

**2018-2019**



## **Student & Parent Handbook**

# **Wilmington Academy of Arts & Sciences**

### Mission

To provide educational opportunities designed to foster self-direction, personal responsibility and lifelong learning.

### Goal

In partnership with supportive families, WAAS offers a challenging and nurturing environment for students of academic and personal promise. WAAS fosters the abilities, imagination and motivation of each student so that he or she may grow academically and personally.

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**WORK HARD - ACCEPT RESPONSIBILITY  
APPRECIATE DIVERSITY - SEEK KNOWLEDGE**

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## Welcome from WAAS Director

Dear WAAS Parents and Students,

WAAS was founded in 1997 by a group of mothers who simply wanted their children to have a small, safe, nurturing environment for middle school. Due to these parents' vision, leadership and commitment, WAAS has grown from a small group of middle school students to full classes in grades 4-8. Undoubtedly, WAAS teachers, students and parents have been and continue to be our biggest asset.

The essence of WAAS is captured in our mission. Our mission speaks to the great accomplishments of our students and our school within a context that values the importance of balancing academics, arts, cultivating a richly diverse and inclusive community and learning to work collaboratively. Our culture respects tradition but continues a quest to be innovative and creative. At WAAS, we believe a well balanced approach creates an optimal environment for our students to succeed and thrive.

While flexibility and innovation are at the core of how we operate, we also believe that high standards of conduct and character development are important for providing clear guidelines for students. This Student & Parent Handbook outlines our policies and procedures which are intended to be clear but still allow students plenty of room for self-expression, creativity, growth and exploration. This handbook is also designed to allow the school flexibility to address individual needs and circumstances. The handbook also resides on the website for your reference throughout the year.

We review the handbook every year to validate that our policies are aligned with our mission and goal and the changing world in which we live. We urge you to participate in this process by offering your suggestions and raising any questions you have about anything you read in this handbook. Please email me with your thoughts.

The Board of Trustees, teachers and I maintain our commitment to provide quality education for your child. In addition, we will continue to create the optimal environment for our students to discover and appreciate the importance and joy of learning while becoming lifelong learners. We thank you for your trust.

Sincerely yours,

Beth Upton  
School Director

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## Purpose

This handbook is intended to serve as a guide to help students and their families learn about programs and opportunities at Wilmington Academy of Arts and Sciences as well as to set forth basic expectations for students. Please take the time to familiarize yourself with the contents. Since knowledge helps students to understand and embrace, we ask that you please read and discuss this handbook with your child. We are hopeful that the handbook will answer your questions regarding day-to-day aspects of school life. The handbook describes policies and procedures that students and parents are expected to read and follow

Please understand that no set of rules or guidelines can cover every conceivable situation that may arise at a school. The rules, policies and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of WAAS to deviate from normal rules and procedures set forth in this handbook. WAAS reserves the authority to deal with individual circumstances as they arise in the manner WAAS deems most appropriate taking into consideration the best interests of the school, its faculty, employees, students and overall school community.

These policies may also be revised or updated periodically by the BOT, even during the school year. If a major policy revision is made, you will be informed by email or mail. Any student or parent with a question about any handbook policy or statement should feel free to speak with or email the WAAS Director.

### **Wilmington Academy of Arts and Sciences**

#### **Board of Trustees**

2018-2019

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## Student Pledge of Commitment

I pledge to myself, my classmates, the faculty and to my parents that I shall demonstrate daily the following characteristics and behaviors:

- Come prepared for class, manage my time wisely and follow directions the first time they are given.
- Be resourceful in finding my own answers and solutions.
- Form, present and defend my own opinions.
- Read both for information and for pleasure.
- Avoid plagiarism.
- Share opinions peacefully.
- Function both as a leader or follower dependent on the situation.
- Accept the challenges of working as a team member realizing the benefits of the uniqueness of others.
- Have pride in my school and keep it neat and clean.
- Appreciate and take advantage of the high academic standards of WAAS.

## Accident Reports

In the event of an accident, the supervising teacher will fill out an accident report and return it immediately to the School Director. All accident reports will be kept in the School Director's office.

## Admissions Policy

The WAAS School Director and teachers are responsible for new student admissions as well as continued enrollment and advancement. The School Director and teachers must be satisfied that the prospective student will be able to function successfully in the classroom settings offered at WAAS. The School Director and teachers must also be satisfied that WAAS can meet the prospective student's needs, both academic and social, while meeting the needs of other learners in the group. The school is not equipped to enroll students with behavioral problems or serious learning difficulties. Both parents and students are expected to cooperate with and support the mission and operation of the school, the Board of Directors, the faculty and staff. Wait-listed applicants will be evaluated as openings arise in each class.

With teacher input, the Director will design a plan to assist a student who might be experiencing academic stress/difficulties. This plan will be shared with the parents and monitored by teachers and the Director for a predetermined period of time.

## Enrollment

- Prior to the first day of school attendance, students must have all immunizations required by law, and parents must provide WAAS with proof of such immunizations.
- Parents must arrange for transportation to and from school.
- All students are admitted to WAAS for a probationary period of six weeks or less. During this period, a student may be dismissed within the sole discretion of the Admissions Committee.
- Enrollment is for one school year at a time. Following a mid-year review by the faculty, students who meet the school's qualifications are invited to re-enroll. Contracts for the upcoming year are mailed in late January or early February. Students who have not met the qualifications are monitored throughout the second semester and will be invited to re-enroll only if these qualifications are achieved. Within its sole discretion, WAAS may deny continued enrollment to any student for any reason, including, but not limited to, academic or discipline reasons involving the student or anyone associated with the student.

## **Alcohol, Drugs, Smoking Policy**

WAAS is committed to providing and maintaining an alcohol-free, drug-free, and smoke-free environment for the health and safety of its students, faculty and all members of the school community. For that reason, no alcohol, no drugs (including illegal drugs or the misuse of legal drugs) and no smoking is permitted on school premises, in vehicles used for school purposes or off campus at any school-sponsored activities. Drugs include e-cigarettes, smokeless tobacco, and synthetic or boutique drugs of all kinds.

To enforce this policy, student lockers may be searched without consent, without advance notice and without a search warrant. Violators of this policy are subject to discipline, up to and including, immediate dismissal for students or termination of employment for staff.

## **Attendance Policy**

### **Hours**

Normal school hours are 8:00 a.m. until 2:30 p.m. for all students. Students are to arrive no earlier than 7:45 a.m. Upon their arrival to school, students are to go directly to their lockers, make preparations for the morning classes and report to the First Period class. Regular attendance is expected since it positively affects a student's academic success at WAAS.

### **Tardies to School**

Academic classes will begin promptly at 8:00 a.m. Students should be prepared and seated in class at that time. A student arriving after 8:00 a.m. is designated tardy and will be documented by the first period teacher in Jupiter Grades. A letter will be sent home after the third cumulative tardy to school. Students will be designated present for the day if they are in class a minimum of 3.0 hours.

### **Tardies to Class**

Since strategies are in place to support students to be organized for their classes and quickly transition from one class to another, students are expected to be in class on time. Any student designated as tardy to class will be documented by the teacher in Jupiter Grades. Please refer to Discipline Policy in this handbook for additional information.

### **Absences**

Students are responsible for work missed during absences. An absence is considered unexcused when the Director and first period teacher do not receive documentation. Students are not given extended time for unexcused absences.

When your child returns to school following an excused absence, please send a note with the date(s) missed, reason, and signature and give it to the first period teacher.

At their discretion, individual classroom teachers may require students to make up missed assignments and tests. When a student reaches the 10-day point during one academic year, the School Director will notify parents, in writing. Absences of 20 days or more during one academic year could require a student to repeat a grade. In addition, excessive absences may constitute grounds for dismissal.

Vacations during the school year are discouraged since it is difficult to make up or duplicate instructional presentations, field trips, group projects and labs.

### **Missing Work**

It is the student's responsibility to contact his/her teachers to collect and make up missed assignments on or before the day he/she returns to school. Students will be given two (2) school days for each day missed to complete make-up work, including any missed quizzes and tests, and all make-up work must be completed within five (5) school days of return from absences. The School Director must handle any exceptions to this policy.

If you are absent on the day of a scheduled due date, you are still responsible for turning in your work; however, a doctor's note signed with the same date of the assignment due could avoid penalty.

If there is a planned absence, it is the teacher's discretion as to whether work will be given in advance. Students should check Jupiter Grades for assignments and dates for tests, quizzes and projects.

### Pick-up

Parents must provide written or verbal permission to the School Director for a student to be picked up by someone other than a person on the authorized list. **Phone calls to inform a child of a change in his/her transportation must be received prior to 1:30 p.m. each day.** The school is not responsible for failing to inform a child of a transportation change that is communicated after 1:30 p.m. on a given day. Students should be actively watching for rides in designated areas by grade and the use of recess equipment or technology (including cell phones) is prohibited.

### Late Pick-up

All students must be picked up at 2:30 p.m. dismissal each day, unless he/she is participating in a school sponsored extracurricular activity. At 2:40 p.m., students who have not been picked up will come back into the building. **Parents will need to come into the building to pick-up a student after 2:45 p.m. There will be a charge of \$5.00 per 15 minute increments if a child has not been picked up.** Final report cards will not be mailed until payment is received for any late pick-up.

### Late Arrivals and Early Dismissals

In an effort to ensure adequate student supervision, maximum time-on-task for instruction, and to preserve valuable planning time for our teachers, **parents/visitors are not permitted in the building between the hours of 7:45 a.m. and 8:15 a.m. nor between 2:15 p.m. and 2:45 p.m. each day.** With the exception of those two half-hour windows, a parent/guardian must come in to the reception area to sign in/out the student.

Students who do not come to school or arrive after 11:00 a.m. are not allowed to participate in after school activities that day.

### Parking for Dismissal

Since our parking area is limited and some parents choose to come early and wait, it is important to pull all cars up in a single lane to park. The movement of this line needs to be quick to ensure safety of the parents waiting on Myrtle Grove Road to turn in the driveway. Parents coming from both directions should proceed with caution and be considerate of others when turning in the driveway. Parents are asked to pull out of line and park to talk to teachers or Director. Since Indian Cove, the dirt road parallel to WAAS, is a private road, please do not use it for any school use.

### Awards and Achievement Recognition

Information about a student's participation in officially recognized activities is provided by WAAS after completion of the Consent to Release Photo/Image form. Released information varies and can include name, grade and other information relevant to eligibility or participation.

## Bullying

### What is bullying?

Wilmington Academy of Arts and Sciences defines bullying as the intimidation, exclusion or harassment of others by the real or threatened infliction of physical, verbal, written, electronically transmitted or emotional abuse or through attacks on the property of another.

The two main aspects that differentiate bullying behavior from other misconduct are:

- **An imbalance of power:** For whatever reason (class, race, physical size, social status, etc.), an individual or group has more power and chooses to exert the power aggressively over another.
- **An intent to harm:** Those who bully are intending to hurt the target. The appropriate response to accidentally hurting someone is to stop, apologize and attempt to repair the situation. An individual who is engaging in bullying will respond by continuing and/or repeating the behavior that was hurtful.

### Conflict vs. Bullying

Conflict is an inevitable part of life and not all conflict is harmful or bad. Destructive conflict damages relationships, creates bad feelings, and leads to future problems. But constructive conflict helps us to learn, grow and change for the better.

- **Conflict** happens between people of equal power or friends. It tends to happen only occasionally, and is often accidental. Those involved in the conflict are not seeking power or attention.
- **Bullying** occurs when there is an imbalance of power. It tends to be a repeated behavior and is purposeful. The person who is bullying is seeking power, control or material things.

When people are in conflict, Conflict Resolution strategies in which they come together to solve the conflict are an appropriate intervention. When individuals are involved in a bullying incident, it is very important to speak to each person separately because of the possible threat of intimidation or retaliation involved with the imbalance of power between them.

### Teasing vs. Taunting

**Taunting** is one-sided: the bully taunts, the bullied person is taunted. It is intended to harm, and involves cruel, degrading or bigoted comments thinly disguised as jokes. It involves laughter directed at the target, not with the target, and is meant to diminish the sense of self-worth of the target. Taunting continues especially when the target person becomes distressed and objects to the taunt.

**Teasing** allows the teaser and person to swap roles. It is not intended to hurt another person, and is done in a lighthearted manner. It is meant to get both parties to laugh, and is only a small part of the activities shared by those who have something in common. Teasing is discontinued when the person who is being teased becomes upset or objects to the teasing.

### Tattle vs. Reporting

Tattling is trying to get someone else in trouble.

Reporting is trying to keep someone from getting hurt.

### Reporting Harassment

When a bullying, harassment or discrimination incident occurs:

1. A WAAS Harassment Incident Report is completed. Anyone can file a report; the target of the harassment or bullying, a bystander, parent, teacher or staff member. Forms can be obtained from our school website or the school office.
2. Turn in completed Harassment Incident Report to the School Director by hand delivery to the school, by US mail or e-mail. The School Director will investigate and then determine the appropriate course of action. This process should be completed within 72 hours of the received report.
3. Your complaint will be kept confidential to the extent possible, consistent with WAAS' obligation to investigate the complaint and to take prompt and corrective action, if warranted. There will be no retaliation against you for reporting harassment or against anyone for cooperating in an investigation of a harassment complaint. If you think that you are being, or have been, subject to retaliation of any nature, by anyone, you must report such concerns immediately so that WAAS can stop any retaliation.

4. An investigation is conducted promptly, thoroughly, impartially and confidentially by the School Director for allegations of harassment by a student, and by the School Director and Executive Committee to the Board of Trustees, if necessary, for allegations of harassment by a parent. The investigation will include, but not be limited to, interview(s) with you, any others with similar complaints, any potential witnesses and the possible offender(s). Everyone interviewed will be reminded that the matter must be kept confidential and no retaliation may be taken against you for reporting possible harassment.
5. A confidential, written record of the investigation will be retained by WAAS. No record of the complaint or investigation will be placed in the complainant's academic record or personnel file. If an investigation results in discipline of offender(s), a record of such action may be placed in the offender's academic record or personnel file.
6. If the School Director determines that harassment is occurring, and/or has occurred, he/she will take immediate and appropriate corrective action to stop such harassment and/or prevent it from recurring. The School Director will inform the possible offender(s) of its findings and corrective action, if any is warranted. The School Director will also inform the complainant of its findings and any corrective action. Individuals found to have engaged in sexual, racial, religious or any other form of discriminatory harassment, and/or retaliation against any student or employee for reporting possible harassment and/or cooperating in a harassment investigation will be disciplined, up to and including **immediate dismissal without prior notice or immediate termination of employment without prior notice.**

## Child Custody Policy

WAAS will honor all current court orders, decrees or instructions pertaining to custody situations. It is the responsibility of adults having custody of a student to submit to the school a certified copy of the most recent court order or decree.

In sole custody situations, the custodial parent has the right to determine the child's education unless the custody decree provides otherwise. Where parents share joint legal custody, neither parent's rights are superior with regard to determining the child's education unless specified otherwise by the court or parents in the final judgment or order.

Both parents, custodial and noncustodial, have equal access rights to the student records of their children unless the school has received a copy of a court order or decree indicating otherwise.

WAAS will not act merely on the desire of one parent to prevent the other parent from seeing a student's records.

## Child Protective Services

State law requires that even **suspected** child abuse must be reported to Child Protective Services. This is not optional; teachers are, by law, mandated reporters. The School Director is also to be notified. The individual who initially suspects the abuse is to file the report. All documentation will be submitted to the School Director and will be kept in a separate confidential file by the School Director.

## Communication

Students generally perform better if there is consistent communication between their school and their home. By the same token, some students may quickly take advantage of situations where this connection is not being made. Teachers should provide parents with information, positive as well as negative, regarding their student's progress. It is also important that parents communicate both praise and concern to teachers.

Since WAAS expects students to learn to advocate for themselves, students should first communicate with that teacher if there is an issue of any kind. Initial contact can be made during Guided Study, before or after class or by email. If the issue is not resolved in a timely manner, then the student should notify the Director by personal contact or email.

If during the school year parents have questions or concerns, we ask that you refrain from sharing this with your child. Instead, first schedule an appointment to meet with your child's teacher. Afterward, if the problem is not unresolved in a timely manner, then schedule an appointment with the School Director to discuss the issue.



In the same way that you would not include your child in adult conversations at home, it is important that you reserve concerns about your child's teacher for a school conference. Similarly, we will not share concerns with a child that should be addressed with his/her parents.

## On-Going

Teachers are expected to maintain ongoing communication with parents through notes, emails, and phone calls. Phone calls or emails from students' families should be returned within 24 hours.

Also, access our school website frequently to learn about important dates, access school resources, and catch up on the latest news at WAAS: [www.wilmingtonacademy.org](http://www.wilmingtonacademy.org)

All WAAS teachers have email accounts that they check daily. Their addresses may be found on the school website.

To ensure that students receive an email response regarding assignments due the next school day, emails to teachers should be **received by 4:00 PM Mondays-Thursdays.**

## Conferences

In an effort to ensure adequate student supervision, maximum time-on-task for instruction, and to preserve valuable planning time for our teachers, **parents/visitors are not permitted in the building between the hours of 7:45 a.m. and 8:15 a.m. nor between 2:15 p.m. and 2:45 p.m. each day, unless he/she is scheduled to volunteer or attend a meeting/conference.** If you need to meet with your child's teacher regarding academic performance, discipline, etc. please set up a time to meet with him/her. Depending on a teacher's schedule he/she may hold conferences in the morning (7:30 -8:00 a.m.), after school, and/or during his/her planning time. During the instructional school day, parents are not permitted to pull a teacher out of class or talk with teachers in the hallway during a class change about student progress, etc. Please set up a designated time to discuss your concerns, ask questions, etc.

## Syllabus

Teachers are expected to issue a syllabus to each student/family for either the entire year or at the beginning of each nine weeks. Each teacher will post the syllabus on his/her website and communicate updates and changes in curriculum through email, if needed.

## Jupiter Grades/Progress Reports

**For Interim Reports and Report Cards, Jupiter Grades will be used. Parents can access the child's grades through Jupiter Grades at any time.** Teachers will communicate with parents and students about student grades through Jupiter Grades. Since a parent's use of Jupiter Grades provides parents with immediate and consistent information, it is a WAAS expectation and the parent's responsibility to set up an account and check Jupiter grades on a regular basis. Teachers will have assignments posted on Jupiter Grades for the next week by Friday afternoon at 3:00 pm.

## Community Focus

### Purpose

The Community Focus program is intended to introduce WAAS students to the importance of serving others and provide perspective regarding the hardships that others in our community face each and every day. In addition to helping WAAS students recognize and appreciate the advantages they are provided on a daily basis, our students will experience the joy of helping others who are less fortunate. Developing a habit of community service will also give WAAS students a head start in college preparation, as many universities now require community service as a prerequisite to admission.

### Requirements

WAAS students will be required to perform 12 individual community service hours each academic year, which will be broken down into 3 hours for each 9-week period. Documentation must be turned in by 3:00 on the last day of each nine weeks.

## Accountability/Credit

To receive credit for participation, students will record the date, activity and hours and submit a paragraph that identifies (1) the volunteer activity, date and number of hours, along with (2) the student's thoughts about the experience. For example, a student could explain what he/she observed or learned while volunteering, how he/she felt during or after the experience, or write about someone they helped who made an impression on them.

## Recognition

WAAS Report Cards will denote completion of community service hours for each quarter.

## Confidentiality Policy

WAAS appreciates parents and community members who want to volunteer. Students at the Wilmington Academy of Arts and Sciences have the right to expect that all volunteers will keep information about them confidential.

As a volunteer, each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school employees, as designated by the School Director and Board of Trustees. Even when discussing a student with those who are directly involved in a student's education, such as a teacher or the School Director, you may not share otherwise confidential information with them unless it is relevant to the student's educational growth, safety, or wellbeing.

Parents/Volunteers may not share information about a student even with others who are genuinely interested in the student's welfare, such as social workers, scout leaders, clergy, or nurses/physicians (a grave medical emergency, in which confidential information may be necessary for a student's care, is the only exception). Thus, you must refer all such questions to the school employees, typically the student's teacher or the School Director.

Parents, friends, or community members may in good faith ask you questions about a student's problems or progress. Again, you must refer all such questions to the authorized school employees. You may not share information about a student even with members of your own family or the student's family. Similarly, teachers will not share student information with others within or outside of the school unless deemed necessary.

## Curriculum

Teachers are required to include the curriculum in their syllabus on their website prior to the beginning of the school year. This should include additional enrichment offered above and beyond the state standards.

Wilmington Academy of Arts & Sciences reflects the common belief that students thrive in educational settings that are created to meet their own needs. Meeting the population's needs drives the school's format and structure; meeting each student's learning needs drives the daily lessons. Making a positive difference in the elementary and middle school years makes a positive difference in the rest of the student's life. The goal at WAAS is to create a learning environment that will do just that.

In addition to each respective subject taught, WAAS teachers teach and require students to apply skills (reading, writing, critical thinking, research, technology, note-taking, organization and study skills) by embedding them in their teaching practices, assignments, projects and assessments.

At WAAS, the basic course of study is made up of four core academic subjects: language arts and literature, mathematics, science, and social studies. These four core subjects follow the Common Core content, goals, and objectives. The approach to these goals is an interactive one stressing whole language techniques, problem solving skills, information acquisition processes (i.e. thoughtful research, database searches, Internet use, etc.) and integrated instruction. Opportunities to explore the creative arts are provided in the Explorations class.

Because the middle school curriculum for science and social studies is not distinguished by ability level but by content, WAAS does not have different science and social studies classes for each grade level. Instead, the curriculum for each science and social studies class is the same for the entire school. After completion of three years at WAAS, a student will have completed each of the three curriculums required for middle school science and social studies. The three-year cycle of coursework is as follows:

Earth & Environmental 2018-2019  
Biology 2019-2020  
Chemistry & Physics 2020-2021

US History/North Carolina History 2018-2019  
World History 2019-2020  
Ancient History 2020-2021

Similarly, the 4th and 5th graders have the same science and social studies curriculum. After completion of 4th and 5th grades at WAAS, a student will have completed both the 4th and 5th grade social studies curriculum. The 4th and 5th grade science curriculum consists of a two-year rotation as follows:

Life Science 2018-2019  
Physical Science 2019-2020

These are the same curriculum areas that a student would receive anywhere in North Carolina, just not necessarily in the same order. Science and social studies curriculum are not based on skill levels by grade – only content.

WAAS is committed to the study of a language other than English. The benefits of studying a foreign language are well documented by research. Young students are still forming their language acquisition skills and processes. Introduction of a foreign language becomes increasingly more difficult as the student ages toward adulthood. Students gain a better grasp of the workings of their own language when another is studied. Also, an appreciation for other cultures is gained by committing to this discipline. WAAS currently offers classes in Spanish three days a week for 4-8 grades. These are academic classes that are graded. At the end of their course work students will be well prepared for high school level foreign language classes. Currently all schools in the UNC system require a minimum of two units of a foreign language with a recommendation of four units for admission.

WAAS' small class size and positive learning environment gives our students much enrichment and individualized attention in preparation for a successful future. Standardized tests are used to monitor progress of each student on an annual basis and to assess the overall success of the school program. WAAS is approved by the North Carolina Office of Non-public Education and follows North Carolina Department of Public Instruction guidelines and state education standards.

## **Delays & Closings**

Because our school is unique, our school will not always follow decisions made by New Hanover County Public Schools. The WAAS Director will make decisions regarding delays and closings of school. Since a variety of factors need to be considered, a decision might not be announced as quickly as the public schools. The decision will be communicated through email and social media immediately after it has been made.

## **Directory Information**

WAAS publishes an annual school directory of enrolled families to facilitate communication and community building within the WAAS community. The directory should not be shared outside the community or be used for commercial or solicitation purposes. The directory includes student and parent/guardian names, address(es), email addresses, telephone listings and the student's grade. If you do not wish to be included in the directory or you wish to update your directory information, please contact the Office.

WAAS publishes an annual graduation program. After graduation, WAAS provides a student's date of graduation, if any, upon written request without additional consent unless the student has requested in writing to the Director that the date not be released.

## Discipline Policy

### As a WAAS student, I will:

- Respect the high academic standards of WAAS and the adults who are involved.
- Become an advocate for myself.
- Be well prepared for class, manage time wisely and follow directions.
- Be resourceful in finding my own answers and solutions.
- Form, present and defend my own opinions.
- Share opinions peacefully and respectfully.
- Function as a leader and a follower, depending on the situation.
- Accept the challenges of working as a team member while respecting the uniqueness of others.
- Practice Internet etiquette.
- Avoid plagiarism.
- Have pride in my school and work to keep it clean and neat.

Students will receive an academic grade and a conduct grade for each class.

Students will be held accountable for behavior, study habits and academic performance. Using Jupiter Grades, parents will have access to student's records to monitor their progress.

## Disciplinary Steps

Teachers will monitor student behavior and document all discipline infractions using Jupiter Grades. Discipline records are cumulative per teacher and ongoing throughout the school year. Unless otherwise noted, the infractions listed below will result in the following disciplinary steps:

Step 1: Verbal Awareness of Issue

Step 2: Teacher contacts parent and Director through Jupiter Grades, 10-minute removal from class (if warranted)

Step 3: Lunch Detention (parent and Director contact required after second lunch detention – parent conference by parent, teacher or Director optional)

Step 4: After 3 Lunch Detentions, the student could be suspended

## Classroom/Hallway Infractions

Lunch detentions will be assigned as a pre-referral intervention and will be served by the teacher who assigned the detention.

The following classroom/hallway infractions will be referred to the School Director after the teacher has contacted the parents and exhausted classroom/school discipline policies. Documented interventions and dates of parent contact will be logged on Jupiter Grades. Once the referral has been made to the School Director, an out of school suspension could occur.

- Tardiness to class
- Skipping or attending a lunch different from that which has been assigned
- Classroom disturbances/excessive disruptions
- Refusing to follow directions
- Failure to serve detention (failure to serve lunch detention results in after school detention with School Director; failure to serve after school detention results in 1 day of suspension)
- Chewing gum/eating candy
- Eating in class (unless teacher-led/directed and supervised)
- Possessing and/or using a cell phone, mp3 or other music playing device, camera (item will be confiscated and can only be picked up by a parent/guardian; the school is not responsible for any of these items, nor will time be spent looking for lost or stolen items)
- Unprepared for class, refusal to complete assigned in-class work, sleeping, head on desk
- Name-calling, bullying, or picking on peers
- Horseplay, roughhousing, being excessively loud
- Running in the hall/classroom

- Failure to report to assigned destinations
- Failure to complete assigned building responsibilities and assigned jobs
- Use of profanity (refer blatant profanity directed at teacher or staff to School Director)
- Marking on bathroom walls, desks or classroom walls/simple graffiti
- Pencil fighting/breaking, throwing items, making bothersome noises
- Plagiarism/Forgery/Cheating, sharing answers or copying work (call parent to set up conference; student earns no credit on assignment)
- Entering areas that are for teachers only (i.e. teachers' lounge and copier room)
- Improper use of technology including, but not limited to texting, playing games, watching unapproved videos, messaging or emailing
- Failure to keep cell phone turned off and in the locker at all times (cell phones cannot be in pockets)
- Leaving items on the hallway floor

The following disciplinary infractions do not follow the disciplinary steps outlined above, but are referred to the School Director. Based on the severity of the incident, the School Director will determine the discipline action.

### **1st Degree Offense: (School Suspension 1-3 Days)**

- 3 or more lunch detentions
- skipping class
- unusual and disturbing behavior that impacts the teaching and learning environment
- instigating a fight or food fight
- phase 1 fighting (aggressive behavior/fighting with peers; students stop when directed)
- phase 2 fighting (punching; slow to stop when directed)
- disrespecting/back-talking school personnel
- actions considered to be bullying, including cyber bullying
- discipline referral to School Director while in lunch detention or after school detention

### **2nd Degree Offense: (School Suspension 3-5 Days)**

- phase 3 fighting (physical abuse/fighting – punching, hitting; will not stop when directed)
- unusual and disturbing behavior that impacts the teaching and learning environment
- retaliation for reports of bullying
- unacceptable physical contact/affectionate displays
- communicating threats or verbal abuse of peers
- property damage or theft (family/student responsible for payment or replacement)
- damage or destruction of school property (family/student responsible for repair or replacement)
- skipping school/leaving school campus without permission
- possession of matches, stink bombs/similar items, aerosols, lighters, or knives at school
- tobacco use or possession
- offensive graffiti or gang-related behaviors
- repeat offenders (more than one 1st degree referral)

### **3rd Degree Offense: (Recommended for Expulsion)**

- physical abuse/assault of school personnel
- verbal assault toward school personnel
- arson (family/student responsible for payment or replacement)
- sexual harassment/sexual misconduct/indecent exposure
- repeat offenders (more than one 2nd degree referral)
- possession of weapons
- unusual and disturbing behavior that impacts the teaching and learning environment

## Suspensions/Expulsions

- No refunds of any tuition or fees will be made for any suspension or expulsion.

Corporal punishment will not be used.

## Dress Code Policy

Parents are expected to monitor child's clothing and enforce the dress code. With the exception of "Dress Down" day explained below, all WAAS students must wear the School Uniform to school and on school field trips. Any student who is not properly dressed will be sent to the School Director. The student will be required to wear dress code appropriate attire given by the director. The student will be sent back to class once he/she meets the expectations of the school dress code. A student who consistently violates the dress code policy will lose the "dress down" privilege, temporarily or permanently.

Gym shorts, leggings (used as pants) and yoga pants, even on Dress Down Fridays, as a part of their school attire are not allowed. Leggings may be worn with a top that is no more than 3 inches from the knee. Skirts must be length appropriate even if they are worn over leggings. Clothing should not be too tight. At no time should there be holes and cuts on school attire.

## School Uniform Policy

### Plain khaki, black or navy shorts, long pants, "skorts", capris, or skirts

- Shorts and skorts must be no more than one inch above the knee; (no stripes, large logos, exposed stomachs or undergarments)
- Skirts must be knee length or longer
- Clothing made from denim material is acceptable for the dress code

### Plain white, navy, gold, pale yellow or black short-sleeved or sleeveless shirt.

- Collared shirts with snaps or buttons (no cut-out V's, zippers, or laces)
- Henley-style neckline (this style has no collar but does have a placket of buttons down the front)
- Turtleneck
- No large logos
- No solid colored t-shirts

### School t-shirt or sweatshirt (This is the favorite choice of many students)

**Shoes** - Must be closed toe and closed heel on a daily basis. **Socks**- Must be ankle, mid-calf or knee socks

### Plain navy, white, pale yellow, gold or khaki sweater or sweatshirt

- Navy please, not light blue
- If your child tends to get cold inside classrooms, he/she will need a uniform sweater, sweatshirt, or jacket. Non-uniform coats and jackets are not worn inside the buildings.
- Outdoor coats do not have to be uniform

Some field trips will require students to wear WAAS t-shirts. Parents should plan accordingly.

## “Dress Down” Days

Students have the privilege of “dress down” Friday by following the dress code each week, unless revoked by the director.

On “Dress Down” Fridays, the following is **UNACCEPTABLE**:

- Dresses, shorts, skirts or shorts more than one inch above the knee; Skirts/dresses must maintain this length throughout the day.
- Hats or head wear of any kind
- Belly shirts, tank tops, muscle shirts, mesh, or see-through shirts including halters, spaghetti straps, and open back tank tops.
- Clothing that displays messages or illustrations of a profane or offensive nature or advertisement or drugs, alcohol, or any illegal or unhealthy substances.
- Clothing with cutouts or holes that expose any portion of the midriff, or that does not cover any form of underwear, and clothes made of nylon knit or spandex. Skintight clothing is not appropriate. Pajamas and slippers are prohibited.
- Beach shoes, including thong shoes, sandals or flip-flops. (Closed toe and closed heel shoes are always required.)
- Sagging pants or low rider pants that expose midriffs or underwear.

Students who are inappropriately dressed on “Dress Down” days will be given dress code appropriate attire to wear by the director or parents will be called. The student will be sent back to class once he/she meets the expectations of the school uniform. If students fail to meet the School’s Dress Code on “Dress Down” Fridays, we will eliminate this privilege and resume with the Uniform Policy every school day. All student clothing should have student’s name clearly marked inside each garment.

## Athletic Activity Days

When announced by the Director, students may wear WAAS athletic attire (gym shorts and tank or tee) for designated special events. If WAAS athletic attire is not worn, students may wear attire that is comparable (i.e. appropriate length shorts, wide-strap, full back, high neck tanks).

## Drop Box

There is a drop box located on the center interior post of our covered drive-thru. This drop box may be used to drop off payments (tuition, hot lunch, field trips, etc.), permission forms, notes related to absences, etc. Students may also turn any of these items in to his/her Guided Study teacher. Please ensure that all items left in the drop box are labeled with your child’s name, to whom they should be submitted, and for what purpose.

## Electronics Policy

**Please refer to the WAAS Device User Agreement as this is a binding agreement between the school, student, and parent regarding expectations, responsibilities, and consequences.**

Once the completed Device User Agreement has been turned in, each WAAS student will be issued a MacBook Air. Therefore, personal Laptops and iPads may not be brought to school. **The Director, teachers and IT Coordinator have the right to access a student’s electronic device at any time. Students are not to use their electronic devices in the cafeteria during lunch, indoor or outdoor recess, or dismissal.**

## Cell Phones

We understand that for a variety of reasons, parents may wish for their child to have a cell phone at school. Cell phones **will be turned off and are to remain in students’ lockers throughout the school day**, unless given permission by an adult to use it. **Cell phones may not be kept in pockets.** Upon arrival and while at school and during lunch, cell phones may not be used for texting, Facebook, playing games, watching movies, showing pictures, etc. Cell phones in places other than the locker will be taken by a teacher and given to the Director. The Director will give the phone to parents at the end of the school day. After the third offense, students will not be permitted to bring a cell phone to school for a time determined by the Director. Students who consistently violate the cell phone/electronics policy will be suspended. **Time and energy will not be used to investigate/assist in obtaining cell phones if they are missing.**

With permission from the classroom teacher and/or School Director, students may use the phone in the reception area; however, it is to be used only for sickness or emergencies. A student will not be denied an opportunity to call a parent if it is truly necessary. Arrangements for after school pick up and permission to stay after school should either be arranged before arrival to school or initiated by the parent.

**Rather than text or email a child on an electronic device during the school day, parents should contact the office or Director to relay a message. Likewise, students are not to text, instant message or email parents during the school day.** If there is a problem, then the Director or office staff needs to be informed first.

**Students may not borrow or bother electronic equipment, calculators, chargers or batteries of other students.**

## Extracurricular Activities

Students are encouraged to participate in school sponsored extracurricular activities throughout the year. At WAAS, all extracurricular activities are open to middle school students, and if indicated to 4th/5th graders as well. Some extracurricular opportunities may include, but are not limited to:

- Tennis (Boys and Girls)
- Math Counts (6<sup>th</sup>-8<sup>th</sup>)
- Science Olympiad (4<sup>th</sup>- 8<sup>th</sup>) Elementary and Middle School Divisions
- National History Day (6<sup>th</sup>-8<sup>th</sup>)
- WAAS Yearbook (4<sup>th</sup>- 8<sup>th</sup>)
- Student Leadership Association (4<sup>th</sup>– 8<sup>th</sup>)
- Lego-Robotics (4<sup>th</sup>-8<sup>th</sup>)
- Boys Basketball Team (Middle School)

Parents, if you have an interest in sponsoring an extracurricular activity (on the above list, or something else entirely), please let the School Director know. We welcome any opportunity to expand our options and experiences for students.

Although we encourage and support extracurricular activities, the regular academics have priority. Participation in extracurricular activities does not serve as an excuse for late work or missing assignments.

## Field Trips (Day and Overnight)

Since WAAS field trips are designed and intended to be purposeful and educational, it is expected that all students participate. The 4th/5th grade field trips are day trips while the middle school students will have day and overnight field trips. Typical day field trips are covered by the school and parents are responsible for the costs of overnight trips.

Parents of middle school students can expect the following field trips:

- Grade 6-8 September Team Building and Outdoor Adventure (usually 1-2 nights and 2-3 days) This is our year to go to the USNWC in Charlotte.
- Grade 6 May Washington, DC
- Grade 7 May TBD
- Grade 8 May Williamsburg, VA

Parent drivers are needed and chaperones are always appreciated. For overnight trips, there could be costs involved for chaperones.

Paperwork for all field trips must be completed and returned in a timely manner to guarantee a child's participation.



## Flex Schedule

An abbreviated schedule may be used for assemblies, extracurricular or instructional activities.

## Grading

### Academic Integrity

Schools serve as learning environments both on the basis of instruction but also in terms of how one behaves in the larger world. Academic integrity must govern every level of teaching and learning. Tests must be administered and taken with complete honesty. Suspicions of copying must be addressed. Plagiarism must be explained so that students understand the difference between correctly using resources and copying. Teachers are expected to consistently employ safeguards that discourage dishonesty and promote academic integrity.

### Cheating/Forgery/Plagiarism

Cheating/Forgery/Plagiarism includes:

1. **Directly copying** the work of ANY other person in any form without using all of the following:
  - a. Quotation marks
  - b. Proper credit immediately following the quote
  - c. Listing any sources on the “works cited” page at the end of the assignment
2. **Paraphrasing** the ideas of ANY other person in any form without using all of the following:
  - a. Proper credit immediately following the paraphrase
  - b. Listing the source on the works cited page at the end of an assignment
3. **Using and failing to properly credit** any work or answers that have been written, created, or developed by ANY other person. This includes work or answers that have been generated through electronic translation engines, literary summary sources, and inappropriate collaboration with other students.
4. **Recycling previously submitted work.** Recycling an assignment is the resubmission of academic work that has been previously submitted by oneself or another student.
5. **Using artwork or pictures without proper citation.** Students may not use artwork or pictures, including clip art that was created by ANY other person, without proper citation.
6. **Using or attempting to use the identity, signature, academic work, or research of ANY other person** and represent that it is his or her own.
7. **Allowing ANY other student to copy your knowledge or work.**
8. **Students are responsible for the completion of his/her own work.** Sharing of answers, dividing work assignments and sharing are strictly prohibited.

All instances of cheating/forgery/plagiarism will be reported to the School Director. For all assignments where Cheating/Forgery/Plagiarism are present, a zero will be given for the assignment and parent notification will ensue.

Below is a list of additional actions that may be used at the discretion of the School Director:

- A parent/student conference
- Conduct grade lowered for the grading period
- Detention
- 1-3 day suspension
- Removed from consideration/membership of extracurricular activities and/or other leadership positions within the school

### Grading Scale

At WAAS, we calculate and report grades on a seven point numerical scale.

A+ = 98-100

A = 93-97

B = 85-92

C = 77-84

D = 70-76

F = 69 and below

## Weights

Each teacher will weigh their grading system according to their class needs. This information can be found on the teacher's syllabus.

## Graded Work

Teachers will make every effort to return graded work in a timely manner. However, more time might be needed for projects, research papers and other longer assignments. Work will be returned as soon as possible depending on assignment complexity. For quizzes and tests, teachers will return graded work and post on Jupiter Grades within three school days. Projects, research papers, and labs may take up to five school days for return and to be posted.

## Fairness

- Students will be evaluated on mastery of the assignment objective.
- Teachers will be as objective as possible in assigning grades, and will seek consistency in their own grading and in grading throughout the school.
- Students will be provided an opportunity to make up work that has been missed due to an excused absence, in the time allotted in our school's Attendance Policy.
- Rubrics are used to clarify expectations for work products.

## Late Work

The following policies apply for work submitted late in all classes:

- Classwork: One letter grade deducted per each day late up to 4 days (a zero will be given beyond 4 days late)
- Projects: One letter grade deducted per each day late up to 4 days (a zero will be given beyond 4 days late)

Since daily (or weekly) homework is designed to be meaningful for the current lesson, late homework is not accepted. "Check-in's" for long-term projects are also considered homework.

## Progress Reports

We have four grading periods per year. **For Interim Reports and Report Cards, Jupiter Grades will be used. Parents can access the child's grades through Jupiter Grades at any time.** Teachers will communicate with parents and students about student grades through Jupiter Grades. It is the parent's responsibility to create an account and check Jupiter grades on a regular basis. (A parent's use of Jupiter Grades provides parents with immediate and consistent information.)

## Grievance

The Standards Committee is a committee of the Board of Trustees. It is comprised of two to three (2-3) members, including at least one General Trustee. The Standards Committee recommendations are brought to the Board of Trustees for brief review and vote. In special circumstance where a Grievance is against the Director or a teacher, the case will be discussed in detail at a Board of Trustees meeting. The Board of Trustees votes upon all Standards Committee recommendations to Grievances.

## The Standards Committee

Meets as needed to hear grievances from parents and/or teachers

The decision of this committee is final and cannot be contested

Conducts the evaluation for the School Director (surveys) and reports that information back to the Board of Directors

## Procedures for a Teacher Filing a Grievance

Before a teacher can file a grievance against a parent's action he/she must have done the following:

1. Participated in a scheduled parent-teacher conference with the parent
2. If unsatisfied with the outcome of the parent-teacher conference, participated in a scheduled conference with the School Director.

If unsatisfied with the outcome of the conference with the School Director, complete a Grievance Form\* and submit it to the Chair of the Board of Trustees.

- \* Grievance Forms can be obtained from Mrs. Upton or use the sample of the Grievance Form in the back of the Student & Parent Handbook.

## Harassment Policy

### Anti-Harassment Policy

All students are entitled to learn, study and work in a school environment free of any form of discriminatory harassment. Accordingly, WAAS will not tolerate, condone, or permit harassment of any nature, including sexual, racial, religious, or any other form of discriminatory harassment, whether verbal, physical, or environmental. Such behavior will not be tolerated on school premises, in vehicles used for school purposes or at school-sponsored activities, whether engaged in by students, faculty, WAAS family members or any other person in the school environment. WAAS encourages reporting of all incidents of harassment, regardless of who the offender may be.

### Definition of Sexual Harassment

While all forms of discriminatory harassment are prohibited, sexual harassment is specifically prohibited. Sexual harassment is defined as unwelcome or unwanted conduct of a sexual nature, whether verbal or physical, when: (1) submission to or rejection of such conduct is used as a factor in evaluating a student's performance in a class or other school-related activity, or is used as a factor in decisions affecting an individual's employment and/or (2) such conduct interferes with a student's educational performance or substantially interferes with an individual's employment or creates an intimidating, hostile, or offensive school or work environment.

Examples of sexual harassment include, but are not limited to: unwelcome sexual advances; sexual assault; demands for sexual favors in exchange for favorable treatment or continued enrollment or continued employment; repeated sexual jokes, flirtations, advances, or propositions; verbal commentary about one's own or another's body, sexual prowess, or sexual deficiencies; unwelcome touching, pinching, whistling, or leering; obscene comments or gestures; display in the school environment of sexually suggestive objects or pictures; or unwelcome actions or comments that are derogatory or offensive to either gender, such as direct or indirect references to negative stereotypes.

Other examples of inappropriate behavior include:

- Obscene or suggestive jokes, verbal abuse, insults
- Display of explicit, offensive or demeaning materials
- Hazing, threats, bullying
- Comments that are demeaning with respect to race, religion, ethnic origin or gender

If you feel that you have been harassed, let the offending person know that you want the behavior to stop. Look directly at the person with a straight face and say No! Stop That! to give a clear message about how you feel. Do not apologize.

WAAS' definition of bullying is making someone feel uncomfortable through words or actions. WAAS has a zero tolerance of bullying.

## Health Policy

WAAS requires that students with communicable health problems (such as chicken pox, head lice, strep throat or flu) not return to the classroom until the possibility of further infection of other students is eliminated. **Students should be fever free for at least 24 hours before returning to school.**

It is the parent's responsibility to both notify the Director and provide physician documentation of any specific allergies or health conditions that your child may have. The Director must be notified immediately of any changes throughout the school year.

The staff is required to inform parents about the New Hanover County Health Department Policies regarding specific problems when cases are discovered and to make their best judgment to protect the school community. Parents must provide the school with the names and phone numbers of individuals to be called in an emergency when a student needs to be removed from the school

environment. It is the parents' responsibility to provide all health information about a child necessary to protect the welfare of the individual student and school community.

## Medications

If it becomes necessary for a student to take non-prescription or prescription medication at school, a Physician's Authorization for Medication at School form signed by the physician and the parent MUST be kept on file in the office. All medication will be kept in and dispensed through the School Director's office. Students who must carry medications must have a doctor's order on file.

## Severe Allergies

Wilmington Academy of Arts and Sciences is committed to working with students, families and health care providers to reduce the risk of exposure to foods and other factors that produce severe allergic reactions in at risk students. For the health and safety of our students with severe allergies, all parents and students are requested to fully cooperate with school protocols, especially when sending treats for birthdays, classroom parties and bake sales and planning activities.

Although WAAS has general protocols and procedures in place to optimize avoidance strategies, the school is not "an allergen free" environment. Education and supervision are paramount in managing food and other allergies, and to that end the school is committed to providing ongoing education concerning severe allergies and anaphylactic reactions for staff and students.

Please contact the Director for further information.

## Students with Known Severe Allergies

It is the responsibility of the parents or legal guardian of a child with a medically documented life-threatening allergy to notify the Director and share the written diagnosis prior to the start of school. The school does not have diagnostic responsibility. The Director will assist to develop a mutually acceptable Emergency Allergy Action Plan, which may include authorization for the student to self-carry medication such as an inhaler or epinephrine auto injector (EpiPen). If authorized, it is the student's responsibility to carry the medication at all times and a backup to be stored in the school's medicine cabinet.

Throughout the year, parents of children with food allergies are required to send in a safe lunch and snack with their child. For overnight field trips, the school will attempt to arrange special meals for any child with an Allergy Action Plan but due to the nature of travel, the school cannot guarantee that special meals will be available or free of allergens. Parents may be required to provide additional meals as needed.

Students with known allergies should not share lunches/snack, ingest anything with unknown ingredients, or ingest a known allergen. Students should notify an adult immediately if they think they are having symptoms or think they may have ingested an allergen.

The school will provide periodic training for all staff on food allergies, anaphylaxis and what to do if an allergic reaction occurs. All staff will maintain current CPR and First Aid certification.

## Cooperation by All Parents

For each class, a letter will be sent home from the Director regarding any known food allergies in each classroom. It is the parent's responsibility to immediately notify the School Director of any known allergies.

## Pets in the Classroom

At WAAS, we believe that nurturing classroom pets enriches the learning environment by giving students the opportunity to practice nurturing, build self-esteem, teach responsibility, and make connections that strengthen social skills and cooperation. As long as there are no known allergies, teachers may select an appropriate classroom pet with the permission of the Director. We ask that students and families not bring personal pets to school without prior permission of their classroom teacher. This includes inside the

building, on the playgrounds, outside of vehicles at drop-off or pick-up, or in the parking lot areas. A parent/guardian must be present if a pet is brought to school for a classroom activity such as “show and tell”. Staff should not bring pets to school without prior permission of the Director. Wild animals, stray domestic animals, snakes, insects, and amphibians are not permitted inside the school building at any time and should not be fed or handled by staff or students.

## Field Trips

If your child has an allergy or special dietary requests for field trips, please inform the Director immediately.

It is the parent’s responsibility to provide supervising teachers medication and instructions for administration of medicine for students on field trips. Communication forms will be provided to parents to complete and send back to supervising teacher regarding medication and administration of medicine.

## Lunch

**Your child’s lunch bag or box should be clearly marked with her/his name.** Lunches can be refrigerated and heated in the microwaves. High sugar foods, gum, and soft drinks are not permitted. Students should not share lunches or snacks. Students should take home uneaten lunches at the end of each day.

## Birthdays at School

To protect the instructional time at WAAS, a birthday celebration is held each nine weeks to celebrate the students’ birthdays that fall within that time period. Students with birthdays are honored, and all students are given an opportunity to enjoy ice cream and toppings. Popsicles and other ice cream/topping choices are made available for those students with dietary restrictions. We ask that parents not send in food items to celebrate individual birthdays.

## Fundraisers

Fundraising activities require approval of the Director and must have a faculty sponsor. All food sales must follow school safety protocols for severe allergies.

## Lab Safety

Students are required to abide by all lab safety procedures and protocols outlined in the Science Safety Contract and the Chemical Hygiene Plan. Students who do not cooperate will be sent out of class and may be subject to disciplinary action. Students and parents are required to review, sign and abide by the Science Safety Contract. The Chemical Hygiene Plan is located at the Reception Desk.

## Lockers

All middle school students have the privilege of utilizing a locker in the hall. Personal locks are not allowed. Students are expected to keep their lockers clean, organized and should be courteous to those around them while at their lockers. Students should store their book bags inside their lockers, with the exception of 8<sup>th</sup> graders who have the privilege of carrying their book bags from class to class. Students may decorate the inside of their lockers, but may not write on the lockers or attach any permanent stickers to the locker. Students may NOT decorate the exterior of their lockers.

**Student may not share or go into another student’s locker for any reason.** Students may only use the locker they are assigned.

Students are required to keep their lockers organized, tidy and closed at all times. The halls are to be clear from book bags, lunches and electronics. Any items found on the floor in the hallway will be given to the Director with possible consequences. Students should **carefully** store large items on the white shelves in the halls or in the Director’s office.

## Lost and Found

**Student's name should be written on all items, especially calculators, book bags, laptops and clothing.**

Unidentified items will be stored in our Lost and Found bin located by the single door entrance at the front of the school. At the end of each month the Lost and Found bin will be donated to Goodwill. If your student loses something, check the Lost and Found bin before the end of the month.

## Lunch

All students are responsible for providing or paying for their own lunches:

**Hot Lunches:** Monday through Friday, hot lunches will be catered from local restaurants. Hot lunches must be ordered 48-hours prior to the day of delivery. Monthly order forms are available online and must be completed and submitted electronically with payment by the designated due date.

**Lunches from Home:** Students may opt to not purchase hot lunches and may bring their own. **Students are required to bring their own utensils and water bottles. Utensils and cups will not be provided.**

**Microwave:** Students may bring lunches to microwave, however, there is a 3-minute limit. Parents are responsible for instructing their child on the proper use of a microwave. WAAS is not responsible for injuries sustained from improper microwave use.

**Refrigeration:** The refrigerators are for student use or you can include an ice pack in your child's lunch. If the refrigerator is used, students need to mark names and the date on their lunch. All items will be discarded at the end of the week.

## Meet with the Director

At 8:00 a.m. on the first Friday of each month, the School Director will be available in the cafeteria to meet with parents. A discussion with parents can include, but is not limited to: question/answer session, fielding parent concerns, discussing topics relevant to our student population, hearing requests for school improvement or simply chatting with other WAAS parents. Often, guest speakers of relevant issues will be invited.

## Mental Health

All reports of a student's diminished mental health or mention of self-harm will be taken seriously and will be immediately reported to the School Director.

Teachers should report to the School Director any evidence by a student of diminished mental health or mention of self-harm or harm to others:

The following precautions will be taken on behalf of the school when a student threatens self-harm or harm to others:

- Students who threaten self-harm or harm to others may not return to school until seen by a licensed mental health professional who will complete an evaluation to help determine the severity or seriousness of our concerns.
- Depending upon the circumstances, failure to seek treatment for a child who is suicidal may meet the legal definition of neglect and result in a mandated report to the Department of Social Services.

## Money Collection

When submitting a payment for any school related purchase (supplies, donation, field trip, tuition, etc.), please secure your payment in a sealed envelope with your child's name and the purpose of the payment. You can use our drop box (located under the covered drive-through) to submit payment or you may have your child submit a payment to his/her First Period teacher.

To ensure both security and eliminate the opportunity for your payment to be misplaced, please do not hand money to a teacher who is greeting cars at drop-off or pick-up, and please do not leave money on the reception counter, the School Director's desk or a teacher's desk.

## Non-Discrimination Policy

WAAS is committed to equal opportunity and does not discriminate against any individual on the basis of race, color, national origin, religion or any other category protected by applicable law.

## Recess Rules

To ensure students' safety, the following rules must be followed by students:

- All students should have recess.
- All students can participate in all recess activities.
- Follow the instructions/directions given by the supervising teacher.
- Students must be within sight of the duty teachers at all times.
- Do not go behind the bushes, behind the school or in the dirt road. (That road is frequently traveled.)
- No pushing and tackling. Play fairly. Do not cheat.
- Closed toe and closed heel shoes must be worn at all times. All shoelaces must be tied.
- Do not run on the pavement.
- No gum, candy or food.
- Use equipment properly. For example, do not tie the flags to your belt or hide them under your shirt.
- Do not intentionally kick balls or throw equipment into the neighbors' yards or towards the school.
- Do not climb on the soccer goals or on the nets.
- Do not hang onto the basketball net or rim.
- Do not pick up, carry or drag other students around the field.
- Do not purposefully block the base lines when playing ball games.
- Collect and return all equipment to the proper location every day.
- Be supportive, cooperative and positive about teams, individuals and game choices.
- Do not argue or challenge teachers/referees decisions. Calls made by the teacher are final.
- Play for fun!

## Responsibility Policy

### Building

At WAAS, we work to create a sense of community, responsibility and pride. As the beneficiaries of our school, students are largely responsible for maintaining cleanliness and order throughout our campus. Each student will be given at least one routine responsibility with regard to campus upkeep (i.e. sweeping, wiping down lunch tables, taking out trash, etc.). It is the expectation that each student will fulfill his/her responsibility dutifully and diligently with pride in our building and our school as a whole.

**Students who fail to complete their assigned responsibilities will be subject to disciplinary action.**

## Student Planners

Students are required to keep and use a WAAS planner for all course work. Since the school will provide students with a planner, it is not optional, and it is the students' responsibility to maintain it. If planners are lost, students will be charged \$10 to purchase a new one.

## Student Recognition

The School Director will implement and oversee several events in our school to promote academic achievement, extraordinary student behavior/actions, and a sense of school community among our students and their families. Some of these include, but are not limited to:

### Nine Weeks Birthday Celebrations

At the end of each nine weeks, we will hold a celebration to honor our students and teachers who had a birthday during that time. Celebrations will take place during the last period of the school day and parents are invited to attend. This celebration will take the place of various individual student celebrations within the classrooms throughout the year. Parents of the students being celebrated will be asked to contribute to the supplies needed for our celebration.

### Honor Roll

At the end of each nine weeks, we will honor those students who earned “A+” or “A” Honor Roll. Teachers may choose to give the highest average award, most improved, etc. at the end of each nine weeks.

## Student Records

WAAS creates, maintains and receives a variety of student records to administer its programs. Generally speaking, educational records are the property of WAAS and are considered confidential information, which may be shared with staff on a need-to-know basis. Immunization and health records are maintained in the Director’s office.

Both parents, custodial and noncustodial, have equal access rights to the student records of their children unless WAAS has received a copy of a court order or decree indicating otherwise.

Records concerning individual students will not be released to third parties without an appropriate authorization to release, except as provided in this section, required by law, or when a significant change in the student’s status or qualification occurs after the school provides admissions information to another school, college or scholarship agency. Authorization to release records must be in writing and signed by a parent with legal custody or legal guardian and the student, if the student has turned 18.

If a student’s account for tuition, fees or incidentals is in arrears, a hold is placed on the student’s account. With very limited exceptions, requests to release records will not be fulfilled until all financial obligations are brought current.

## Teacher Lounge/Mailbox Room/Library/Reception Desk

Students must have teacher’s permission to use the library, reception desk and Faculty Lounge. Eating or drinking is not permitted in the library or at the reception desk. Food and beverages are not allowed in either of these two locations. Students are not permitted in the copier room or teacher mailbox room.

## Technology Responsibilities

The Wilmington Academy of Arts and Sciences provides access to a wireless Internet connection which connects students and staff to electronic information, communication tools, and the World Wide Web. This wireless access is to provide students and staff access to network resources to help conduct the instructional, administrative and operational business of our school.

The Wilmington Academy of Arts and Sciences has developed guidelines, which call for efficient, ethical and legal utilization of the wireless Internet resources. Violations of any of these provisions may result in access being suspended and/or future access being denied.

Electronic mail (e-mail) is provided to both teachers and students to increase communication, productivity and educational opportunities for our students. While at school, student email accounts should only be accessed when related to instruction and with the teacher’s permission. Student accounts should be checked daily from home to check for correspondence from teachers or



peers regarding academic matters. Occasional and reasonable personal use of student email accounts is permitted providing that it does not interfere with the academic performance and/or social/emotional needs of the learner. This includes, but is not limited to creating or sending e-mail or other messages that could be perceived as unwelcome, offensive or insulting to others; creating or sending e-mail or other messages that contain discriminatory or harassing material, such as sexually explicit text or images, sexual innuendos, derogatory gender comments, racial slurs, or any other type of discriminatory or harassing message prohibited by law. The school director and teachers have the right to review history and view open windows at all times. Screens must be viewable to teachers at all times. Screens cannot be darkened to obscure view.

## Acceptable Use

The goal of providing technology for students and staff is to support education and research consistent with the educational objectives of the Wilmington Academy of Arts and Sciences. Transmission of any material in violation of any federal or state regulations is prohibited. This includes but is not limited to copyrighted material, threatening or obscene material, or material in violation of WAAS policies. WAAS email should only be used for educational purposes. Students may not touch any other students' technology device at any time.

## Privileges

**The use of technology is a privilege, not a right, and inappropriate use will result in suspension of that privilege.** Individual teachers and the School Director may deny access at any time that it is deemed necessary. Serious and/or repetitive infractions will be reported to the School Director, whom will take the appropriate disciplinary action as outlined in WAAS' Discipline Policy.

- a) Network Etiquette -While we encourage open communication, all are expected to abide by the Wilmington Academy of Arts and Sciences Discipline Policy. The following are specifically not permitted: Accessing, producing, posting, sending, or displaying material that is offensive in nature. This includes obscene, discriminating, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually suggestive language or images, including images of exposed private body parts.
- b) Harassing, insulting, or attacking others.
- c) Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks, including vandalism and the creation, upgrading, or disseminating of computer viruses.
- d) Violating copyright laws. All communications and information accessible via the network are private property unless otherwise stated.
- e) Using another person's ID or password.
- f) Illegally using, destroying, or manipulating data in folders or work files.
- g) Intentionally wasting limited resources. This includes distributing mass e-mail messages, participating in chain letters, creating and participating in unauthorized newsgroups, sending large graphic files unrelated to school district operation, and storing files on file servers without proper authorization.
- h) Employing the network for commercial purposes.
- i) Using the system for political lobbying.
- j) Revealing or disseminating personal or family identification information (i.e. name, address, or phone number).
- k) Arranging or agreeing to meet with someone you have met online.
- l) Engaging in any illegal activities or accessing material advocating illegal acts or violence. This includes pornography and hate literature.
- m) Posting information that could be disruptive, cause damage, or endanger students or staff.
- n) Posting false or defamatory information about a person or organization.
- o) Downloading files without prior approval from supervising staff.
- p) Accessing chat rooms or messenger programs unless assigned by a teacher/administrator for a valid educational purpose. Google instant messenger is strictly prohibited.**
- q) Accessing Jupiter Grades or e-mail during instructional time, unless asked to do so by the classroom teacher

The Wilmington Academy of Arts and Sciences makes no warranties of any kind, whether expressed or implied, for the wireless Internet service it is providing. WAAS will not be responsible for any damage suffered. These include, but are not limited to, loss of data resulting from delays, non-deliveries, miss-deliveries, service interruptions, or personal errors or omissions. Use of any information obtained via the Internet is at the user's risk. The Wilmington Academy of Arts and Sciences specifically denies any responsibility for the accuracy or quality of information obtained through Internet access.

## Cyber Bullying

Cyber bullying is being cruel to others by sending or posting harmful material or engaging in other forms of social cruelty using the Internet or other digital technologies. It has various forms, including direct harassment and indirect activities that are intended to damage the reputation or interfere with the relationships of the targeted, such as posting harmful material, impersonating the person, disseminating personal information or images, or activities that result in exclusion. The Wilmington Academy of Arts and Sciences reserves the right to discipline any student for actions taken on- or off-campus if there is any implication of a possible negative effect on a student or they adversely affect the safety and well-being of a student while in school.

## Sanctions

Violations of any of the above provisions may result in access being suspended and/or future access being denied.

Disciplinary action related to inappropriate use of electronic resources will be determined in accordance with existing Board Policies as stated in the school's Policy Manual. When deemed necessary, the infractions may be referred to law enforcement agencies for appropriate legal action.

## Laptops

Wilmington Academy of Arts and Sciences plans for each student to have a 1:1 MacBook Air. The issuance of this laptop is contingent upon the exchange of the WAAS Device User Agreement. Each student and parent are required to initial and sign the Device User Agreement before being issued a laptop from the school.

This agreement will be issued to the parents prior to the beginning of school, and the returned copies will be kept in the Director's office.

## Printing

Students are expected to plan ahead. Students are responsible for printing documents with minimal interruption of instructional time. When work is completed at home, students should print work at home. A black and white printer (HP LaserJet Pro-402n) is available for student use at the reception desk before school or with teacher permission. Students are not allowed to print to the staff copy machine without teacher permission and supervision. Large projects should not be printed last minute and should be printed at home. Students should not rely on teachers and the Director to print except for emergency situations.

## Tuition and Fees

### Enrollment Contract Deposit

A non-refundable deposit is required each year with all enrollment contracts. This fee is credited towards the student's tuition and must be received by the specified due date.

### Tuition Charges

A tuition charge is due June 1 of each year. Parents may choose to pay this contractually on an annual (due June 1), semi-annual (June 1 and December 1), or ten-month payment schedule (beginning in June and through bank draft only). The fact that tuition may be paid in two or more installments does not constitute a fractional contract. There are no financial arrangements accepted other than those listed above. If a student's tuition and fees are not paid by the required due dates, WAAS' policy requires that students may be dismissed or not permitted to return. In addition, examinations, grades, transcripts, recommendations, and other school-generated information may be withheld until full payment is received.

## Tuition Payment Policy

On July 1<sup>st</sup> (and January 1<sup>st</sup>, if applicable) letters will be mailed to past-due families indicating their child's tuition payment is late and encouraging them to consider arranging for the monthly plan if that is more convenient. The mailing will also include our school's tuition policy, a new invoice reflecting a late fee of \$35, and notification that once the tuition payment is 60 days past due, the situation will be presented to the WAAS Board of Trustees for determination.

If a family reaches the point of being over 45 days in having a FACTS payment clear, they will be sent a letter which will include our school's tuition policy, notice of late fees of \$35 payable to the school and date (within 15 days) that the situation must be remedied. If the situation is not remedied, the case will be presented to the Board of Trustees for determination.

Students may not re-enroll for the new school year if payment on past year's tuition is not current. If a deposit is made for the upcoming school year, a letter will be sent to the family indicating the specifics for conditions of re-enrollment including payment of \$35 late fee and the new deadline. Thirty days prior to the start of the new school year, if tuition payments from the previous year are not current, they will be informed that they are not permitted to return.

During the course of the school year, WAAS Board of Trustees will be presented with each situation where a student is beyond 60 days of payment on current year's tuition for determination of student enrollment. If a check is returned for non-sufficient funds, a \$25 fee will be charged.

## No Refunds

WAAS has many expenses of a fixed and continuing nature, such as faculty salaries and mortgage payments. In order to plan and maintain these services over the entire school year, it is essential that the annual income from tuition and fees be assured. For this reason, students are enrolled for the entire school year or such portion as may remain from the date of entrance after a later acceptance. In view of the foregoing, the absence or withdrawal of a student prior to the end of the school year for any reason, whether voluntary or involuntary, will not result in the return or reduction of any amounts paid or payable for school tuition or fees on behalf of such student. The fact that the school fees are paid in two or more installments does not constitute a fractional contract. Please note that tuition and fees are nonrefundable. Records will not be released until all financial obligations to WAAS are met and the Board gives final approval.

If a student is expelled or withdraws from WAAS and/ or transfers to another school during any time during the school year, the BOT can fill that vacancy immediately with another student who meets the admission criteria. The student's spot will not be held for him/her for any future academic years. If a former student wants to return to WAAS, then he/she must reapply and go through the admissions process.

## Weapons

No person may bring a firearm or weapon of any kind onto the school campus or to a school-sponsored function off-campus, regardless of whether the person is licensed to carry the firearm/weapon or not. The possession, use, misuse, sale or distribution of any alcohol, drugs or tobacco is expressly prohibited on school premises, in vehicles used for school purposes, or off campus at any school-sponsored activities. Furthermore, no person may bring self-created devices or substances that can disable or cause bodily harm. Weapons are considered real or look-alike weapons, including firearms, BB or pellet guns, knives/blades, nunchuck sticks, stars, brass knuckles, sprays, explosives or propellants or other devices which are designed to cause intimidation or harm whether such intimidation or harm is intended or not. Prohibited items include, but are not limited to: firearms, toys or models that replicate firearms, air guns, Nerf guns, sling-shots, paintball guns, clubs, stars or martial arts weapons, electronic defense weapons, knives of any type or length (lab tools must be kept in a secure, locked location when not in use), explosives and ammunition of any kind, including spent casings.

To enforce this policy, student lockers may be searched without consent, without advance notice and without a search warrant. Violators of this policy are subject to discipline, up to and including, immediate dismissal for students or termination of employment for staff.

**APPENDIX A**



**Parent Grievance Form  
2018-2019**

Parent's Name: \_\_\_\_\_

Date Filed: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Please describe a detailed account of your grievance. Attach any correspondence between you and the party (parties) involved.

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**Step 1:** Meeting with Parent or Director (if applicable). Attach any correspondence between you and the party (parties) involved.

Date of Meeting \_\_\_\_\_

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**Step 2:** Meeting with School Director (required). Attach any correspondence between you and the School Director and a written copy of the School Director’s response to your grievance.

Date of Meeting \_\_\_\_\_

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- \* Please share documentation of other attempts to solve this conflict.
- \* Please send this information to the BOT Chairperson.