



Student & Family Handbook

Policies, Expectations, and Procedures

Welcome to Joshua Institute

Joshua Institute is committed to providing a safe, supportive, Christ-centered learning environment in which every student is encouraged to grow academically, cognitively, socially, and personally.

Our goal is for each student to achieve his or her **personal best** while developing the academic skills, executive functioning skills, independence, responsibility, and character necessary for continued success.

This handbook outlines important expectations and procedures for students and families. Students and parents/guardians are expected to become familiar with these policies and work together with the Academy to support student success.

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1. Student Homework Expectations

Our Philosophy

Homework at Joshua Institute is assigned with **purpose and intention**. Classroom teachers and Educational Therapy Coaches carefully consider each student's individual needs when assigning homework.

Homework is designed to support:

- Academic growth
- Skill development and retention
- Executive functioning
- Organization and planning
- Independent work habits
- Long-term learning and memory
- Personal responsibility and accountability

The Academy's goal is for every student to develop **independent, successful homework strategies**.

Teachers and Educational Therapy Coaches work with students to develop strategies that are appropriate for their individual needs. The Academy provides tools to support homework planning.

Homework Planning Tools

Elementary Students: use a **Weekly Homework Sheet**.

Middle School and High School Students: use **Academy-provided Student Planners**.

Students are expected to use these tools consistently to record assignments and due dates.

Classroom Homework

Students will have classroom homework assignments each school day, **including Fridays**.

Homework is intended to be completed as **independent student work**, with minimal assistance.

If a student is consistently struggling to complete homework independently, parents/guardians are encouraged to contact the classroom teacher so that appropriate strategies and supports can be discussed.

Classroom Homework Expectations

- Homework assignments and due dates will be communicated by the classroom teacher.
- Students are responsible for recording homework information in their Weekly Homework Sheet or Student Planner.
- When necessary, assignments may be sent home for corrections. Corrected work must be returned to the teacher for review when noted.
- Homework completion will be monitored weekly.
- If homework is missing, a missing-homework report will be sent home on Mondays.

High School Graduation Requirement

Graduation from Joshua Institute is contingent upon meeting all Academy requirements.

High school students in grades 9–12 must maintain **passing grades of at least 65% (D)** in all required categories.

2. Educational Therapy Homework

Educational Therapy homework is an important part of the learning process and is individualized according to each student's needs.

Educational Therapy homework is assigned on the day of the student's Educational Therapy session.

Students are expected to **revisit and complete the assigned work approximately 24 hours after the Educational Therapy session**. This intentional review is designed to support learning and activate long-term memory.

Educational Therapy Homework Expectations

- Complete the assigned Educational Therapy homework.
- Revisit the material approximately 24 hours after the Educational Therapy session.
- Bring completed Educational Therapy homework to the next Educational Therapy session.

Students are expected to take responsibility for completing and bringing their Educational Therapy assignments.

3. Homework Accountability, Tuition Assistance & Academy Enrollment

Homework completion is an important component of student success at Joshua Institute Academy.

Tuition Assistance and Academy seats being held are contingent upon compliance with the Academy's Homework Policy and procedures.

Students withOUT Tuition Assistance

At the end of each quarter, homework completion for **both** classroom and Educational Therapy assignments will be assessed. Homework completion may be reflected in quarterly grades.

First Quarter Below 60% - If a student's homework completion falls below **60%** in **either** the Academy classroom or Educational Therapy for one quarter:

- Parents/guardians will be notified.
- The student will be placed on a probationary period.
- Homework completion will be closely monitored.

Second Quarter Below 60% - If homework completion falls below 60% for a second quarter:

- The student may lose his/her Academy seat **if another student is on the waitlist**. If there is no student on the waitlist, the student may continue at the Academy under increased monitoring.

Third Quarter Below 60% - If homework completion remains below 60% for a third quarter:

- the student **may be removed from his/her Academy seat**.

Students Receiving Tuition Assistance

Tuition Assistance is contingent upon following Joshua Institute Academy's policies and procedures.

At the end of each quarter, homework completion for **both** classroom and Educational Therapy assignments will be assessed. **The student's homework effort will be considered when determining the percentage of Tuition Assistance offered for the following quarter.**

First Quarter Below 60% - SAME as for Students NOT receiving Tuition Assistance (see above)

Second Quarter Below 60% - If homework completion falls below 60% for a second quarter:

- The student may lose his/her Academy seat if another student is on the waitlist.
- If there is no student on the waitlist, Tuition Assistance will be reduced by **50% of the amount currently being offered**.

Third Quarter Below 60% - If homework completion falls below 60% for a third quarter:

- Tuition Assistance will be **removed**; *and/or*
- The student may be removed from his/her Academy seat.

4. Student Attendance & Tardiness

Regular attendance and punctuality are essential to student success. All student absences and tardies will be recorded and monitored.

Notify the office by 9:15 a.m. if their student will be absent or tardy

Academy Phone: 208-893-5130

Office Email: jjoffice@joshuainstitute.org

Tardy Policy

A student will be marked **tardy** if he/she:

- Arrives after **9:00 a.m.**, or
- Returns late from lunch

5. Student Arrival

Students may arrive between: **8:45 a.m. – 9:00 a.m.**

Students arriving **before 8:45 a.m. must remain with their parent/guardian** until 8:45.

Students and families should dress appropriately for the weather.

Students will wait OUTSIDE during arrival before 9:00 UNLESS:

- The temperature is below **20°F**
- It is raining heavily.

6. Late Arrival & Early Pick-Up

Elementary & Middle School

A parent/guardian must sign the student in or out at the front desk for late arrivals and early pick-up.

High School

High school students may sign themselves in or out.

Families are encouraged to keep appointments during the school day to a minimum because Joshua Institute Academy already operates on a shortened school-day schedule.

7. End-of-Day Late Pick-Up

The normal school day ends at **3:00 p.m.**

Parents/guardians are expected to pick students up **no later than 3:10 p.m.**

Follow the designated vehicle flow and pick-up zone shown on the Academy parking lot **map**.

Late Pick-Up Fees: If a student is picked up after 3:15, the following fees apply:

Pick-Up Fee

3:16–3:30 **\$15**

3:31–3:45 **\$30**

3:46–4:00 **\$60**

Parents/guardians should call or email the Academy **by 3:10 p.m.** if they know they will be late.

The Academy checks phone messages and office email until at least 3:15 p.m.

Jl understands that emergencies happen. A warning will generally be issued for a first offense.

8. Student Dress Code

Joshua Institute Academy expects students to dress appropriately for the learning environment. Students are expected to dress in a manner that is respectful of themselves and those around them and that allows everyone to focus on learning.

The Academy's administration reserves the right to determine whether clothing is appropriate.

Dress Code Requirements

1. Dresses and skirts must be within a **finger-width above the knee**, or leggings must be worn underneath. (*See-through tights do not change the length requirement.*)
2. Shorts must be **no shorter than fingertip length**.
3. Undergarments must be fully covered.
4. Cleavage of any kind may not be visible.
5. Tank-top straps must be at least **2 inches wide**. (*Bra straps may not be visible.*)
6. Clothing may not contain inappropriate or scary graphics, messages, or logos.
 - Clothing should not contradict the Academy's core beliefs.

Dress Code Violation

If a student's clothing is determined to be inappropriate, the student may be given a shirt to wear over the clothing until appropriate replacement clothing can be provided by the student's family.

9. Winter Weather (Dress Code & Snow Days)

Students must dress appropriately for outdoor recess during cold weather.

> When the temperature is **39°F or below**, students must wear:

Elementary Students

- Pants, tights, or leggings; and
- An outerwear jacket or coat

Middle & High School Students

- Pants, tights, or leggings; and
- At least a long-sleeved shirt

> When the temperature is **BELOW 20°F**

When the temperature is **below 20°F**, recess will be held **indoors for all students**.

Joshua Institute follows the West Ada school district for snow day closures and delays.

IF West Ada closes, then Joshua Institute will close, as well.

IF West Ada calls for a DELAY, then Joshua Institute will START CLASSES at 10:00.

10. Lockers & Personal Belongings

Elementary Students

Elementary students are provided with a coat hook for coats and backpacks.

Middle & High School Students

Middle and high school students are provided with a locker.

The following rules apply:

- **No locks are permitted on student lockers.**
 - Students leave personal belongings in lockers at their own risk.
 - Students may **never open or access a locker that does not belong to them.**
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11. Public Displays of Affection

Joshua Institute Academy seeks to provide a **Christ-centered, safe, and secure learning environment**.

The Academy encourages the development of healthy, God-honoring relationships. Our Biblical standards may differ from expectations promoted by modern society; however, the Academy will continue to uphold high standards of moral and ethical conduct.

The Academy recognizes its responsibility to protect the morals, health, safety, and well-being of all Joshua Institute Academy students.

Expectations

Students are expected to refrain from inappropriate displays of affection on Academy property and at Academy-sponsored activities. The Academy Leadership Team will determine what constitutes an inappropriate display of affection.

The following are **not** permitted on campus or at school-related activities:

- Kissing
- Handholding
- Prolonged physical contact
- Other forms of personal affection determined to be inappropriate by Academy administration

Students are encouraged to keep romantic relationships outside of school so that school remains a place where students can focus on academic growth, classroom learning, and personal development.

Students who violate these expectations will meet with administration, and parents/guardians will be contacted.

12. Student Discipline & Disciplinary Actions

Joshua Institute Academy expects students to demonstrate respectful, responsible, and appropriate behavior.

Disciplinary responses will take into consideration the nature and seriousness of the behavior.

Minor Offenses: Minor Offenses may include, but are not limited to:

- Inappropriate words or phrases
- Disrespectful language
- Non-physical inappropriate actions
- Other behaviors determined by Academy administration to be minor offenses

Consequences of a Minor Offense

First Offense:

Warning

Second Offense:

Student may be removed from class to work independently. Parent/guardian contact may occur.

Third Offense:

Student may be removed from class, parent/guardian will be contacted, and a behavior contract may be implemented at the discretion of Academy administration.

Serious Offenses: Serious offenses may include, but are not limited to:

- Physical assault
- Sexual harassment
- Racial attacks
- Other serious misconduct as determined by Academy administration

Consequences of a Serious Offense

First Serious Offense:

Three-day suspension and possible removal from the Academy at the discretion of Academy administration

Second Serious Offense:

Removal from the Academy and unenrollment

The Academy reserves the right to respond appropriately to serious or unsafe behavior based on the circumstances of an incident.

13. Parent & Guardian Expectations

Parents and guardians play an essential role in supporting student success.

Families are expected to follow Academy procedures and communicate promptly with the Academy regarding attendance, transportation, homework concerns, and other matters affecting their student's ability to participate successfully in school.

Please carefully read EACH Handbook section for further details on these expectations.

14. Tuition & Outstanding Balances

Families are responsible for keeping tuition accounts current.

Returned ACH Payments (NSF = Non Sufficient Funds)

If an ACH payment is declined by the bank, a **\$25 NSF fee** will be invoiced.

There is **also** a \$20 NSF fee charged to families from our 3rd party processing organization that JI does NOT receive. This \$20 is to cover the third party's NSF they incur from *their* bank.

Late Tuition Payments

If tuition is paid late, a **\$25 late fee** will apply.

Families will not be charged both the NSF fee and late fee for the same monthly payment.

Tuition More Than 30 Days Past Due

If payments become 30 days past due—defined as tuition and the applicable \$25 fee not being paid by the **5th of the following month**—**the family will be asked to keep the student home until the account is brought current in full.**

The account “PAID CURRENT AND IN FULL” means:

- ALL outstanding tuition and invoices are paid
- Any applicable NSF fees or Late fees are paid

Eight Missed Class Days

If the account is not brought current by the time the student has missed **8 class days**, the student will be **unenrolled** and his/her Academy seat may be given to a student on the waitlist.

Families remain responsible for all outstanding Academy invoices.

Families should refer to their enrollment contract for additional details regarding late fees and withdrawal fees.

PLEASE NOTE- Student Records will be held for nonpayment.

15. Cell Phones, Phone Watches & Electronic Devices

Students are **not** permitted to use cell phones, phone watches, or other personal electronic devices during school hours.

Elementary & Middle School

Elementary and middle school students must turn in all phones and electronic devices to the **"Wall Pouch" in the Executive Director's office** each school day. Phones must be **turned off**.

High School

High school students must turn their phones into the **"Phone Home" box by the front door** each school day. Phones must be **turned off**.

Medical Exceptions

Students with documented medical needs requiring access to a phone may receive a medical exemption. **Parents/guardians must discuss the need with the Executive Director.**

Personal Electronic Devices

Students bring phones and other electronic devices to school **at their own risk**.

The Academy is not responsible for lost, damaged, or misplaced personal electronic devices.

16. Our Shared Commitment

Joshua Institute Academy believes that student success is strongest when **students, families, teachers, Educational Therapy Coaches, and Academy leadership work together.**

Students are expected to take increasing responsibility for:

- Their learning
- Their homework
- Their organization
- Their behavior
- Their belongings
- Their attendance and punctuality
- Their personal growth

Parents and guardians are expected to support these responsibilities by communicating with the Academy, following Academy procedures, and encouraging their student to develop independence and accountability.

Our ultimate goal is for every student to achieve his or her **personal best in both academic and cognitive success** while growing in responsibility, character, and independence.