

# **Ypsilanti Boys Preparatory Academy**

## **Student Handbook**

### **2009-2010**

#### **Statement of Purpose**

The Ypsilanti Boys Preparatory Academy is committed to educating young men and preparing them to become life long learners, God fearing Christians, and productive community members. The teachers at YBPA realize that it is a responsibility from God “to train up a child in the way that they should go” and create a foundation for each child’s future.

#### **Attendance/Timeliness**

A student’s attendance is mandatory to the educational process. Because of this, students are not allowed to miss more than 10 days in a semester. Both excused and unexcused absences count toward this total. There are no excused absences except for student illness, death in the immediate family or medical appointments. An excused absence is one in which the student will be allowed to make up class work tests, and quizzes. In the case of an unexcused absence, the student will receive a zero for any work missed, including quizzes, tests and exams. Both excused and unexcused absences count towards the students total semester attendance.

When a tardy results in the student missing more than half of the day, it will be counted as an absence. Three tardies in one marking period will be marked as an unexcused absence. Ypsilanti Boys Preparatory Academy recognizes the following as legitimate reasons for absence and tardiness:

- Sickness/Necessary Healthcare Visits
- Family Emergencies
- Religious Holidays
- Educational Trips not Sponsored by the School

Excessive unexcused absences may result in dismissal from school and a referral to the Washtenaw County Educational Neglect office.

No refunds on tuition are made because of absences.

Any elementary student who misses 30 days in a school year may not be allowed to pass to the next level.

### **Bad Weather Conditions**

Because our families travel from all over Washtenaw County and not just from one school district, we must be more diligent in our assessment of school closing due to bad weather. If a majority of public schools in our area are closed, YBPA will most likely be closed also. We will report school closings to channels 2,4, or 7 on your television and also 1200 AM on your radio.

### **Calendar**

The Ypsilanti Boys Preparatory Academy is a ten-month school. The school year begins **September 7, 2009 and will end June 11, 2010**. We will be closed on eight specific holidays and two breaks. You are still required to pay full tuition during those weeks. If or when any of these holidays fall on a weekend, the school will be closed that Friday or Monday.

The school is open Monday – Friday from September 7<sup>th</sup> until June 11<sup>th</sup>. We are closed for the following special holidays and breaks:

Martin Luther King  
Spring Break  
Memorial Day  
Labor Day  
Thanksgiving  
The day after Thanksgiving  
Christmas/Winter Break

Parents will receive a calendar once they are registered.

**Curriculum** -- The school focuses on serious academics. Our curriculum is designed to encourage a life filled with the joy of learning. Students will be taught using research based curriculum materials and best practice teaching methods. Our curriculums will cover the State of Michigan's Grade Level Content Expectations. All students will be frequently assessed to monitor progress and to provide appropriate instruction for each **individual** student.

Ypsilanti Boys Preparatory Academy will provide instruction in the following areas:

- Christian Education
- Mathematics
- English Language Arts
- Social Studies
- Science
- Music
- Technology
- Service Learning
- Karate

### **Daily Schedule**

Students must be in the school building by 8:30 AM and in their seats prepared for morning assembly at 8:40 AM. The school day ends at 3:30 PM and parents are expected to pick up their children by 3:30 PM.

### **Discipline**

The goal of YBPA is to provide an exceptional learning experience in a safe and secure environment. Students are expected to be respectful of themselves. When misconduct occurs, corrective measures will be taken to help the student change his behavior and attitude. Corrective measures may include but are not limited to student/teacher conferences, detentions after school, phone call home, missed recess, and parent/teacher conferences.

The YBPA has adopted a “zero tolerance” policy toward violence, fighting, or threats of any kind. Showing disrespect, stealing, cursing, cheating, and put downs will not be tolerated and will result in disciplinary action.

Please consult with your child’s teacher about any problem or question that concerns the welfare of the students. It is the desire of the administration and the staff to be of service to both parent and student. Please let us know about a situation when it happens and do not wait for it to escalate. We believe that issues are handled best when addressed immediately.

In order for your child to meet the expectations of YBPA **everyone** must be committed to the vision. Therefore, full cooperation is expected from both students and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be asked to transfer to another school. However, it is not our desire for a child to be removed from YBPA.

### **Dress Code**

Ypsilanti Boys Preparatory Academy students wear uniforms five days per week, except on special days. Students are required to wear the appropriate dress. This consists of a collared shirts without writing of any sort, navy blue or khaki pants, black shoes, and a tie. The school **will not** accept jeans as appropriate slacks or shorts.

**Fund-Raising Activities** -- The Ypsilanti Boys Preparatory Academy is in the process of launching a Partnership Program that helps offset the costs of educating our students. The true cost of educating each child is \$6,300.00. Regardless of a family's financial circumstances, The Ypsilanti Boys Preparatory Academy expects each family to contribute in some way to the tuition cost. One of the best ways to acquire needed money to operate the school is through the fund-raising projects we will undertake. We will have fund-raising activities during the school year, and all families are expected to be involved. Fundraisers are needed to fulfill our school mission, and to keep our tuition fees low.

**Educational Trips** - All children will learn by doing and participating in real world learning experiences. The boys will visit restaurants, grocery stores, laundromats, and other local businesses to see how what they are learning is transferred outside of the school walls. Also, we will participate in service project activities through partnerships with the Salvation Army, local senior citizen homes, and community organizations.

### **Extended School Day**

YBPA offers an extended day program for all students. The hours of operation are Monday – Friday from 6:00 a.m. to 6:00 p.m.

**Homework** -- Ypsilanti Boys Preparatory Academy is committed to academic excellence in order to enable our students to push themselves to their own personal limits. This level of performance requires nightly homework by all 1<sup>st</sup> – 7<sup>th</sup> grade students. While students may have a few evenings with no work, they can expect an average of about 30 minutes to one hour of homework (depending on grade level) at least four nights per week. Homework must be completed as described by the teacher in order to keep up with the class and maintain a passing grade.

### **Lunches**

YBPA does not offer a hot lunch program at this time. All students must bring their own lunch to school each day. It is our hope that in the near future we will be able to provide a full lunch program.

### **Medication**

If a student is to take any medication while at school, written authorization must be made with the school office. Without written authorization the student's parent will be required to administer the medication. The faculty of YBPA cannot be held responsible for carrying out these duties.

### **Notes Home**

YBPA believes that communication is the key to your child's success. Therefore, every child will receive an agenda that will contain all home school correspondence (homework, behavior, field trips, etc...). Each night the child is to show you their agenda and have it signed and brought back the next school day.

### **Parent Commitments**

True success requires considerable effort from both the school and parents. All parents are expected to attend scheduled meetings of the Parent-Teacher Organization and all Parent-Teacher Conferences. Before admission, parents must sign and agree to volunteer at least 10 hours in their child's classroom per year.

### **Report Cards**

Report cards will be sent home at the end of each marking period as scheduled (see School Calendar). Provided that student accounts are paid in full, final report cards will be mailed home.

**Tuition**

Tuition for the 2009-2010 school year is \$2,500 for Kindergarten through Seventh Grade and \$100 per week for Pre-Kindergarten (ages 3&4). All fee arrangements and payments must be made directly with Ypsilanti Boys Preparatory Academy's Tuition Office (734) 330-4466.

Tuition payments may be made by check, cash, or money order. It is our policy to charge \$30.00 for all checks returned to us by your bank for any reason. If two checks are returned during any school year, the account will be placed in "cash only" status for all transactions.

No school records, including health records, will be released for any student when there is a balance on the student's account.

**Visitors**

Our students' safety is of primary importance. As such, only visitors that are placed on your child's emergency card will be entitled to visit the school unless written authorization is provided to the school.

**Withdrawals**

All withdrawals from the school must go through the school office. Students having attended one day or more of any period will owe the full period's tuition. No refunds on tuition are given. No school records will be released for any student when there is a balance owed on the student's account. Parents are required to fill out a withdrawal form.

# Daily schedules

(First six weeks' schedule is slightly modified to include habit training)

## *Pre-Kindergarten*

8:30 – 8:45 Morning Meeting  
8:45 – 9:05 Bible  
9:05 - 9:35 Phonics  
9:20 -9:40 Story Time  
9:40 – 10:00 Handwriting  
10:00 –10:15 Snack  
10:15-11:00 Math Made Fun  
11:00-11:30 Outside Play/ Large Motor Skills  
11:30 – 12:00 Lunch  
12:00 – 12:15 Restroom  
12:15 – 1:15 Nap  
1:15 – 1:20 Restroom  
1:20 - 2:20 Science /My Community  
2:20 – 3:20 Center Activities  
3:20 – 3:30 Complete agendas/Get belonging ready to go home

## *Elementary ( K-7 )*

8:30 – 8:45 Morning Meeting  
8:45 – 9:05 Bible  
9:05 – 10:05 Reading  
10:05 – 10:15 Restroom  
10:15 -11:15 Math Activities  
11:15 –11:30 Lunch  
11:30-11:50 Physical Activity  
11:50 – 12:10 Story Time or Partner Reading  
12:10 – 1:10 Music/Art/Technology  
1:10 – 1:25 Restroom  
1:25 – 2:05 Writing  
1:20 - 2:20 Science/Social Studies  
2:20 – 3:20 Center Activities  
3:20 – 3:30 Complete agendas/Get belonging ready to go home