

# **Janice Mitchell Isbell Academy**

## ***Family Handbook***



***JANICE MITCHELL ISBELL ACADEMY, INC.***

***<http://jmia.edublogs.org>***

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***JANICE MITCHELL ISBELL ACADEMY  
FAMILY HANDBOOK***

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JANICE MITCHELL ISBELL ACADEMY's FOUNDER



Janice Isbell grew up in Beaumont, Texas (Janice Marie Mitchell). She attended schools in the Beaumont Independent School District. She graduated from Charlton-Pollard High School in 1974. She has always felt that the education afforded some students is substandard. She always wanted to do something to assist children who are not given the proper tools to be successful in life. She defines successful as being able to provide an adequate living for yourself and your family. Her parents always encouraged her to learn as much as she can. She was always told to do her best, not necessarily be the best.

Mrs. Isbell has a Bachelor of Science degree in Chemical Engineering from Washington University in St. Louis, Missouri. She has a Master of Science degree in Engineering Management from the University of Missouri in Rolla, Missouri. In 1982 Mrs. Isbell was laid off a job for which she flew across the country doing environmental testing. During the time after the layoff and before she would get another Engineering job, she served as a substitute teacher. She was appalled how some teachers had very low expectations for some students. She has served as a tutor (as a volunteer and in a paid capacity) for more than 25 years. She has had remarkable success in teaching students how to master a subject for which they had struggled in the past. She feels the Isbell Academy is needed to reach out to those students needing remediation. Those students are at risk of dropping out, flunking out, or getting put out.

◆.....◆  
**THE JANICE MITCHELL ISBELL CHALLENGE**

Dear Isbell Academy Community,

WE (Parents, Volunteers, Teachers, Staff, Board of Directors, Volunteer Advisory Board, etc.) have a most important job before us. WE must educate those students who have learning disabilities, and/or are performing below grade level. They have a little trouble performing in a traditional classroom. WE must first adhere to the philosophy that ALL students can learn. WE must not accept NO as an answer. WE must be diligent in our efforts to reach these students. WE must not be satisfied until we have accomplished the task of getting the students to performing at or above grade level. WE must first see this calling as a ministry to TEACH. WE must second focus on the student's self-esteem and attitude. WE must HELP the parents/guardians be the best they can be. WE must see the individual student, not the class. WE must set the bar of expectation high and BELIEVE the student will meet or exceed our expectations. They will EVERYTIME.

I challenge you to change your way of thinking. I challenge you to be open to the possibilities that exist for the success of the Isbell Academy students. I challenge you to help create an atmosphere of "I CAN" in each student. I challenge you to all seek "CONTINUOUS IMPROVEMENT" in yourself and our students.

Sincerely with love,

*jmi*

Mrs. Janice Mitchell Isbell

# H\*I\*S\*T\*O\*R\*Y

## JANICE MITCHELL ISBELL ACADEMY, INC.

### HISTORY



Janice, Irvin, and Irvin, Jr. Isbell incorporated the Janice Mitchell Isbell Academy (JMIA) in April 2001. Janice Isbell felt an academy was needed to address the basic skills some students had not received and to help those with learning disabilities. A Voluntary Advisory Board was organized and met monthly at the Huntsville/Madison County (downtown) Library to iron out the details needed to open a school. Mrs. Isbell prepared and submitted the application package for non-profit status to the Internal Revenue Service in August 2001. The JMIA received

501(c)(3) status in January 2002.

For more information:

[http://www.angelfire.com/al4/isbell\\_academy/JMIA\\_HISTORY.html](http://www.angelfire.com/al4/isbell_academy/JMIA_HISTORY.html)



### BOARD MEMBERS

Board member Madonna Buckner and her son Marcus Buckner donated the academy's first official sign.

For more information: [http://www.angelfire.com/al4/isbell\\_academy/BOD.html](http://www.angelfire.com/al4/isbell_academy/BOD.html)



### SCHOOL CALENDAR

For more information: [http://www.hsv.k12.al.us/Calendar\\_11-12.php](http://www.hsv.k12.al.us/Calendar_11-12.php)



JMIA

### ***STATEMENT OF PURPOSE:***

The purposes of the Isbell Academy are: (1) Provide education services for at-risk students; and (2) Accelerate the knowledge, skills, and abilities of the students to at and/or above grade-level expectations. The Janice Mitchell Isbell Academy (Isbell Academy) is a non-profit, private, institution of learning. Isbell Academy believes in training the whole student - intellectual, social, spiritual, and physical. Isbell Academy admits students of any race, color, nationality, religion, and ethnic origin. Isbell Academy does not discriminate on the basis of race, religion, color, sex, national or ethnic origin, age, or physical disability in the administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school sponsored programs.

### ***AIMs:***

1. Contribute to the knowledge and understanding needed to succeed around the world.
2. Promote an understanding of self and others.
3. Foster competencies in Mathematics, Science, English, Social Studies/History, Writing, Speaking, appreciation of the Arts, Analytical Reasoning, Computer Literacy, and Library Research.
4. Convey the different methods of acquiring knowledge.
5. Enable students to realize success through: a. Effective use of their learning styles, and b. Adapting to the teacher's style of presentation.
6. Instill in students the values needed to make moral and ethical decisions.
7. Assist in developing the competencies and determination needed to pursue their vocations/careers.
8. Promote the integration of academic knowledge and values to nurture the whole student - intellectual, social, spiritual, and physical.
9. Cultivate an awareness of and a sensitivity to the needs of others and a commitment to the betterment of humanity.
10. Promote diversity.
11. Encourage a commitment to Personal Integrity and Social Responsibility.

### ***PHILOSOPHY:***

1. "ALL" students can learn.
2. Practice, Practice, Practice is the key to Academic success.
3. Building on strengths is the first step to learning.

4. Help students to realize success. Success builds on Success.
5. Teach students to take responsibility for their education, regardless of the prevailing circumstances.
6. Unity of purpose - Students/Parents/School/Community.
7. Learning extends beyond the classroom.
8. High expectations, encouragement, and support help students succeed in challenging areas.
9. Teaching is adapted to the needs of the student.
10. Equip ALL students with the skills necessary to compete.

***MISSION:***

To reach, remediate and mentor every student enrolled at the Isbell Academy. Each student will be given individualized instruction and will be equipped with the knowledge, skills, and abilities that are paramount to success.

***VISION:***

As a principle centered and premier institution of learning, the Isbell Academy believes that early identification and intervention of at risk children are critical to thriving in today's society. By creating an environment that's conducive to individualized learning, the Academy envisions that this program will increase the student's confidence and desire to learn, thus having an overall positive effect on student morale and well being. Developing and training leaders today who will confidently meet the challenges of tomorrow are the goals of the Isbell Academy.

***STUDENT PLEDGE:***

I will do my best at all times. I will be kind and honest. I will seek the knowledge, skills, and abilities needed to succeed in tomorrow's world. I will respect others - my family, my teachers, my peers, my neighbors, and those placed in authority over me, and all I meet throughout life.

***COLORS:***

**Purple and White** --- Purple – Royalty White – Purity of heart, body and mind.

***MOTTO:***

We succeed because we do not know how to quit.

***MASCOT:***

**Lion and Lioness** --- Brave, Courageous, Great Strength

***STUDENT CREED:***

1. I will believe in myself and let no one or anything keep me from realizing my full potential.

2. I am a winner because I choose not to fail.
3. I will be diligent in acquiring the skills and information needed to be successful throughout the world.
4. I will let no one box me in with labels, because I will develop my intellectual curiosity and creativity to the fullest extent possible.
5. I will not accept society's prediction of what I will, can, or cannot do.
6. I will succeed, because failure is not an option.
7. Education is painful, but the gain is worth all of my efforts.
8. I will seize every opportunity afforded me.
9. I will approach each day with a positive "I CAN" attitude. I will do my best.
10. I will cooperate with my peers and teachers to achieve success.
10. I am the captain of my destiny.
12. I will be happy, because I choose to be happy.
13. I will take care of my mind, body, spirit, and soul.
14. I will think before I act. I will accept the consequences of my actions. I will learn from my actions.
15. I will be proud of my success. I will not be envious of others who succeed..
16. I will pursue my education with the understanding it is needed for my success.
17. My education will make me a positive asset in my community and through the world
18. I know my education is a life-long process.
19. I will take the first step leading to academic success.
20. If I fail, I will try, try, and try again.
21. I will be courageous and brave in my studies.
22. The challenge is mine to conquer.

## **GENERAL INFORMATION**

### ***School Uniform***

The school uniform is required for all students. All students are expected to be in uniforms during their attendance at school. Uniforms may be purchased from local department stores.

6<sup>th</sup>-8<sup>th</sup> Grade: (Boys or Girls)  
Navy or Khaki pants or shorts (must fall below the knees)  
Long or Short Sleeves Polo Shirts (purchase from school)

6<sup>th</sup>-8<sup>th</sup> Grade: (Girls)  
Navy or Khaki Skirts  
Long or Short Sleeves Polo Shirts (purchase from school)

Footwear: Gym Shoes

Fall/Winter Clothing: Pullover Sweater with no pockets.

There will be no excess pockets, buttons, designer labels, or zippers on clothing. Pants with belt loops require a belt. Shirts must be tucked in at all times. Undershirts worn must be plain white with no logos or printing on them.

### ***School Supplies:***

Please see your child's teacher for the list of supplies needed by your student. Or visit our website: <http://home.comcast.net/~msa20003/JMIA/SUPPLYLIST.doc>

### ***School Hours:***

8:00 a.m. – 3:00 p.m.

Parents needing Before/After Care should contact the school's Executive Director. For those students participating in the After School Programs: Tutoring will be offered for no charge on Saturday mornings, 9:00 a.m. – 10:00 a.m. See the Executive Director for more information about the After School Programs.

### ***School Closings:***

If the Huntsville City Schools close due to inclement weather, the JMIA will be closed. These announcements will be made on the local radio and television stations. In the event weather conditions make travel to school hazardous and unsafe, it is recommended the parents/guardians use their discretion in bringing their children to school. Once the school day has started, school will not be cancelled or released early due to inclement weather. However, if the parents wish to pick up their children early on those inclement weather days, they may.

### ***Transportation:***

Parents/Guardians are required to arrange for transportation for their child to and from school. Parents/Guardians are required to adhere to the scheduled school hours.

### ***Attendance:***

Students are tardy if they have not reported to school by 7:50 AM. Parents/Guardians must call the office by 9:00 AM to report a student's absence. As a reminder to parents/guardians, academic success is dependent upon a student's regular attendance at school. Excessive absences prevent the student from achieving his/her fullest potential.

### ***Student Discipline:***

Parents are assured their children will be in a safe and secure environment. Each student is required to adhere the rules and regulations of the JMIA. Violations of the rules will result in the follows:

1. First offense of day: Time out. No privileges.
2. Second offense of day: Time out. No privileges. Student runs.

3. Third offense of day: Phone call home from the teacher. Time out. No privileges. Student runs.
4. Forth offense of day: Mandatory conference with teacher, parent and student before student is allowed back in classroom.
5. Four offenses in one day for a second time in a six weeks term: Parent must stay a minimum of two hours in the classroom with the student when readmitting him/her back into school.
6. Four offenses in one day for a third time in a six weeks term: A mandatory conference with the teacher, parent, student, and school administrator prior to readmission to school. Parents must stay a minimum of three hours in the classroom with the student when readmitting him/her.
7. Four offenses in one day for a fourth time in a six weeks term: Parents must stay a minimum of four hours in the classroom with the student when readmitting him/her. A contract must be signed by the teacher, parent and student outlining steps to improve the student's behavior, and the student will be placed on a probationary status upon readmission to school.
8. Any infractions during a probationary period will result in immediate suspension (the number of days to be determined by the severity of the infraction).
9. Any instances of serious discipline infractions; i.e., physical or verbal abuse, stealing, property damage, etc. will result in immediate suspension.

### ***Prohibited Materials:***

Students are not allowed to have gum, candy, soda, any illegal substance, weapons (toy or real), stuffed animals, dolls, toys, radios, electronic games, CDs, cassettes, or walkmans in the school classroom or on school premises.

### ***Money Sent to School:***

Money sent to school is required to be in a sealed envelope with the student's name, teacher's name, amount of money, date and purpose. Students are discouraged from bringing money to school. The JMIA is not responsible for any loss of a student's money.

### ***Lunch:***

Students are required to bring their lunches/drinks to school. Fridays will be designated as "carry out days". The JMIA will order lunches from local restaurants. Menus will be provided to the student each Tuesday. Selections and money must be turned in by Thursday morning. Once each month the students will go out to each lunch. Permission forms will be sent home. Please return all permission forms by the Thursday morning before the outing. The school has a refrigerator and microwave oven for use by the students.

### ***Student's Work Folders:***

Student folders will be sent home each day. The folders will contain the student's work, homework, announcements, etc. The folder must be returned to the school the next school day morning.

### ***Fund Raisers:***

Parents are to participate in school fund-raisers to supplement the cost of running the school. Each family has a fund-raising goal of \$550. Parents can pay the fee monthly, if they do not participate in the fundraisers.

### ***Enrollment Guidelines***

JMIA requires positive identification of the students enrolled. A driver's license or photo ID (notarized for authenticity), birth certificate, social security card, Certificate of Immunization (or exemption as required) are required. Students entering Kindergarten must be five years old on or before September 2. Students entering first grade must be six years old before September 2 and have completed Kindergarten and certified to attend first grade. Grade placement will be made on the basis of test scores, performance, and/or demonstrated ability. See the Executive Director for an enrollment packet.

### ***Health***

Parents/Guardians will be required to provide primary and alternate emergency numbers for all students. Ill students will not be admitted to school. JMIA has limited staff and facilities to care for ill students. Alabama State law requires all children (K-1st) entering an Alabama elementary school be immunized against diphtheria, poliomyelitis, measles, mumps, rubella, including a second dose of MWR of measles-containing vaccine; tetanus and pertussis (whooping cough) for K-12th grade. A certificate of immunization is required. Students enrolling in Kindergarten for the 2002-2003 school year must have documentation of Varicella (chickenpox) vaccine, or physician's documentation of chickenpox disease. Certificates of Immunization are available from the Madison County Health Department, 304 Eustis Avenue, Huntsville, Alabama; and from local physicians, family/military clinics.

### ***Illnesses***

Parents/Guardians are to ensure emergency contact numbers are on file with the academy and are current. The Parents/Guardians are expected to check their children before dropping them off for school. Please keep ill children at home. We do have the staff/facilities to care for ill children.

### ***Parent/Guardian/Family Commitment***

Parents/Guardians are required to attend the "All Parent Meetings" programmed throughout the school year. These meetings provide a forum for the parents/guardians

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to learn more about the school procedures and policies, and become involved in the learning process being taught to the students. Failure to attend a parents meeting will result in a \$10.00 fine. If a disagreement occurs between the parent/teacher/student, JMIA requests the parent attempt to remedy the disagreement with the teacher first. If there is no resolution, the school administrator will be contacted and mediate the disagreement to all parties satisfaction.

### ***Parent/Guardian/Family Conferences***

Parents/Guardians and students must attend conferences to meet the teachers and discuss the student's progress report. Failure to attend a parents meeting will result in a \$25.00 fine.

**Parents' Code of Ethics**

As a parent/guardian of a student in the Isbell Academy, you are to maintain a high level of respect for yourself, the student, staff, board of directors, and act accordingly. You hold the most important role in the education of your child. Their admiration and respect for you puts you in control of shaping them – intellectually, socially, spiritually, and physically. You hereby pledge to

- Provide positive support, care, and encouragement to my child
- Encourage my child to respect the other students (regardless of race, sex, creed, or ability) and that he/she does not tease, hit, name call, or speak harshly to the other students
- Insist my child does his/her best in accomplishing assignments
- Support the staff of the Isbell Academy working with my child, in order to encourage a positive and enjoyable experience for all
- Review my child's homework/information folder on a daily basis
- Read the entire student handbook with my child and insist he/she abides my the school/classroom rules

Please sign the Parents/Guardians Code of Ethics and return to the school within two (2) weeks of the start of school.

Please sign copy below and return copy to JMIA.

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Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Tuition:**

If paying monthly:

MONTH	DUE DATE*	Fund Raising Fee**
<b>AUGUST</b>	<b>AUG 5<sup>TH</sup></b>	<b>AUG 5<sup>TH</sup></b>
<b>SEPTEMBER</b>	<b>SEPT 5<sup>TH</sup></b>	<b>SEPT 5<sup>TH</sup></b>
<b>OCTOBER</b>	<b>OCT 5<sup>TH</sup></b>	<b>OCT 5<sup>TH</sup></b>
<b>NOVEMBER</b>	<b>NOV 5<sup>TH</sup></b>	<b>NOV 5<sup>TH</sup></b>
<b>DECEMBER</b>	<b>DEC 5<sup>TH</sup></b>	<b>DEC 5<sup>TH</sup></b>
<b>JANUARY</b>	<b>JAN 5<sup>TH</sup></b>	<b>JAN 5<sup>TH</sup></b>
<b>FEBRUARY</b>	<b>FEB 5<sup>TH</sup></b>	<b>FEB 5<sup>TH</sup></b>
<b>MARCH</b>	<b>MAR 5<sup>TH</sup></b>	<b>MAR 5<sup>TH</sup></b>
<b>APRIL</b>	<b>APR 5<sup>TH</sup></b>	<b>APR 5<sup>TH</sup></b>
<b>MAY</b>	<b>MAY 5<sup>TH</sup></b>	<b>MAY 5<sup>TH</sup></b>

See Tuition Schedule in “**Beginning of the Year**” Packet.

\*\*You can pay monthly on your fundraising fee.

Tuition is not prorated. The entire monthly fee is due upon enrollment along with Registration Fee.

**Tuition paid after the FIFTH of the month will be assessed a \$25 late fee.**

**If paying week, Tuition is due on Monday morning each week, even over holidays, breaks, etc.**

**Tuition paid after Monday afternoon will be assessed a \$25 late fee.**

**Volunteer Information**

Parents are encouraged to volunteer to speak to the classroom about their chosen profession. You are also encouraged to recommend speakers for the classroom. Parents are also needed to assist with the following activities. Please see the Executive Director for more information and the schedule of activities.

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Pick-up lunch from restaurants on "CARRY OUT DAYS"

Volunteer in the Classroom

Drive and/or Chaperon for Field Trips

Clean school classroom, and offices

Assist in cataloging books in the school library

Chaperon class during recess and/or lunch

Warming food for the students at the lunch period

Please see the Executive Director for additional ways you can help.

**Contributions**

The Isbell Academy is a 501(c)(3) tax-exempt school. Contributions are encouraged. Parents are encouraged to solicit donations to help fund school operations. The academy has always established the tuition at an affordable amount. Tuition funds approximately 50% of the costs to operate the school. Your help in soliciting funds is greatly appreciated. Please see our WISH LIST on the school's web page.