precedence. Infractions of behavioral expectations result in disciplinary consequences.

### **1. Athletic Code of Conduct**

Athletes and spectators are expected to behave courteously during athletic contests. Any behavior that disrupts the flow of a JVB ACADEMY event is contrary to the JVB ACADEMY standards will not be allowed

### **2. Dining Porch Behavior and Expectations**

All students must return their plates, clean their tables, throw away their trash, and observe good manners during lunch. Dining porch and lunchroom dishes may not be taken from the dining hall. The dining porch will not be accessible between 2 p.m. and 3 p.m. Students who use the dining hall between 3 p.m. and 5 p.m. are expected to work and talk quietly and to keep tables, chairs, and the floor clean and orderly.

#### **4. Campus Leave and Sign-Out Privileges**

A student may not leave the school building during school hours only in the circumstances listed below:

- a. in supervised groups on class trips
- b. for medical and dental appointments with written parental permission.

A student who wishes to be excused during the school day must show parental permission and sign out at the principal's office. If a student returns to school, she or he must sign back into the building. All students should leave the building by 3:15 p.m. Students in the school building after this time because of a supervised activity may wait to be picked up on the dining porch. No student is allowed to be unsupervised in the school building.

#### **5. Consideration for Others**

Students are expected to act respectfully and towards the feelings and property of fellow students, visitors, and faculty and staff members. All community members should speak courteously to each other at all times. Abusive, profane, or disrespectful language or vulgar signage in the school is unacceptable at any time. Disruptive or distracting behavior in the hallways, library, lunch room, and other shared spaces is unacceptable.

To avoid parking lot congestion, students waiting for rides before 3:15 p.m. should not be on the dining porch but should wait in their designated areas with a teacher.

#### **6. Community Property**

All students are responsible for the care of the building and grounds and should make a special effort to keep them free of litter and abuse. In addition, taking care of the school and dining porch is the responsibility of all students.

#### **7. Dress**

JVB ACADEMY requires that students be dressed in a manner that reflects the school's values and mission, demonstrates respect for oneself and the community, and promotes focused teaching and learning. The school, therefore, asks the following of its students. Students and faculty should wear the designated uniforms of JVB ACADEMY.

Visitors' clothing must completely cover the chest, stomach, back, buttocks, and torso at all times. Footwear must be worn at all times. Clothing must not:

- a. contain writing or images that include direct or indirect references to violence, profanity, sexual issues, alcohol, or drugs

#### **8. Electronic Equipment**

Students are discouraged from lending out their electronic equipment or devices. For example, cellular phones, electronic games, etc. The school assumes no responsibility for the loss or theft of such items. Should the student bring toys or personal effects to school, they must be deposited in the principal's office upon arrival, where they must remain until 2:30p.m. During school-sponsored activities outside of the building, the use of these items is at the teacher's discretion.

#### **9. Emergency Procedures**

The fire alarm is a loud continuous sound that can be heard in all building areas. When the alarm is sounded, all students must walk quickly, silently, and orderly from the classroom to the exit designated by the red arrow painted on the wall facing the classroom door. Once outside the building, students should report to their respective teachers.

The school also conducts regularly scheduled fire, earthquake, and lock-down drills following guidelines recommended by the Fire Marshall, Police Department, and ECC. When announcements are made, students must remain seated. Faculty will direct students on procedures.

#### **10. Food and Beverages**

All food and beverages must remain on the dining Porch/hall. Food may not be taken from the dining hall or brought in from outside the school to be eaten anywhere other than on the dining porch. Exceptions are made in the case of a faculty-supervised meeting or supervised after-school activity. No food or beverage may be brought into the Library. Students may carry water bottles. Eating in the hallways is never allowed during or after school.

#### **11. Hallway and Other Public Area Expectations**

Students are not permitted in or near the following areas:

- a. Faculty staff room.
- b. Linger in corridors. Students can expedite traffic flow by promptly and courteously moving aside as people seek to pass by.

#### **12. Party Invitations and Special Gifts Policy**

At JVB ACADEMY, inclusion is valued and taught. For events that take place outside of school, any invitations distributed in school should go to all of the children in the class or only girls or only boys. In the school's view, it is not acceptable to exclude one or two members of a specific group. If a child is having a party that includes fifty percent or more of a specific group (such as boys or girls), all of the members of that group should be invited. If all students do not receive invitations, students are strongly discouraged from discussing the party at school. Any gift given in school should be given to all children in a grade or class. If parents or students do not want to give a gift to all students, gifts should be distributed outside of school.

#### **13. Personal Property**

Students should show respect for others' property. Everything at school belongs to someone, whether to an individual or the community; therefore, students are expected to respect all property and never to damage, take or "borrow" it without permission of the owner. Students should label their physical education clothing. Students are discouraged from bringing large sums of money or other valuables to school. The school assumes no responsibility for the loss or theft of textbooks, notebooks, electronic devices, or other personal items left in the school or on school grounds.

#### **14. Physical Education Facilities**

- A. All students must be supervised by an adult while on the playground.
- B. Students are expected to know and adhere to the rules of each facility.
- D. Students must wear appropriate Physical Education gear to school to participate in PE class.

#### **15. Sale of Items in School**

The sale of any item in school is prohibited unless sanctioned by the school board as a school sponsored activity.

#### **16. Smoking Policy**

JVB ACADEMY does not condone the use of tobacco products, e-cigarettes, or vapor products in any way. The use of these products by faculty and parents is prohibited in any location during the school day and during any on- or off-campus school-related activities or events.

#### **17. Quiet Time**

The ECC Division observes a 15-minute interval observed after lunch where students can nap or read quietly, or color. The time is designed to help students regain focus for the remainder of the day.

## **Disciplinary Procedures**

### **1. Referrals**

A student will be referred to the principal for various infractions and teachable moments, and a student update will be sent home to the parent/ward. When a student receives a **Student Update**, the teacher issuing the update will discuss the issue with the student. If it is decided that the student should receive detention(Prep Division), they will either serve in silent reflection or engage in reparations to the community. Detentions are held during the lunch period. Locations for detentions will be decided by the principal. A detention takes precedence over all breaks, athletic and extracurricular activities. Exceptions can be made by the chairman only. If an exception is not granted, the detention must be served within the same week. Failure to satisfactorily meet a detention obligation will result in a meeting with the parent to determine alternative consequences, including additional detention and possible suspension. Excessive detentions will result in suspension.

### **2. Social Probation**

Social Probation is a notification that substantial improvement in a student's behavior is necessary. Based on an individual evaluation of a student's conduct, the board may place a student on Social Probation and set specific behavioral expectations that must be met for the student's continued enrollment. Probation may be on a term or year-long basis. In addition, social probation may extend for the remainder of the school year and/or for part or all of the following school year. If at the end of a probationary period, a student has not made the required improvement in social performance, the student may be placed off-roll. Social Probation may occur after a major school infraction or repeated misconduct of any kind, excessive lateness, or repeated uncompleted homework assignments.

### **3. Suspension and Expulsion**

Cases of serious infractions of school rules or repeated minor infractions may result in suspension or expulsion; the parents or guardians will be notified by the principal, and a conference will be scheduled.

The student will meet with the Disciplinary team(Board member, teacher & principal). During this meeting, the disciplinary matter will be discussed with all points of view being aired. Following this and subsequent meetings, if necessary, the principal will decide upon appropriate disciplinary measures, balancing the interest and well-being of the individual with that of the community. The suspension of a student from school and the length of the suspension (one or more full class days) will be determined by the board. In addition, suspensions will be recorded as unexcused absences from school.

A student who has been suspended must make arrangements to make up homework, tests, and other written work on the day he or she returns. Teachers will expect such work to be made up promptly. Teachers will provide all materials and help so that work may be caught up. During a suspension, a student may not participate in any school-sponsored activity. A suspension may be accompanied by a specific program or activity that is required of the student to rectify the situation and/or to restore the individual as a cooperative and integral part of the community. A suspension can be followed by a probationary period and/or a restriction of privileges. The Disciplinary Team will determine whether there are reasonable grounds to reinstate the student or if the student's continued suspension, withdrawal, or expulsion should be considered. Any student suspended more than once will be in jeopardy of being asked not to return for the following year.

Although the school keeps a record of disciplinary activities, these events are not routinely reported to Primary or High schools except for two or more suspensions or expulsion. However, it is important to be aware that a school may ask the student or the school whether or not he or she has been suspended and what the circumstances were in the case of an affirmative response. All administrative decisions involving suspension, expulsion, or being taken off roll may be appealed to the by parents. In board such cases, the parent may request a review of the disciplinary action.

### **Lunch and Recess**

Lunch for students in all grades is eaten on the Dining Porch for ECI students and Founders Hall by Prep School students

The school lunch program is mandatory in school. The menu is posted on the school website, and many choices are available. The school day includes one or two recess periods for each class, outdoors in appropriate weather.

### **Annual Special Activities**

#### **Artist Study**

For several months each year, the entire lower school studies one special artist in depth. Artists (or collectors) The main purpose of the artist study is for each child to do her/his own art based on the themes and techniques they perceive as used by the artist studied. The study concludes with a show of every child's work. By the time they leave school, the children will have studied a variety of artists, both historical and contemporary.

#### **Back-to-School Night**

On an early fall evening, parents are invited to join the school board, and the classroom teachers to learn about the curriculum and hear an overview of the school year.

#### **Readathon**

JVB ACADEMY students participate in the all-school Readathon. This is a Parent Association event, and volunteers are welcome.

#### **Concerts**

All grades participate in Christmas Cantata, and end of year Talent show.

#### **End-of-Year Lower School Picnic**

During the last week of school, students in all grades celebrate the end of the year together. The all-day event features a picnic and games.

#### **School Closing Celebration**

On the last day of school, parents, family, and friends gather to honor lower school students, faculty, and parents' successful completion of the school year and to share in the anticipation of the next school year. All community members are invited.

#### **Meet the Authors**

Preparatory students publish their own original writing throughout the year. Students are allowed to share some of these writings with parents on a morning in late May.

#### **Term 3 Open House**

Parents are invited to a morning meeting to discuss the components of the program for their child's next grade. or transition to a new school.