

2019-2020



Parent-Student Handbook

Wilmington Academy of Arts & Sciences

Mission: To provide educational opportunities designed to foster self-direction, personal responsibility and life-long 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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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 4th-8th. 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 and integrating academics and 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 Parent-Student 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.

This summer, a group of parents reviewed the handbook to clarify that our policies are clear and aligned with our mission and goal and the changing world in which we live. We urge you to participate in this process by reading this handbook carefully and sharing your ideas with BOT members or me.

Thank you for your trust as we, the Board of Trustees, teachers and I, continue to provide quality education for your child while creating the best environment for WAAS students to discover the importance and joy of becoming life long learners.

Sincerely yours,

Beth Upton
School Director

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Parent-Student Handbook

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
2019 – 2020

| Role | Trustee | Officer | Committee |
|-------------------|--------------------|----------------|----------------------------|
| Parent | Emily Reiniche | BOT Chair | |
| Parent | Chris Chleborowicz | BOT Vice Chair | Strategic Plan Chair |
| Parent | Oz Nichols | Treasurer | Finance Committee Chair |
| Parent | Yishi Wang | | Standards Committee Chair |
| Parent | Robert Thomas | | Finance Committee |
| Parent | Bob O'Malley | | Strategic Plan |
| Parent | Steve Caudill | | Building and Grounds Chair |
| Community Trustee | Lauren Bottoms | Secretary | Standards Committee |
| Community Trustee | Sarah Marion | | Standards Committee |
| Director | Beth Upton | | |

Mission

To provide educational opportunities designed to foster self-direction, personal responsibility and life-long 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.

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.

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 innuendoes, 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 e-mail 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' Electronic Device Agreement and Discipline Policy. Parents and students should refrain from texting and emailing during the school day. Parents and students should use the phone in the front office to communicate.

Electronic Device Agreement

- 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 on-line.
- 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, groups texts 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 not tolerated at WAAS. Cyber bullying is a form of bullying or harassment using electronic means. It has various forms, including but not limited to, direct harassment such as posting rumors, posting threats, posting a victim's photo or image and/or a victim's personal information; and indirect activities including but not limited to, repeated behavior with the intent to harm, damage the reputation, and/or interfere with the relationships of the targeted, such as posting harmful material, impersonating the person, disseminating personal information or images, photoshopping/editing images of the targeted or engaging in activities that result in exclusion. The Wilmington Academy of Arts and Sciences takes cyber bullying very seriously and 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. Parents and students must understand and agree with the seriousness of this policy and act accordingly.

Sanctions

- Violations of any of the above Technology Responsibilities 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 Electronic Device Agreement.
- When deemed necessary, the infractions may be referred to law enforcement agencies for appropriate legal action.
- Expulsion from WAAS.

Laptops

Students are responsible for ensuring that laptops are charged before class, and the charging of the device should be done at home. Students are not to touch or use teachers' or other students' laptops at any time. At the teachers' discretion, electronic devices may be taken and given to school director for further action.

All students are required to have his or her WAAS issued Laptop in school, and this laptop is to be used for school use-only. Students are expected to wait for each teacher's permission to open and log in every day. All students and parents are also required to abide by the Wilmington Academy of Arts and Sciences Electronic Device User Agreement. Students who use the school's laptop must follow the checkout procedures as defined by WAAS and protect the laptop from damage. Infractions of these procedures may result in disciplinary action or students will be financially responsible for damages.

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 or with teacher permission. Students are not allowed to print to the staff copy machine without teacher permission and supervision. Large projects should be printed at home. Students should not rely on teachers and the Director to print except for emergency situations.

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 academically and socially, 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.

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 Director.

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.

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 1st (and January 1st, 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, mortgage payments and operational expenses. 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.

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 are 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 expulsion for students or termination of employment for staff.

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, nun chuck 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 expulsion 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. Since the doors will not be opened prior to 7:45 a.m., students are to arrive no earlier than 7:45 a.m. Because WAAS will not provide adult supervision prior to this time and 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 and prompt arrival are expected since it positively affects a student's academic success at WAAS.

Tardies

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. A letter will be sent home after the third cumulative tardy. Students will be designated present for the day if they are in class a minimum of 3.0 hours. To check a student in or out, a parent must come in and sign the notebook at the front office.

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 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. Credit for late work may be granted at the teacher's discretion.

If there is a planned absence, it is the teacher's discretion as to whether work will be given in advance. Students should check the teachers' websites for assignments and dates for tests, quizzes and projects. Please familiarize with each teacher's missing and late work policy, which can be found on each teacher's website.

Pick-up

The school day ends at 2:30 p.m. School dismissal begins at 2:30 p.m. (sharp) in order not to short change the last period of the day. Myrtle Grove Road is a very busy road and in order to keep everyone safe, pick up times are staggered with the goal of having all children picked up by 2:45 pm.

- Drivers picking up more than 1 student arrive at 2:30 p.m. for first pickup.
- Drivers picking up only 1 student arrive by 2:40p.m.

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

Unless a student is participating in a school sponsored extracurricular activity, all students must be picked up by 2:45 p.m. At 2:45 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 students who arrive after 11:00 a.m, without an excused tardy are not allowed to participate in after school activities that day.

Parking for Dismissal

Since our parking area is limited, 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. If absolutely necessary to talk to a teacher or the Director at pick up time, parents are asked to pull out of line and park.

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.

Communication

WAAS encourages consistent communication with parents, students and teachers. Teachers should provide parents with information, positive as well as constructive, regarding their student's progress. It is also important that parents communicate both praise and concern to teachers.

If during the year you have questions or concerns about the performance of your child's teacher, please refrain from sharing this with your child. Instead of discussing your concerns about a teacher with your child or with another parent, please immediately contact the child's teacher to schedule an appointment to meet with your child's teacher to discuss these matters. In the event the question or concern was not resolved, then parents are expected and encouraged to schedule an appointment to meet with the Director.

On-Going

Teachers are expected to maintain on-going communication with parents through notes, e-mails, phone calls, and Jupiter Ed. Phone calls or e-mails 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

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 e-mail response regarding assignments due the next day, e-mails to teachers should be received by 5:00 PM.

Teacher Web Pages

Teachers are expected to maintain a class webpage that includes updated curriculum information, homework assignments, long-range assignment dates/schedules and teacher contact information. Teachers will have assignments posted for the next week by Friday afternoon at 3:00 pm.

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 and update as needed.

Jupiter Ed/Progress Reports

For 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 it is the parent's responsibility to set up an account and check Jupiter grades on a regular basis, information about how to set up an account will be provided to all parents by the School Director prior to the opening of school. A parent's use of Jupiter Grades provides parents with immediate and consistent information.

Curriculum

Teachers are required to post curriculum prior to the beginning of the school year. This should include additional enrichment offered above and beyond the state standards.

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 through art and music education in 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 course is as follows:

| | |
|---------------------------------|---|
| Chemistry & Physics 2020-2021 | Ancient History 2020-2021 |
| Earth & Environmental 2021-2022 | US History/North Carolina History 2021-2022 |
| Biology 2019-2020 | World History 2019-2020 |

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, in addition to preparing students for the related middle school curriculum in middle school.

The 4th/5th grade social studies curriculum includes the following topics:

2019-2020 NC History, Location, Regions, NC and US Government, Economics and Entrepreneurship.

2020-2021 United States History, Map Skills, US Regions and States and Elections

The 4th/5th grade science curriculum includes the following topics:

2019-2020 Physical Science

2020-2021 Life Science

(Please refer to Mr. Adams' website for detailed information.)

These are the same curriculum areas that a student would receive anywhere in North Carolina, just not necessarily in the same order. Remember that 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.

Incorporating NC AIG Program Standards to WAAS Curriculum, Teaching Methodologies and Learning Styles

Since the WAAS Board of Trustees requires full time staff members to be or become AIG certified, WAAS teachers have the training, resources and experience to meet the various needs of academically gifted and motivated students. In addition, WAAS teachers are current with educational research to support best teaching practices for our students.

AIG students perform or show the potential to perform at substantially high levels of accomplishment when compared with others of their age, experiences or environment. Academically or intellectually gifted students exhibit high performance capability in intellectual areas,

specific academic fields, or in both the intellectual areas and specific academic fields. Academically or intellectually gifted students require differentiated educational services beyond those ordinarily provided by a regular educational program.

The NC AIG Program Standards encompass six principle standards with accompanying practices, and they have been developed to serve as a statewide framework and guide schools to develop, coordinate, and implement thoughtful and comprehensive AIG programs.

Gifted students at Wilmington Academy of Arts & Sciences are taught and encouraged to communicate clearly, function effectively and contribute significantly within a complex society in relation to their individual abilities. We believe that students with special gifts, talents, abilities, and interests are found in all ethnic, geographic, and socioeconomic groups, and that gifted students are individuals with unique and diverse abilities. We are committed to meeting the educational needs of all students. Therefore, we have a responsibility to provide an appropriate, challenging, and comprehensive program that develops the potential of academically or intellectually gifted students. Our mission is to provide a rigorous differentiated education that recognizes individual differences and needs including intellectual, emotional, and social needs. Cooperation among students, parents, educators and community members is vital for an AIG program that will achieve this mission.

WAAS adapts the NC Standard Course of Study (SCOS) to address a range of advanced ability levels in language arts, mathematics, science, social studies and other content areas as appropriate through the use of differentiation strategies, including enrichment, extension, and acceleration.

Curriculum compacting is modifying or streamlining the regular curriculum in order to eliminate repetition of previously mastered material, upgrading the challenge level of the regular curriculum, and providing time for appropriate enrichment and/or acceleration activities while ensuring mastery of basic skills. Teachers select and use a variety of research-based supplemental resources that augment curriculum and instruction. Problem-Based Learning and Project-Based Learning are used to provide content enrichment. Tiered Assignments allow for multiple versions of an assignment. Tiered assignments encourage students to build on their prior knowledge and extend their learning. Differentiated Instructional Units are designed to incorporate goals, tasks and activities that are appropriate to individual learning abilities and skills of the students involved. Often these units involve student choice of topics, reading material and multimedia presentation tools.

WAAS fosters the development of 21st century content and skills at an advanced level. Teachers use on-going assessment, both formative and summative, to differentiate classroom curriculum and instruction and inform flexible grouping practices. Additionally, teachers create effective curricular and instructional practices which support the social and emotional needs of AIG students.

References:

<http://www.ncpublicschools.org/advancedlearning/aig/?&print=true>

<http://www.ncpublicschools.org/docs/advancedlearning/aig/ncaig-program-standards.pdf>

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 their information will be kept confidential and all volunteers shall agree to keep information about students 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 well being.

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.

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.

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. The decision will be communicated through email and social media immediately after it has been made.

Discipline Policy

WAAS Student Commitments

We believe that students will be successful if they are committed to the following:

- Respect the high academic standards of WAAS and the adults who are involved.
- Become an advocate for myself (see advocacy script).
- Be well prepared for class, manage time wisely and follow directions.
- Be resourceful in finding my own answers and solutions while completing assignments with integrity. Form, present and defend my own opinions. Read for information and pleasure. 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 for each class except for PE.

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 Ed. Discipline records are ongoing throughout the school year. Unless otherwise noted, the infractions listed below will result in the following disciplinary steps:

Step 1: Verbal Warning

Step 2: 10-minute removal from class (parent contact)

Step 3: Lunch Detention (parent contact – parent conference by parent, teacher or Director optional)

Step 4: After 3 Lunch Detentions, the student will be suspended for 1 day.

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 usually after the teacher has contacted the parents and exhausted classroom/school discipline policies. Documented interventions and dates of parent contact will be sent with the discipline referral. Once the referral has been made to the School Director, an out of school suspension of 1-3 could occur.

- Tardiness
- 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; 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, not doing assignments, sleeping, head on desk
- Name-calling, bullying, or picking on peers
- Horseplay, rough-housing, 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, **profanity directed at a teacher, staff member, or another student will be referred directly to the 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, 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

At their discretion, teachers may immediately refer instances of student infractions to the School Director.

The following disciplinary infractions do not follow the disciplinary steps outlined above, but are referred directly to the School Director.

Based on the severity of the incident, the School Director will determine the appropriate disciplinary action.

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

- 3 or more after school detentions
- skipping class
- consistently disturbing 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 or after school detention
- consistently violating the electronics policy (laptop, cell phone, iPad)
- consistent failure to complete assigned building responsibilities and jobs

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

- phase 3 fighting (physical abuse/fighting – punching, hitting; will not stop when directed)
- consistently disturbing the teaching and learning environment
- consistently violating the electronics policy (laptop, cell phone, iPad)
- 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
- consistently disturbing the teaching and learning environment
- consistently violating the electronics policy (laptop, cell phone, iPad)
- consistently failure to complete assigned building responsibilities and jobs

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

WAAS recognizes the unique and individual style of each student; however, WAAS has a dress code which parents and student agree to adhere when accepting admission to our school. Students are expected to understand and adhere to the dress code. The purpose of the dress code is not only to ensure students are wearing appropriate and comfortable clothing conducive to a learning environment, but also to instill pride and to help students become more responsible, accountable and professional. Since the School Director and WAAS teachers prefer to greet each student with enthusiasm each morning rather than the Dress Code “Enforcer” each day, parents are expected to monitor their child’s clothing and enforce the dress code before the student arrives to school. With the exception of “Dress Down” day explained below, all WAAS students must wear the uniform attire to school and on school field trips. Any student who is not properly dressed will be reported 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, a parent will be contacted and required to bring dress code appropriate clothing for their child.

Clothing may be purchased from the school store three times a year. These days are June 1-July 5, 2019, October 1-31, 2019 and February 1-28, 2020. Dates and information will also be provided by the Director through email. In an effort to keep costs down and to have the purchases delivered in a timely manner, the school store is not open more regularly. We encourage parents and students to plan accordingly.

School Uniform Policy

Pants, shorts, capris, skirts, dresses, jumpers or skorts must be:

Solid khaki, black, navy or denim

- Skirts, shorts and skorts must be no more than one inch above the knee;
- Girls are encouraged to wear shorts under skirts
- Free from holes or tears
- Leggings may be worn but only with a top that is no shorter than 3 inches from the knee.

Shirts must be:

Either a WAAS T-Shirt with WAAS logo OR a white, navy, royal blue, gold, or pale yellow or black collared shirt or Turtleneck

- Free from holes or tears
- Any non-WAAS logo must be no bigger than a nickel.

Shoes - Must be closed toe and closed heel on a daily basis. Shoes must be tied at all times. No sandals or flip flops are ever permitted.

Sweaters and Sweatshirts Worn Inside School must be:

Either a WAAS Sweatshirt/Fleece with logo OR a Solid navy, royal blue, white, pale yellow, gold, black or khaki sweater or sweatshirt

- Not light blue
- **Free from holes or tears**
- Any non-WAAS logo must be no bigger than a nickel
- 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

Garments Worn Outside of School, “outdoor coats”, do not have to be WAAS uniform but they cannot be worn inside class.

The following examples are not permitted and violate the dress code:

Stripes, light blue, any logo larger than the size of a nickel, exposed stomachs or undergarments, non-WAAS t-shirts, sweatshirts worn inside which are not solid navy, royal blue, white, pale yellow, gold, black or khaki.

“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.
- Clothing that is too tight.

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.

Field Trip or 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,).

Electronics Policy

A laptop is considered an educational tool, only to be used with teacher permission. First and foremost, students attention are expected to be directed towards the teacher and/or related assignment, and not on the laptop.

The IT Coordinator will retrieve the Mac address and register each device before access to WAAS Wifi network is approved.

The IT Coordinator and Director will visit each grade level to discuss WAAS’ Internet and Electronics Policy, and an electronics contract policy must be signed by the parent and student.

Please refer to the WAAS Device User Agreement. It is the parent’s responsibility to make sure that non WAAS approved games are not on the child’s computer. **Ultimately, it is the parents’ responsibility to monitor their child’s interaction on social media.**

Upon arrival and while at school, laptops may not be used to watch movies, play games, use Facebook, etc. Students engaging in these activities on any computer will lose their school computer privileges, for a time period to be determined by the School Director, and their computer will be taken and placed in the School Director’s office. No warning will be given.

All electronic devices are to be clearly marked with the student’s first and last name. For no reason should a student allow another student to use his/her electronic device. 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 unless permitted by a teacher.*

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 should be turned off and **remain in students’ lockers until they leave campus**, unless given permission by an adult to use it. After 2:30 p.m. with regard to dismissal. **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.

A student will not be denied an opportunity to call a parent if it is truly necessary. With permission from the classroom teacher and/or School Director, students may use the office phone. 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.

The abovementioned items, and other distracting items, should not be brought to school, unless specifically requested by a teacher for use in a project. If detected, the abovementioned items will be confiscated and disciplinary action will ensue. Also, since students are discouraged from bringing the abovementioned items to school, the faculty/staff will not accept responsibility for lost, damaged, or stolen items. **Time and energy will not be used to investigate/assist in obtaining these items if they are missing.**

Students are not allowed to borrow or bother electronic equipment, calculators, chargers or batteries of other students.

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.

Extracurricular

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 (Middle School Boys and Girls)
- Math Counts (6th - 8th)
- Science Olympiad (4th - 8th) Elementary and Middle School Divisions
- National History Day (6th - 8th)
- WAAS Yearbook (4th - 8th)
- Student Leadership Association (4th - 8th)

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.

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. **It does not matter where or how...Cheating is Cheating.** All assignments including homework should be completed with integrity and in the manner intended by the teacher giving the assignment. The use of: shortcuts which compromise the intention of the assignment; internet searches to find answer keys; English translations of Spanish assignments; and the use of other such shortcuts will all be regarded as cheating.
2. **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
3. **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
4. **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.
5. **Recycling previously submitted work.** Recycling an assignment is the resubmission of academic work that has been previously submitted by oneself or another student.
6. **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.
7. **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.
8. **Allowing ANY other student to copy your knowledge or work.**
9. **Students are responsible for the completion of his/her own work.** Sharing of answers, dividing work assignments and sharing are strictly prohibited.
10. 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 Student Government Association 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 and post on the website at the beginning of the year.

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.

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.
- 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.
- 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 and/or teacher’s makeup work policy.
- Rubrics are used to clarify expectations for work products.

Late Work

Each teacher will make his/her own policy for accepting late work and post it in the syllabus and website.

Progress Reports

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

Recess Rules

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

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.)

Closed toe and closed heel shoes must be worn at all times. All shoelaces must be tied.

Use school equipment as you would use your own property. If something breaks, WAAS may not have the immediate funds to replace it.

Do not intentionally kick balls or throw equipment into the neighbors' yards.

Do not go across the dirt road to get balls. Ask duty teacher to secure the ball.

Do not climb on the soccer goals or on the nets.

Do not hang onto the basketball net or rim.

Collect and return all PE equipment to the proper location every day. Participation in PE is not optional.

All students are to be included in recess and PE activities.

No pushing.

Play fairly. Do not cheat. Follow the rules of the game.

No tackling.

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 pick up, carry or drag other students around the field.

Do not purposefully block the base lines when playing ball games.

Be supportive, cooperative and positive about teams, individuals and game choices.

Play for fun!

Do not argue or challenge teachers/referees decisions. Calls made by the teacher are final.

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.

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 and available on the science website.

Grievance

If an issue or conflict arises between adults and cannot be resolved, the first step is to meet with the Director. A grievance form may be obtained from the Director or BOT Chair.

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.

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. (Source: www.Hamfish.org/topics/bullying;jt,#conflictbullying)

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, demeaning 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 taunting. (Source: www.kidsareworthit.com)

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.**

Health Policy

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.

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.**

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.

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 up. 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. Therefore, we ask that parents not send in food items to celebrate individual birthdays.

Fundraisers

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

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.

The following precautions will be taken on behalf of the school when a student threatens self-harm.

- Students who threaten self-harm 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.

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.

Lockers

All middle school students will have the privilege of utilizing a locker. 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 and lunch boxes inside their lockers, with the exception of 8th 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. Students are encouraged to buy locker organizer to help maximize the space in

the student's locker. An organizer that works well in WAAS lockers is available on Amazon at Organizerlocker.com for \$36. Please note that this organizer requires assembly and disassembly within the locker or it will not fit.

Student may not share or go into another student's locker for any reason. The halls are to be free of lunchboxes and book bags. Any items found on the floor in the hallway will be given to the director with consequences. 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. 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, lunch boxes, 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 Good Will. 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: 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. Students should store lunch boxes on the shelves in the cafeteria.

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. The refrigerator is cleaned out every Friday.

Flex Schedule

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

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.

School Phone

Students will be allowed to use the school phone for emergencies only. Students and parents should make all after school arrangements prior to the start of the school day. Students will not be permitted to use the phone to ask parents to bring forgotten items, assignments, etc. Students should only use the school phone in the event of an emergency and with the permission of a faculty/staff member. Students

are not allowed to use their cell phones, iPads or laptops for texting or calling during the school day. Cell phones are to be kept in the lockers during the school day.

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.

Students are not permitted in the copier room or mailbox room. Students may use the library and Teacher's Lounge with teacher or Director permission and supervision.

Student Planners

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

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:

Owl-standing Student Awards

Teachers will have an opportunity to nominate students for the Owl-standing Student Award, an award given to students who go above and beyond the expectations of our school. Certificates will be given every nine-weeks.

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.

Nine Weeks Student Recognition

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.

Teacher Appreciation

Twice a year monetary donations will be collected from families for teacher and faculty appreciation. These collections will take place in December and during Teacher Appreciation Week in May. A reminder will be sent out prior to these dates with instructions and a form designating how each family would like their donation distributed to the teachers and faculty. Money that is donated without a completed form or distribution instructions will be divided evenly amongst that family's teachers and faculty. At the end of each collection period, the donations are distributed. Each teacher and faculty member will be given a card listing all the families that contributed. This monetary contribution is voluntary.

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

Community Service

WAAS will continue to encourage and require a minimum of 12 hours of community service.

Middle School Service Learning Program

WAAS will continue to encourage and require community service but with more focus on service learning and realistic connections to curriculum. Students will still be required to complete three hours of community service each quarter. Hours must be documented with a written reflection that must be submitted by the last day of each quarter (document can be found in front office and on Ms. Cubbage's website). The Service Learning Program is intended to introduce WAAS students to the importance of serving others and provide perspective on the issues that impact our community. In addition to helping WAAS students recognize and reflect on their own experiences and role(s) in our community, our students will cultivate community partnerships and the skills of proactive citizens. Developing a habit of community service will also strengthen students' leadership skills and provide WAAS students a head start in the High School Graduation Project and college preparation process. Based on completion, community service hours and required documentation will factor into students' Social Studies grade each quarter.

4th/5th Grades Community Service

Mr. Adams will determine the Community Service program for the 4th/5th grade class and will share more information at the beginning of the school year.

Accountability/Credit

A list of volunteering opportunities and WAAS contacts will be provided to students and parents; however, **students are not limited to the volunteering opportunities on this list**. 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.

Community Service Opportunities

Nourish NC

<https://nourishnc.org/volunteer/>

Nourish NC Little Red Wagon Program (child can do independently)

<https://nourishnc.org/lrw/>

Cape Fear River Watch

<https://www.capefearriverwatch.org/action/volunteer-opportunities>

New Hanover County Regional Hospital

<https://www.nhrmc.org/ways-to-give/volunteer/junior>

Cameron Art Museum (art installations)

<http://cameronartmuseum.org/index.php?c=volunteers>

Diaper Bank Lower Cape Fear Branch

<https://ncdiaperbank.org/volunteer>

Foster Pantry

<https://fosterpantry.com>

Harrelson Center

<http://harrelsoncenter.org/volunteer>

Cape Fear Volunteer Center

<http://www.capefearvolunteercenter.org/register.html>

Ability Garden

<https://arboretum.nhcgov.com/gardens-programs/the-ability-garden/>

Plastic Ocean Project - Surfrider foundation

<http://www.plasticoceanproject.org/what-can-you-do.html>

Support the Port

<https://www.supporttheport.com/home>

Autist Society of NC

<https://www.autismsociety-nc.org/volunteer/>

Recognition

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

From the desk of Mrs. Upton...

Helpful Study Tips

- Write your assignments in your planner DAILY! The teachers have homework posted in every class. DO NOT TRUST YOUR MEMORY... you have way too many things to think about and remember. Cross reference assignments with Jupiter Grades and teachers' websites.
- Go to your teachers for help when you first realize you don't understand or have a question. Studying 15 minutes each night will help you to realize and know if you need help.
- Get plenty of rest each night. School work should be finished no later than 8:30 pm. Reach out to your teacher(s) or me if homework is taking longer than what the teacher indicates.
- Use class time and Guided Study time wisely. (Avoid locations and situations at school that could be distracting or tempting to get off task.) Choose a compatible study buddy and/or a structured environment to study.
- Write questions that should/could be on a quiz/test and then write the answers on the back. Have a study buddy or parent ask you these questions.
- Practice self-discipline. Write in your planner every day (even when you don't think you need to) and study in advance... plan to study and work on your projects every day)... Studying in advance and in segments have to be pre-planned, intentional and deliberate!
- Choose the most difficult/longer assignments to work on during Guided Study so that you can use the teachers at school as a resource. Choose to do the easier/shorter assignments at home.
- Pace yourselves when taking a quiz/test. Do not allow yourself to overthink or allow yourself to get stuck on one question or assignment.
- Simply, do YOUR best, and then be proud of doing your best. That is all any of us ask you to do. Remember that a student's best may look differently, and that is OK as long as you have done YOUR best.
- Keep an open mind and positive attitude! You Can Do It! We believe in you!
- Celebrate your progress and success! Only compare you to you! Baby steps matter, and the learning is far more active and fun along the journey.

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. ***Advocating for oneself*** is one of the many skills that is taught and developed at WAAS. Students are expected to reach out to teachers when they have questions or issues or don't understand the assignment or concept.

When communicating with teachers, the following guideline is encouraged

- 1.) Vocalize the topic, concept, assignment or question of concern. (Be specific)
 - 2.) Specifically, express what you have already done to address the issue (studying, class resources, asking questions during class and guided study, note taking, staying after school, outside resources, etc.)
 - 3.) Ask the teacher: What else can I be doing to make sure that I understand and am successful?
- 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.

APPENDIX A



**Parent Grievance Form
2019 - 2020**

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.

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

Date of Meeting _____

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 _____

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