



# **Woodrow Wilson Academy 2018-2019 Family/Student Handbook**

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*WWA is a "better" choice only if you understand and support the philosophical direction of the program. WWA presents the Core Knowledge Sequence® in a back-to-basics format (with strong teacher direction) and emphasizes strong discipline in the classroom and school.*

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# **TITLE IX AND SECTION 504 GRIEVANCE PROCEDURE FOR STUDENTS AND EMPLOYEES**

## **Federal Requirement**

Title IX of the Educational Amendments of 1972 (prohibits discrimination on the basis of sex) and Section 504 of the Rehabilitation Act of 1973 (prohibits discrimination on the basis of handicap) provide that schools shall adopt and publish grievance procedures providing for prompt and equitable resolution of any complaints alleging any action which would be prohibited by Title IX and Section 504. The complete procedure and forms are available in the office and our website.

## **NON-DISCRIMINATION STATEMENT**

Jefferson County School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, nor on the basis of age against persons whose age is over forty (40). Inquiries concerning any of the above should be directed to the Office of Civil Rights, US Department of Education, 1961 Stout Street, Third Floor, Denver, Colorado 80294; phone (303) 844-5695.

The contact person for filing a complaint will be the building principal or the administrator of your choice.

# Vision and Mission Statements

A Vision and Mission Statement helps an organization clarify its purpose, assist the decision-making process and build a sense of community.

These statements embody the philosophy and spirit of Woodrow Wilson Academy:

## **Vision Statement:**

*The vision of Woodrow Wilson Academy is to join students, parents, educators, and the community to produce an educational environment that nurtures, excites, and motivates children to learn. The Academy empowers students to become independent and responsible thinkers, fosters academic and moral excellence, and promotes creativity resulting in responsible, productive citizens.*

## **Mission Statement:**

*The mission of Woodrow Wilson Academy is to provide a school where students thrive academically and socially. This mission will be accomplished through a strong educational program based on a structured curriculum supported by discipline and mutual respect. The commitment of the students, parents, educators and community will be utilized to achieve these goals.*

# **Woodrow Wilson Academy Charter School**

## **History of Woodrow Wilson Academy**

On June 3, 1993 Governor Romer signed legislation known as the Charter Schools Act. It was designed to enable parents, teachers, and community members to "take responsible risks and create new, innovative, and more flexible ways of educating all children within the public school system" which resulted in "expanded choices" for parents and pupils.

In April 1999, one parent wishing to get proactive in her child's education sought the advice of the founder of Jefferson Academy as to what could be done to further expand the availability of a Core Knowledge school in her local area. This prompted flyers being distributed within the community to recruit other parents who wished to participate in the founding of another Core Knowledge Charter School. One month later, on May 21st, 1999 an informational meeting was held and the Steering Committee was formed. Eventually, this group was comprised of eleven voting members. They held meetings every week to ten days, for up to three hours, at the home of the Chairman of the committee. Consultants in the development process included representatives from Jefferson Academy Board of Directors, local business executives, State Senators and Representatives, the Colorado Department of Education, and the Core Knowledge Foundation. Steering Committee members attended the New Charter School Leadership Workshop on July 10th, 1999, and the Colorado Annual Charter School Conference on Oct. 28th - 30th, 1999. One parent on the committee wrote and was approved for a ten thousand-dollar start up grant from the Walton Foundation. The Steering Committee worked diligently for eight months to form Woodrow Wilson Academy, and on December 9th, 1999, the Charter Application submitted to the Jefferson County School District was unanimously approved and found to be "flawless" by its Board of Directors.

## **Woodrow Wilson Academy Today**

WWA serves a student population of approximately 500 students. Kindergarten classrooms have a student to teacher ratio of 20:2 & 16:2. First thru fifth grade classrooms ratios are 28:2. Middle School ratios are 26:1 in the core classes with the help of one Educational Assistant. The Core Knowledge curriculum remains in place along with Saxon math, Treasures reading, Shurley Grammar, Core Virtues, and Bully Prevention Programs. In addition, Woodrow Wilson Academy also organizes and manages a Fine Arts and enrichment based program for home-schooled students called The Home School Connection and a Pre-school program for four-year olds that offers a variety of activities that are play-based and developmentally appropriate.

## **Educational Program and Academic Expectations**

Woodrow Wilson Academy emphasizes teaching the "whole" child using traditional and conventional approaches. Our goal is to provide a rich and balanced educational opportunity for all of our students, as well as maximizing their learning potential while making education "come to life" for all students. ESSA qualified teachers teach the classes with over 95% licensed teachers; instruction emphasizes the skills of reading, writing and speaking, mathematics, critical thinking, science and history/geography. The Academy seeks to instill a foundation of integrity and moral development through a character education program that will be a part of our students' life journey. Learning is a lifelong endeavor; through the cultivation of our programs, along with a high degree of parental involvement, our overall goal is to see our students become productive and contributing members of our society.

## **The Core Knowledge Sequence...**

For years, educators have identified skills that should be taught at each grade level, but content decisions have been left to individual classroom teachers. Thus, a vast disparity of topics is taught depending on the personal interests and expertise of a specific teacher. Curriculum across schools and even within schools at the same grade level can be very diverse.

The Core Knowledge Sequence was developed to provide students with a rich vocabulary and broad knowledge base on which future instruction can build, broaden and deepen. The ultimate goal is to ensure that all children are given access to the same foundation of knowledge that assures later educational success.

The Core Knowledge Sequence provides a detailed, explicit and systematic sequence of grade-specific content that can be taught consistently year after year. This core content is organized to spiral through the grade levels, becoming more sophisticated and detailed in each successive grade.

It has been the experience of those using this approach that students retain information much longer and develop skills more easily when meaningful content is combined with the teaching of skills.

## **Core Knowledge is...**

An Idea...that for the sake of academic excellence, greater fairness, and higher literacy, elementary, intermediate and middle schools need a solid, specific, shared core curriculum in order to help children establish strong foundations of knowledge, grade by grade.

**Solid** – Many people say that knowledge is changing so fast that what students learn today will soon be outdated. While current events and technology are constantly changing, there is nevertheless a body of lasting knowledge that should form the core of a Preschool-Grade 8 curriculum. Such solid knowledge includes, for example, the basic principles of constitutional government, important events of world history, essential elements of mathematics and of oral and written expression, widely acknowledged masterpieces of art and music, and stories and poems passed down from generation to generation.

**Sequenced** – Knowledge builds on knowledge. Children learn new knowledge by building on what they already know. Only a school system that clearly defines the knowledge and skills required to participate in each successive grade can be excellent and fair for all students. For this reason, the Core Knowledge Sequence provides a clear outline of content to be learned grade by grade. This sequential building of knowledge not only helps ensure that children enter each new grade ready to learn, but also helps prevent the many repetitions and gaps that characterize much current schooling (repeated units, for example on pioneer days or the rain forest, but little or no attention to the Bill of Rights, or to adding fractions with unlike denominators).

**Specific** – A typical state school district curriculum says, “Students will demonstrate knowledge of people, events, ideas, and movements that contributed to the development of the United States.” But which people and events? What ideas and movements? In contrast, the Core Knowledge Sequence is distinguished by its specificity. By clearly specifying important knowledge in language arts, history and geography, math, science and the fine arts, the Core Knowledge Sequence presents a practical answer to the questions, “What do our children need to know?”

Shared – Literacy depends on shared knowledge. To be literate means, in part, to be familiar with a broad range of knowledge taken for granted by speakers and writers. For example, when sportscasters refer to an upset victory as “David knocking off Goliath,” or when reporters refer to a “threatened presidential veto,” they are assuming that their audience shares certain knowledge. One goal of the Core Knowledge Foundation is to provide all children, regardless of background, with the shared knowledge they need to be included in our national literate culture.

Our goal is to provide a rich and balanced educational opportunity for all our students. High academic standards are at the heart of our expectations, although we recognize every learner has unique abilities, interests and motivations. Parents can encourage their child’s success by monitoring progress in school and at home and participate as fully as possible in the school community. Homework assignments are given on a regular basis to reinforce classroom learning. Use of technology and organizational skills are also integrated into the curriculum.

The WWA curriculum is based on Core Knowledge Scope and Sequence Grades K-8. This establishes the master plan for the content to be explored. Additional programs such as Saxon math, Treasures reading program and Shurley Grammar supplement the Core. Other resources are obtained from many and varied sources.

In addition to regular classroom subjects, Physical Education, Spanish, Music, Art and Technology Specialists teach grades K through 8. The computer lab consists of 30 lab stations with flat screen monitors. The Computer Lab specialist utilizes instructional software for keyboarding, content instruction, extension and remediation.

WWA has a fully staffed Intervention Services Department with special education services contracted out through the District as needed. An Individual Educational Plan (IEP) requires the coordination of service providers, instructional assistants, faculty and administration. After evaluating your child’s needs, special educational professionals and classroom teachers work in a collaborative effort in providing assistance to the special needs child. An IEP is a formal plan that outlines the educational strategies and modifications required for children with exceptional needs and are part of the federally regulated special education process. Services are delivered through a variety of instructional means including, but not limited to individual and small group instruction, alternative classroom seating and/or placement, behavior contracts, modifications of assignments and testing procedures, instructional pace and classroom teacher support. Use of Educational Assistants allows the creation of smaller groups, again further reducing student/teacher ratios. The District’s referral process is used to identify and staff students whose performance indicates they may require special assistance.

## **Program Evaluation**

Multiple assessments are used to determine the success of past instruction and define the nature of future instruction. Assessments include teacher observations, teacher made tests, formal assessments, standardized tests, evaluation of regular assignments and student projects.

Charter schools are under far greater scrutiny than typical public schools. WWA follows the Jefferson County standardized test schedule of administering the required Colorado standardized assessment for grades 3-8. This test is used by schools in Colorado to provide a measure of a student’s achievement in relation to his individual predicted ability. Students in all grades are administered reading assessments throughout the school year. These tests provide important baseline data to measure our success with individual students and as a school.

## Homework Policy

Homework is part of our general academic expectations for our students. It prepares students for high school and college, and the work world to be faced upon graduation. It also helps develop a strong work ethic and personal organizational skills. Its immediate educational purpose is:

- to reinforce skills and concepts learned in class
- to develop study skills and habits
- to inform parents of what is being taught in the classroom

Homework assignments should be expected Monday through Friday of each week. They may be modified to accommodate the needs of your child. If your child consistently is not getting homework assignments finished in the allotted time, please contact your child's teacher. The goal is to reinforce, not burden, the student. Please remember that a middle school child's homework requirements both in content and length of time required will look significantly different from an elementary or intermediate child's homework requirements.

In addition to regular classroom assignments, we would like each child to read, or be read to, at least three times a week and preferably every day. As cited in *A Nation at Risk*, "the single most important factor for determining whether children will go to college is being read to as a child." Going to college is not necessarily a destination point for all, but becoming a lifelong learner probably should be if one hopes to remain competitive throughout one's lifetime. We believe becoming a competent reader is critical to becoming a good student, and the first step to being able to explore the world. By making sure your child is reading at home, you are directly contributing to his/her education. When reading to your child and participating in this process as a parent, you encourage your child's growth and strengthen family ties. Furthermore, when you read in front of your children, you model good habits and reinforce your expectations. And so, we request that you establish a "family reading time" at least three times a week.

The expected homework time allotment for each grade is as follows:

Kindergarten	15 minutes <i>plus</i> 15 minutes of family reading time
Grade 1	20 minutes <i>plus</i> 20 minutes of family reading time
Grade 2	25 minutes <i>plus</i> 20 minutes of family reading time
Grade 3	40 minutes <i>plus</i> 20 minutes of family reading time
Grade 4	50 minutes <i>plus</i> 20 minutes of family reading time
Grade 5	1 hour <i>plus</i> 30 minutes of family reading time
Grade 6	1 hour <i>plus</i> 30 minutes of family reading time
Grade 7	1 hour <i>plus</i> 30 minutes of family reading time
Grade 8	1 hour <i>plus</i> 30 minutes of family reading time

These are general allotted times and are subject to change depending upon the nature of a given assignment and the student's personal organizational and study skills. Some days may require less time while others require more.

## Rule of 71

As we Nurture, Excite, and Motivate Children to Learn, we want to provide parents, teachers and administration with information that accurately reflects how a student is performing in class. At times, students need extra help to complete assignments, assessments, and projects. The Rule of 71 can be used to provide relevant feedback and an accurate score for the work the student completed when receiving additional assistance. This rule can be applied at the teacher's discretion if the following criteria are met:

- If a student fails an assignment, assessment, or project  
**AND**
- The teacher, EA, or parent spends more than 5-10 minutes with the student one on one to redo the assignment, assessment, or project  
**OR**
- The teacher, EA, or parent have to complete the assignment, assessment, or project with the student

If these criteria are met, the grade for that assignment, assessment, or project will become a 71%. This rule does not mean that the teacher must work with the student on failed papers (that continues to be teacher discretion) or may not average the two grades (the independent grade and the 71% grade from the redone work). If a student is able to do a significant amount of the redo work on their own, the Rule of 71 does not apply.

### **Middle School ZAP (Zeros Are Not Preferred Program)**

One of the most common reasons for students in middle school not fulfilling their academic potential is Late or Missing Homework. WWA is very concerned for the academic well-being of students and will be using the ZAP Program to help with the problem of late or missing work. ZAP is not a disciplinary action, but a program to offer assistance with homework completion. Additionally, students are able to self-ZAP as needed and determined by students or family.

If any student fails to complete and submit his or her homework and/or classwork on time, that student will be “ZAPPED” and will receive a yellow slip alerting them to attend. (Students will not be ZAPPED for parent signatures or large assignments per teacher discretion.) Students will then be required to attend the entire ZAP period after school the day they receive a ZAP from 3:00-3:25 p.m. Students may get assistance from the ZAP teacher(s) and will turn in the completed assignment to that teacher. Assignments will be labeled “ZAP” and will receive 70% of the earned credit. (For example, if a student hands in an assignment after ZAP and they would have scored an 80%, had the assignment not been late, they would receive a 56% after taking into account the 70% ZAP rule.) In order to receive credit, students must turn in the assignment during the ZAP period or to the correct teacher by 8:00 a.m. the following day.

Students who earn more than one ZAP in a day will be required to work on one assignment during the regular ZAP period and must submit the remaining assignments to the teacher who ZAPPED them, no later than 8:00 a.m. the following day for 70% of the earned credit.

Students in 7<sup>th</sup> grade will be ZAPPED for all missing assignments. Starting in Trimester 3 of their 7<sup>th</sup> grade year and continuing through 8<sup>th</sup> grade, students will only be ZAPPED if they have a D/F or five zeros in the specific content area where an assignment is missing.

Parent notification will occur each day at 2:30 pm. (Please be aware that mistakes may happen and notification may not occur.) In addition, students are required to call home when they reach 8 ZAPs and again after 15 ZAPs. In addition, after 15 ZAPs, students will be placed on a “No Go” list that will exempt them from MAC events. This will reset each trimester. Students who fail to show up for ZAP will be assigned a detention the following school day.

Parents are the most important component of a student’s success in school. We ask that parents support our efforts to help students to achieve academically. We believe that by helping to eliminate missing assignments, students have a greater chance of realizing their potential.

## Grading Scale

The grading scale for grades **Kindergarten:**

3	Exceeding Expectations
2	Meeting Readiness Goal
1	Needs Improvement
NA	Not Assessed At This Time

The grading scale is as follows for grades **first through eighth:**

A (90-100)	Exceptional Achievement
B (80-89)	Above Average Achievement
C (70-79)	Average Achievement
D (60-69)	Below Average Achievement
F (Below 60)	Unsatisfactory Achievement

## Academic Awards

Woodrow Wilson Academy maintains a rigorous academic program from Pre-Kindergarten through 8<sup>th</sup> grade. Students in grades 1-8 may be recognized each trimester in their classrooms for maintaining their grades during that grading period and at an all school assembly at the end of the school year for maintaining their grades throughout the entire year. Awards are given for:

Elementary & Intermediate:	All A's	All A's & B's
Middle School:	4.0 GPA	3.5 GPA

## Core Virtue Awards

Helping students develop and demonstrate strong character is achieved through the use of our Core Virtues program. Teachers at all grade levels work with students to help them understand the meaning of each month's Core Virtue. On average, once every two months a Core Virtues Assembly is held where students are recognized for having demonstrated these Core Virtues. In order to ensure that students value these awards, an age-appropriate program is used to determine award winners. The following outline describes this age-sequenced program:

Pre-K through 2 <sup>nd</sup> Grade:	All students are to receive at least 1 award Teachers select these students
3 <sup>rd</sup> through 6 <sup>th</sup> Grade:	½ of the students (on average) receive an award Students get to vote for ½ of the recipients Teachers select ½ of the recipients No distinction is made between student/teacher selections
Middle School	No pre-set number Middle school staff discuss and select the recipients These are NOT grade specific

## Eligibility 6<sup>th</sup> – 8<sup>th</sup> Grade

To help our students focus on academic priorities, students must maintain their grades in order to represent the school in competitions or after school functions. Activities for which eligibility must be maintained include school sponsored sports, Fine Arts Competitions, Spelling Bee, Future Cities, debate clubs, etc. Any student whose grades include 2 or more D's or 1 F will be ineligible. When a student is academically ineligible, he or she may regain eligibility provided his/her grades meet eligibility requirements at the end of each week when weekly eligibility is

posted. During the day/s that a student serves full day In-House Recovery or is suspended for disciplinary reasons, the student will be ineligible for participation in after school activities. A student's attendance must be "In Good Standing" and he/she must attend school at least 50% of the day of the game/event in order to participate. Being academically ineligible will not keep a student from participating in activities such as the Holiday Party, classroom school field trips, monthly Middle School activities, dances, etc.

### **Accelerated Math & Reading**

WWA offers accelerated Math and Reading classes for students who are ready to move ahead of their grade level. Students are considered for these programs through a variety of factors including 1) test scores on placement exams, 2) teacher recommendation and/or 3) previous grades and performance.

To remain in the accelerated class students must maintain a "B" average or better and consistently turn in homework on time. Students who do not meet these requirements or struggle with the content throughout the school year may be placed in the on-grade level class.

### **Media Center Circulation Policy**

The WWA Media Center Circulation Policy has been developed for the following reasons:

- To create a learning atmosphere that is fun while providing boundaries with purposeful instruction,
- to allow the patron (student) to become responsible for his/her actions,
- **to communicate with students' parents the need for the patron to accept responsibility for his/her actions,**
- to provide a collection of books that is kept in frequent circulation,
- to preserve and protect the current collection.

The Circulation Policy has been developed by the Media Advisory Committee (MAC). The MAC is made up of the WWA Media Specialist, one or more WWA staff members/teachers, and one or more WWA parent volunteers.

**Please review the following items from the WWA Media Center Collection Development/Circulation Policy. Initialing beside each statement signifies that you have read and have understood the policies that will be explained to your student(s). Also, please sign and date this form at the bottom of the second page.**

- Students, whose patron accounts are in good standing, may check out books and e-books from the media center. Patrons are considered in good standing when no materials are overdue and when no fines are owed. Books and other materials, excluding reference items, may be checked out by WWA staff and parents.
- Items checked out by pre-kindergarten, kindergarten, and first grade students are due one week from the time of checkout; items checked out by students in grades 2 through 8 are due two weeks from the time of checkout.
- Material that has been checked out may be renewed twice unless (1) there is a "hold" placed on the item(s) by another patron; or, unless (2) the renewal period conflicts with school year-end dates. It is the patron's responsibility to ask media center staff or volunteers to renew the material.
- In order to comply with the media center's confidentiality policy, American Library Association (ALA) policy B.8.5 and state law (C.R.S. 24-90-119, 1-d), overdue notices

will first be given to patrons. After adequate notification, circulation information will be released to parents/guardians for purposes of overdue material retrieval.

- Checkout limits vary by age, time of year, and student needs. Patrons may have checkout limits increased or decreased at the media specialist's discretion.
- Media center materials not returned within 30 days of the due date will be considered "lost". "Lost" materials will be billed out by the media center and must be paid for by the patron or the patron's parent or guardian. **Payment is made to the WWA front office in the form of cash, check (payable to WWA) or credit card.** Replacement books from the patron **cannot** be accepted as form of payment. The media center may expend these funds, with administrative approval, to replace library materials.
- A student remains responsible for any lost or damaged materials when:
  - Transferring to another school/district
  - Graduating to another level, e.g., middle school to high school  
WWA will inform the new school by email, noting materials the student needs to return or pay for. The school will help students remember their obligation to their former school.
- A "lost" material fine may be refunded if the return of the item in question is returned to the media center within 30 days after the fine payment and if the material is returned in "reasonable circulation condition".
- "Reasonable circulation condition" may be defined as the quality of items necessary to keep them in the media center collection. Materials that fall below this standard will be classified as "damaged". Patrons returning "damaged" materials that are beyond repair will be subject to a replacement fine. **Payment is made to the WWA front office in the form of cash, check (payable to WWA) or credit card.**

Replacement books from the patron **cannot** be accepted as form of payment. The media center may expend these funds, with administrative approval, to replace media center materials.

- The replacement fine for an item is the cost of the book in new condition, plus shipping and handling and cataloging costs.
- Questions or concerns regarding any part of the WWA Media Center Collection Policy may be directed to the WWA Media Specialist.

### **Student Use of WWA Computing Resources and the Internet**

Woodrow Wilson Academy believes that all school computing resources, applications and the Internet should be used as learning resources to educate and to inform students. Accordingly, Woodrow provides access to the Internet for its students as a means to offer a wide variety of educational resources. While many opportunities offered by the Internet are exciting and appropriate, others are unsuitable for school use. Consequently, use of all school provided computing resources and the Internet is for educational purposes only while attending school.

Woodrow Wilson Academy's technology and administrative staff may review student files and communications to maintain system integrity and to ensure that users are using the system appropriately and responsibly. Students shall have no expectation of privacy in any information

stored on the school's servers, or in their use of school computers. Woodrow reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of school computers and computer systems, including all internet and electronic communications access and transmission/receipt of materials and information.

## **School Entrance Requirements & Procedures**

All pupils entering kindergarten in the Jefferson County public schools must have reached their fifth (5th) birthday in the year of entrance on or before October 1. Students entering first grade must have reached their sixth (6th) birthday by October 1. Birth certificates and immunization records must be presented at the time of enrollment.

### **Waitlist and Enrollment Policies**

In the year 2000, Woodrow Wilson Academy adopted to a lottery system of admission and the following policy will exist for filling open student spots in the future:

1. Using the *Choice Enrollment Form*, a priority waitlist in the order of staff children, siblings, Home School Connection students, In-District and Out of District students will be established for each grade K-8.
2. The prospective student's information is entered into a database, sorted by status and then transferred to the random selection software program.
3. After the first round choice enrollment period expires, the lottery is conducted by the Enrollment Secretary and witnessed by 2 administrative personnel. Open spaces will be filled in each classroom based on the lottery list. Additionally, middle school spaces will be filled based on availability in a particular math class for which the potential enrollee has already tested.
4. An offer of a classroom spot will be made by a telephone call. This offer must be accepted or declined within 48 hours of the call or the student will be dropped from the waitlist and the open spot offered to another student.
5. As a child gains admission to WWA, any sibling he or she may have will be added to the bottom of the sibling list for their particular grade.
6. Any new family can fill out a *First Round Choice Enrollment Form* to be included in the lottery for the following school year. If a family comes in to enroll after the lottery has been drawn, they must fill out a *Second Round Choice Enrollment Form* and will be placed on the bottom of the lottery list.

For currently enrolled students: Parents wishing to continue the enrollment of their child at Woodrow Wilson Academy must complete an *Intent to Return Form* each year. A vacancy is created when fewer children are re-enrolled than each class' capacity. As vacancies occur in currently enrolled classes, those vacancies will be filled using the lottery system. Students not returning to WWA must notify the front office of the intent to move.

New enrollees: A new enrollee list for the upcoming year will be generated through randomizing software. The vacancies will be filled on a class-by-class basis drawing from the *Choice Enrollment Form* filled out by parents during each year's open enrollment period. The open enrollment dates will follow district guidelines each school year. The priority waitlist will follow Woodrow Wilson Academy's enrollment policy as stated earlier. Calls to families will start immediately after the randomized list is completed.

Mid-year school vacancies: When a vacancy opens up prior to October 1, that vacancy may or may not be filled at the school's discretion. If Woodrow Wilson Academy chooses to fill the

vacancy and has more applicants in the enrollment pool than spaces available, they shall fill those spaces using the preferences established in the most recent lottery period.

## **School Visitations**

As a Charter school, we know many are interested in seeing our school in action, and we love to share what we're doing! Parents of Woodrow Wilson Academy are invited to volunteer or observe in their child's classes after submitting information to the RAPTOR system. *Parents wishing to volunteer* in a classroom may contact the teacher directly for pre-approval and scheduling. *Parents wishing to observe a classroom* may schedule classroom observations of up to one hour at a time by using the Classroom Observation Request form. These forms must be submitted to the front office three (3) calendar days prior to the desired time of observation for Administrative approval. To avoid classroom disruptions while observing or volunteering in the classroom, we ask you not to bring children with you. Regularly scheduled school tours are available for prospective parents, students and visitors. These tours include an orientation to Woodrow Wilson Academy's mission/vision statement, Core Knowledge Scope and Sequence, academic program, discipline and dress code policies, and parental involvement. A staff member will conduct these tours and will be available at that time to answer questions. This system has worked well to provide access to the interested public as well as minimize distractions in the classrooms for our students.

## **Drop-Off & Pick-Up Procedures**

Parents not walking their students into the building must follow the parking lot rules listed below.

- On Drop-Off, please enter through the northeast entrance and proceed to loop around to the south end of the lot, past the Elementary wing, pulling all the way to the crosswalk for drop-off. Cars should then proceed past the parking ramp to the northwest exit.
- On Pick-Up, please enter through the northeast entrance and proceed to the 2 loading zones: Students in the elementary and intermediate grades can be picked-up from the loading zone located in front of the elementary wing. Students in middle school can be picked up in the loading zone located in front of the main entrance. If you have both a middle school and elementary/intermediate student, please start at the elementary line and proceed through the remainder of the line.
- The parking lot speed is **5 MPH** and is **ONE WAY & CELL PHONE FREE**.
- Please pull completely forward in the drop-off zone and have your children ready to exit the vehicle immediately—there are others behind you waiting to drop off students! Students may be dropped off anywhere within the loading zone, please use the entire length of the loading zone for drop off purposes.
- Students will not be allowed in the building before 7:45 a.m. unless prior arrangements have been made with the teacher and the front office has been notified. Exceptions will be made for inclement weather conditions.
- Parents and students not wishing to use the drive-thru lane must park and cross traffic together only at the cross walk.

**If your student must be released from class prior to the end of the school day (3:05) you must visit the front office and sign your student out (phone calls are not acceptable).**

**The Day Care vans will be parked in the pick-up area north of the raised crosswalk. All other vehicles will need to avoid parking in the designated area of the lane until the Day Care vans have left the parking lot.**

## **Inclement Weather Pick-Up**

If the weather dictates that we have an “Inside Pick-Up” day, please park your vehicle in a designated parking space and enter the front of the building. **Students will not be dismissed until 3:05 p.m.! If you should arrive earlier than 3:05 p.m., you must wait in the vestibule area, not down the hallways by the classrooms.** Last minute directions and a review of the day’s assignments are often given during the classroom’s preparation for dismissal. It is very important that they not be interrupted during this time.

## **Early Drop-Off and/or Late Pick-Up Procedure**

Students should not arrive before 7:30 a.m. nor stay after 3:25 p.m. **Supervision on school grounds is only available between those times.** If you are unable to pick-up your student for some unforeseen situation, you must make arrangements with someone from your emergency contact list to pick up your student from school on time. If we have not heard from you or are unable to reach you by 3:25 p.m., we will begin calling your emergency contacts. Woodrow Wilson Academy students are the responsibility of their parents prior to 7:30 a.m. as well as after dismissal ends at 3:25 p.m. Students not picked up by 3:30 p.m. will be taken to Wildcat Care and fees assessed as per drop in policies for the program. Parents must pay fees and sign out students from Wildcat Care.

## **Off –Campus Permission**

We have found that there will be occasional instances where we will need to take students off-campus for one reason or another. Some of these reasons might be for Physical Education class, classroom activities, a class picnic or Field Day.

This form will serve as a “blanket” permission form for those events and instances that occur within one (1) mile of the school. Permission for an actual field trip will be requested on a separate Field Trip Permission form for each individual class trip.

You will be notified by your student’s teacher of any special occasions that would require leaving campus through a classroom weekly newsletter or slideshow located on their classroom web page. It is also understood that Physical Education classes will frequently take place at the local park if required.

## **Release: Walkers, Bike Riders, Skateboarders - Before School Arrival and After School Dismissal**

As a parent/guardian of a WWA student, I hereby release and discharge the Jefferson County School District, Woodrow Wilson Academy and their/its successors, heirs, assigns, directors, officers, employees, supervisors, agents, attorneys and representatives, from any and all actions, causes of action, claims, demands, losses, damages, costs, attorney fees, judgments, liens, indebtedness and liabilities whatsoever, known or unknown, suspected or unsuspected, past, present and future, with regard to all matters that could have been raised in an action on the merits regarding the following activities in which I and my child have elected to participate in; before and/or after school dismissal: walking, biking, skateboarding.

# Attendance Policy

Woodrow Wilson Academy expects regular and punctual attendance. Our academics are rigorous, and missing school or being habitually tardy makes it difficult for a student to be successful. Understandably, students are not expected to come to school when they are not able. The following guidelines are meant to clarify what are acceptable reasons for absences/tardies, and what consequences can occur when students are truant or tardy. Waivers for special circumstances are limited to 1 week only and must have administrative approval.

## Absence Policy

The following is a list of acceptable excused absences. This is in compliance with the Jefferson County Conduct Code which outlines attendance policies for ALL Jeffco students.

### Student absences will be excused for the following reasons:

- 1. A student who is temporarily ill or injured.** Parents must call the school office to excuse their child before 8:30 a.m. on the day of the absence. After the 10<sup>th</sup> day absent, a doctor's note will be required for each subsequent absence throughout the year in order for those absences to be excused. A doctor's note listing multiple appointments/days is acceptable.
- 2. A student who is absent for an extended period due to physical, mental or emotional disability.**
- 3. Excused absences include: funerals, illness, injury, legal obligations, medical procedures, religious observations, and extenuating circumstances as determined by the principal.**
- 4. A student who has made request for a planned absence.** Parents who are planning a prearranged absence for their student must complete and submit the "Request for Excused Absence" form available at the office or on the website. In order for an absence to be excused, the student must meet two or more of the following conditions; is in good academic standing, has no unexcused absences, has four or fewer excused absences in a semester or seven or fewer in a school year (this includes "Take Your Child To Work" day). **Forms must be submitted 3 days prior to the requested absence. Failure to do so will result in an unexcused absence. Administration approval will be required for absences of 3 or more days.**

### Attendance procedures when calling your child(ren) in absent:

Please call (303)431-3694 and press 1 for the attendance line by 8:30 a.m. By 9:00 a.m., the front office will call all parents of students who are not in the classroom to verify that the parents/guardians are aware that the student is not in school. If your child is going to be absent more than 1 day, please make a note of that on the 1<sup>st</sup> day's call. If you anticipate only 1 day's absence and it turns out to be longer, you must call the school's each successive day.

Please leave the following information when you call:

- Month and day of absence being reported
- Student's full name
- Name of student's elementary/intermediate teacher or grade level if a middle school student
- Reason for absence

- Person reporting absence (**this must be a parent or guardian.**)

### **Student Injury:**

Students who are unable to participate in activity based classes (Phys. Ed., Music, etc.) due to an injury or illness may be excused for up to 3 days with parent permission and administrative approval. Students who will miss more than 3 days classroom participation will require a doctor's note and administrative approval. Students who are unable to participate will either attend and observe the class or bring work to the office as per the teacher's discretion. Students who are unable to attend recess will be cared for in the front office.

### **Excessive/Unexcused absences:**

The Colorado Department of Education and the Jefferson County School District have set a goal for all students to be in school at least 95% of the time. Woodrow Wilson Academy seeks to encourage a daily attendance rate that enhances rather than distracts from the academic program. Excessive absences and tardies by a few individuals can impede the learning process of others. Attendance letters will be sent out on a regular basis. If the problem is not corrected, a conference will be held and the services of the District Truant Officer may be requested. Since tardies and appointment times take away from school hours, we ask that children be at school on time and that appointments for doctors, dentists, etc. be scheduled outside of school hours as much as possible.

**Consequences for Excessive Absences** (After the 4<sup>th</sup> unexcused absence in a month or 10<sup>th</sup> day absent in a school year, the following will apply):

- A letter will be sent home to parents stating concern. The letter becomes part of the student's record.
- A meeting will be held with a member of administration to develop a remedial attendance plan.

### **Absences and After School Activities**

Students who are absent for more than half a day cannot participate in any after school activities for that day. This includes clubs, after school programs, middle school activities, and athletics. A student must be signed in prior to 11:30 a.m. in order to participate.

### **Tardy Policy**

Student tardiness to class shall only be considered unexcused if it does not fall within one of the reasons for an excused absence as specified in the excused absence section of this policy. A student who arrives after the scheduled time the class has begun but does not meet the state board requirements of the attendance period (in attendance more than 50% of the attendance period) shall be considered absent for that entire period. Students leaving early will be handled as outlined above for both tardiness and absences. Attendance periods for elementary/intermediate students are: Period 1 = 8:00-11:30 a.m., Period 2 = 11:30 a.m.-3:05 p.m. Student will follow the make-up work policy for all unexcused/excused absences or tardies.

- **Student's arriving after the 8:00 a.m. bell** but before 8:10 a.m. must check in at the office to receive a pass to class.
- **Student's arriving after 8:10 a.m.** will not be allowed in the classroom until the parent/guardian has either signed in the student at the front desk or has sent a signed fax or email to the front office.

## Consequences for Excessive Tardies

### Elementary and Intermediate Tardies

- For every 5 tardies, students will be required to spend time in the office from 7:30-7:55 a.m. or serve two lunch/recess detentions. In many instances, our parents have indicated that the tardies accrued are not the fault of their students, but rather themselves. In this situation, we would encourage the selection of the first option. The time spent in the office is not treated like a detention, rather it is meant to encourage an early arrival. If the tardy notification letter is not returned as specified, students will automatically serve lunch/recess detentions.
- After 15 tardies in a year, administration will meet with the student and family to determine further action.

### Middle School Tardies

- Students arriving to class after the bell has started ringing will be counted as tardy and will be assigned a lunch detention. Students who do NOT attend their scheduled lunch detention will then be required to serve 2 lunch detentions.

### Missed School Work

Teachers will provide make-up work to any student who has excused or unexcused absences, provided the student or parent/guardian requests the make-up work within one day of the student's return to that class.

- Teachers are not to take time out of their teaching schedules to prepare work for students who are absent. As a result, work for absent students will be provided within 24 hours (per day) of the request being made.
- Students will have two days for each day of an excused absence to make up work missed during their absence. After that time, work will be treated as late according to classroom policies.
- If a student will be out of school for more than 3 days for a prior approved absence, parents must make arrangements with the student's teacher(s) for a schedule of completion deadlines. (Teachers may require work to be completed prior to the absence.) After scheduled time, work will be treated as late according to classroom policies.
- All assignments and tests given during the student's absence must be completed to the teacher's satisfaction.
- Absences lasting longer than one (1) week may require work to be completed and turned in earlier than the two days for each day absent. Upon parents' request, teachers may, but are not required to, give work prior to the absence.

## Communications

### Weekly Folders

Communication between school staff and parent/students is crucial for overall school success. Elementary and Intermediate students will receive a large envelope filled with written communication for that week. This could include, but not be limited to, permission slips, conference information, report cards, special event fliers, etc. Parents should look for the envelope each week, read the contents, sign any documents needing to be returned, and send it back the following school day. The teacher then keeps the contents that are for his/her benefit

and forwards the rest to the office. Whenever papers are sent home, parents are expected to read them carefully. Good communication is always a two-way street!

### **Classroom Web Pages**

Responding to our parents' request to "go green", increase communication and reduce costs, school and classroom web page links will be emailed to parents by grade level. Paper copies of the content will be available upon request.

### **Student Organizers**

Organizational skills are so important to lifelong success that we have made them a part of our curriculum. Student Planners are required for students in grades 3-8 and are paid for as part of the fees each year. If planners are lost, the student is required to purchase a replacement planner from WWA.

### **Teacher Conferences**

Formal parent/teacher conferences will be scheduled in October and again in January each year. Arrangements for additional conferences may be made at any time with your child's teacher or specials teacher. We urge you to exercise this right should any concern or questions arise. Contact your child's teacher to set up a time for a phone or direct conference. Your child's teacher will respond promptly.

### **Report Cards**

Student Report Cards are completed at the end of each 12-week trimester. These will be sent home in the weekly folders with the exception of the final report card which will be distributed the last week of the school year. Progress Reports are posted online at the end of each 6-week period.

### **Parent Code of Conduct**

Some of the most important principles upon which Woodrow Wilson Academy is founded and the basis for school rules that students at school are expected to follow, are based on respect for others and personal responsibility. Parents play a formative role in the development of their child's sense of justice, equity, and the dignity and worth of all members of our school community. As one of the most influential role models in a child's life, one of the best ways for a parent to teach is to lead by example. Accordingly, Woodrow Wilson Academy expects the behavior of each parent and responsible adult with children enrolled at our school to adhere to the standards of conduct set forth below.

- (a) When visiting or volunteering at the school, parents should observe all rules of the school, including checking in at the office.
- (b) If a parent feels that the actions of another child have infringed upon the rights of his or her child, under no circumstances shall the parent or guardian approach another child while at school to discuss or chastise them. The parent may approach the classroom teacher to seek a peaceful resolution to the situation. The parent may request a meeting with the other child's parent or guardian in order to discuss the situation.
- (c) If a parent has questions or issues relating to the classroom or a class, they should first be addressed directly to the staff member in question. Parents are requested to set up a private meeting where their concerns can be discussed and the actions giving rise to such concern explained.

- (d) All communications regarding issues with other parents or staff at the school or school events shall remain respectful and address the issues at hand. Yelling, taunting, threatening, or abusive behavior, cursing, foul language and remarks that are derogatory, inflammatory or accusatory are not acceptable means of communication whether face to face, in voicemail, text or email messages. Parents are expected to resolve issues through calm dialogue between the parties directly involved while respecting the dignity of others.
- (e) Parents shall protect the reputation and good name of people involved. Problems, differences of opinion and personality clashes are not resolved by involving other people in a disagreement or by taking sides in the argument. Problems should not be casually discussed with other parents in the school, but should be dealt with one on one with the person or persons whom the parent has an issue.
- (f) It is easy for opinion to be mistaken for fact and rumors to be perpetuated by inaccurate information. Parents are expected to approach the relevant personnel within the school to verify the factual basis of a story should they have any question. This approach can quickly and simply clarify the events in question and the intent involved and will minimize inaccurate information being passed throughout the community.
- (g) Parents are expected and required to follow Policy 4.5-Parent Conflict Resolution, of the Woodrow Wilson Academy Board Policies, in order to resolve an issue with a staff member at Woodrow Wilson Academy. This policy requires that the issue first be addressed with the staff member directly and an attempt be made to resolve the same. If the parent does not reach a satisfactory resolution, they shall proceed through the appropriate supervisory personnel, as necessary. A full copy of Policy 4.5 may be obtained in either the school office or on the school website.

### **Parental Conflict Resolution Procedure**

The Board of Directors and staff at Woodrow Wilson Academy recognize the desire of the parent body to have a voice in the educational process of their children. The following procedure is to help facilitate a positive learning environment in which good problem solving skills are utilized and modeled for our students. When a conflict arises between a parent and a staff member of WWA, the following steps should be taken; the issue must not be discussed with other parents or staff in the school that are not involved in the incident, but should be dealt with one on one. **Most problems can be resolved in this manner.**

1. The parent should arrange a meeting with the staff member to discuss his/her concerns and attempt to come to a mutually agreed upon solution.
2. If a mutually agreed closure is not reached, the parent may arrange a meeting with the Principal of Woodrow Wilson Academy. In this meeting the parent should discuss the attempts that have been made to settle the problem with the staff member. The Principal, at his discretion, may invite the staff member to be present.
3. If there is still no closure, the parent may request a meeting with the Board of Directors in executive session by contacting the Board President. The Principal, staff member and parent may be present at this meeting. This meeting is private and will be held in executive session. The majority decision of the Board of Directors is final, and the conflict will be considered resolved.

## **Official Posting Place for Communications**

Meeting times and agendas for Board of Director's meetings and Parent Teacher Organization meetings will be posted in the front lobby display case. All non-school related meetings, events and activities must be approved by the Principal before posting and will be dated and removed at the end of a two-week period.

## **Advertising on School Grounds**

All materials posted or distributed on school grounds must be submitted to the front office for formal approval before posting or distributing. This is a District policy and it applies to students, staff, parents, and community members. Any unapproved materials will be removed or confiscated. Materials posted on the Communications bulletin board will be dated and removed at the end of a two-week period.

## **School Closure Procedure**

While emergency closings occur infrequently, we are prepared for any time when building systems malfunction making the building unfit, or when weather makes it necessary to send children home. During severe weather, please keep your radio or TV on for announcements regarding emergency school closings or delayed openings. We will follow all school closures and the delayed starts with the Jefferson County School District. The first broadcast is usually made at 6:00 a.m. and periodically thereafter until 9:00 a.m. (KHOW-AM 630/FM 95.7 and KOA-AM 850 begin broadcasts as soon as they have received information.) Please listen for these announcements, as our phone lines will be "jammed" during inclement weather. You may also check our Website ([www.wacademy.org](http://www.wacademy.org)) for updated notices regarding school closures.

If it becomes necessary for the welfare of our students to close school during the day or to delay school dismissal, parents will be notified through School Messenger. We ask families to prepare their children in advance for this possibility by discussing your individual procedures. Please make sure that your Jeffco Connect account is always up to date with your child's emergency contact information.

## **Office Records**

Please keep your Jeffco Connect account up to date with any and all changes of information regarding your child's address, phone number, emergency number, parent work numbers, etc., as soon as possible. It is Jeffco policy that parents must update their information through Jeffco Connect. This is used on a daily basis by the office. If your child is picked up by a daycare, it is important to notify the office which days they will be attending daycare.

# Discipline Plan

## Safety and Security Rules

All district rules related to safety and security are in effect at all times at the local school level.

## Rules and Expectations supporting the orderly operation of the school and educational process are designed to meet the following goals:

1. Maintain an orderly school operation.
2. Maintain optimal learning opportunities for students. School facilities and classrooms must be free of behaviors that interfere with teaching and learning.
3. Help students develop skills and behaviors necessary for healthy social interaction, both present and future.
4. Help students learn how their decisions affect the quality of their lives and others.
5. Help students develop responsibility and character.

## Woodrow Wilson Academy School Rules

1. Treat others with the same respect you are treated with by the adults in this school.
2. Your actions, dress, possessions, etc. may not cause a problem for you or anyone else.
  - Problem actions include, but are not limited to; fighting, arguing with staff and students, dishonesty, being unprepared for or disrupting class.
  - Problems related to dress include, but are not limited to not adhering to the Dress Code Policy stated below.
  - Problems related to possessions include, but are not limited to; possession of tobacco products, alcohol, and/or any illegal substance, possession of weapons or weapon facsimiles, valuable and distracting items including but not limited to headphones, MP3/CD players, radios, pagers, lap top computers, or other devices or programs not associated with class work.
  - Problems related to cell phones include, but are not limited to; cell phones being used, seen or heard during the school day. Cell phones may be used only after school (elementary and intermediate - once released to parents) and outside the building if before 3:30 p.m. (middle school only), except with administrative approval. Confiscated cell phones may be picked up once the after school "Pick Up" process is over (3:25 p.m.).
3. If your actions, dress, or possessions cause a problem for you or anyone else, you will be asked to solve that problem.
4. If you cannot solve that problem, or choose not to, staff members will impose upon you an appropriate consequence. These consequences will depend upon the situation and the person or persons involved. Staff members will use their best judgment based upon the information they have at the time.
5. If students and/or parents feel that the consequences are unfair, they should request a "due process" hearing.

A due process hearing does not need to be formal in nature. It is simply a time for concerned individuals to meet together and share information related to the situation in question.

In the event that this discussion provides additional information that sheds different light on the situation, or shows the consequence to be unfair, the consequences may be changed or eliminated to better fit the unique situation.

## Lunch Room Expectations

1. Students may engage in any behavior that does not cause a problem for themselves or anyone else.
2. Students will sit at designated classroom tables.
3. Students will demonstrate appropriate indoor behavior: no loud voices, running, or playing.
4. Students are allowed to leave when the table, benches, and floor are clean and students are dismissed.
5. Parents wanting to eat lunch with their children at school or take them out to lunch may do so once every two weeks with approval from the front office. Should a parent return the child later from a lunch off campus, the tardy can be excused once per trimester if the tardy does not exceed 45 minutes.

## Dress Code/Appearance

The manner in which people dress makes a strong, definite statement about who they are and what they do. Because we want to make a positive statement about the Woodrow Wilson Academy student body, we have a school dress code policy that is appropriate for our activities and learning.

The dress code policy is designed to ensure our students are well-prepared, both physically and mentally, for academic and social success. Students should dress in a manner that denotes good taste, good judgement, and is not distracting to the wearer or those in his or her presence. All clothing should be neat, clean, modest, and appropriate for our school environment. Modest will be defined as that which does not bring undue attention to one's self. Students should consider the special safety and hygiene requirements of class, such as science, art, and physical education. Shoes or sandals must be worn for health and safety reasons at all times.

Given the nature of ever-evolving trends, this list is not exhaustive and appropriate dress will be determined by the school administration. Fads and styles may change and as a result, the dress code is subject to change.

The following dress is **not** appropriate or acceptable for Woodrow Wilson Academy:

- **Hats, caps, sunglasses, costumes, or pajamas** worn in the building, except for designated days
- **Chains, studs, spikes or gang** attire
- Any item that displays **offensive or suggestive** words, phrases, graphics and text, profanity, or advertises illegal or restricted substances (e.g. alcohol, drugs, tobacco, etc...)
- **Wearable technology** not approved by administration (e.g. smart devices, transmittable electronics, except **basic** fitness trackers/ heart rate monitors)

The **fit and condition** of clothes worn to school must follow these guidelines:

- **Tank tops or spaghetti strap shirts** that are thinner than two fingers are not allowed; shirts must come up to under the armpit-boys and girls
- Clothing should be **free of deliberate holes** and rough cut, or frayed hemlines, which may become revealing or are a distraction
- **Exposed cleavage, midriffs, or backs** (sitting or standing) are not allowed; torso area should be covered on the sides
- Clothing that is deemed to be **excessively baggy or excessively tight** is not appropriate

- 5-8 Students must wear dresses/shirts that extend to the length beyond the tip of the fingers when arms are relaxed at your side over any excessively loose or tight pants and must extend all the way around the body
- **Shorts and skirts** should extend to the length beyond the tip of the fingers when arms are relaxed at your side
- Students must wear **compression shorts/sliders/spandex** under skirts and dresses that sit above the knee
  - K-6 Students are required at all times to wear the above for all lengths of dresses or skirts due to activity on the playground
- **Appropriate undergarments** should be worn at all times and should not be visible

If a student's dress or appearance is deemed to be disruptive, unsafe, immodest, or unhealthy, the student will be asked to correct the situation immediately. This may include contacting their parents to resolve the situation by changing into appropriate clothing. Students will be allowed to return to class when dressed appropriately.

Specific types of attire may be required for participation in some events such as dances, outdoor activities, field trips, or other occasions as they arise. Dark shoes, slacks, collared shirts, ties and dresses, skirts or other dress attire are required for 8th grade graduation.

### **Dressing for the Weather**

It is best to assume there will be an outside lunch recess every day, throughout all seasons. Please be sure your child has a warm hat and coat, gloves and boots. We need to have a note from home if your child is recovering from a bronchial/asthmatic condition that warrants staying inside.

### **Testing**

Talking is not allowed during written tests or quizzes. Talking without permission may result in a deduction of points, loss of privileges, and/or a grade of "0" on that test or quiz. A student talking after his/her test has been turned in, but before all students have had a chance to complete their test may result in points being deducted from that student's test. Everyone deserves the courtesy of silence to concentrate.

### **Core Beliefs which guide enforcement of school rules and expectations**

Each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

The Woodrow Wilson Academy staff dedicates itself to following a set of core beliefs which provides a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us in the event we operate in ways that appear to be inconsistent with these core beliefs.

It is our desire to train and educate self-reliant children and students. Thus, it is the policy of the school to limit students calling home and asking their parents to bring in their lunch, homework, or projects that they may have forgotten. We strongly encourage families to have a system in place that helps students manage their responsibilities in an efficient way. It is important for children to learn from the natural and logical consequences so that next time, they may have a more positive outcome.

### **Woodrow Wilson Academy Staff Core Beliefs**

The following list of core beliefs outlines the professional actions and attitudes of all staff members in this school.

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
3. Students will be given opportunities to make decisions and live with the consequences, whether good or bad.
4. Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
5. Misbehavior will be viewed as an opportunity for individual problem-solving and preparation for the real world as opposed to a personal attack on school or staff.
6. Students are encouraged to request a “due process hearing” whenever consequences appear to be unfair.
7. School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities.

### **Middle School Detention**

Detention is one discipline tool that a WWA staff member can use if no immediate or logical consequence results from a middle school student’s misbehavior or tardiness to class. It will be held during lunch time Monday through Friday. When assigning detention, teachers will give the student a Pink Slip marked “detention”. Students must bring the Pink Detention Slip with them to detention. Students failing to report for detention will upon the first offense receive two days of detention.

The staff member assigning the detention will notify the student’s parents. Administration will maintain the daily list of students in detention. Detentions do not accumulate from trimester to trimester. At the end of each trimester, all students who have not received a behavioral detention will earn a reward for their good behavior.

### **Middle School “No Go” List**

Students receiving 15 ZAPS and/or 5 behavioral detentions will relinquish their right and not be able to attend the current trimester’s events such as field trips or middle school activities (MAC) events. Parents will be notified by their child when the limit is reached. Totals will reset each trimester.

## **Middle School End of Year Activities**

In order to encourage our middle school students to remain actively and appropriately involved in academic and behavioral activities, the following will apply during the last academic block:

- If a student receives 3 behavior detentions or 15 ZAPs, they will miss the next designated MS activity
- Each subsequent detention will result in their missing another year-end activity such as the volleyball game, middle school picnic, end of year field trip, etc.
- Excessive absences may affect a student's eligibility to participate
- Administrative discretion will apply as to increasing or decreasing these consequences

## **8<sup>th</sup> Grade Graduation**

At WWA, we honor our students with a special graduation event at the end of their 8<sup>th</sup> grade year. In order to participate in this special event, 8<sup>th</sup> graders must:

- Participate in the practice graduation
- Agree to the dress code for the event
- Conduct themselves appropriately during the last days of school

In order to participate in graduation, a student must be in good standing in the three areas of attendance, academics, and behavior. Students who struggle with one or more of the following during their 8<sup>th</sup> grade year, will not be allowed to participate in the graduation ceremony unless deemed otherwise by administration.

- Have an 8<sup>th</sup> grade cumulative GPA of 1.9 or below
- Have 11 or more unexcused absences
- Have been suspended for 7 or more days
- Are on a behavior plan at the time of graduation
- Are on the "No Go" list during the 2<sup>nd</sup> and 3<sup>rd</sup> trimester of his/her 8<sup>th</sup> grade year

## **Additional Information**

### **Classroom Parties**

Elementary and Intermediate classes may have 3 non-curriculum based parties as follows: Fall Festival, Holiday, and Valentine's Day. Younger siblings who attend these parties must remain with their parents at all times. Siblings are not permitted to attend other curriculum based events or activities during the school day.

Middle school events, activities and picnics are restricted to WWA middle school students only.

### **Textbooks**

All basic textbooks are on loan to students for their use during the school year. Textbooks are to be kept clean and handled carefully. **Textbooks lost during the school year will be assessed at the full cost of a new book while damaged materials/books will be assessed a fee up to the full cost of the item.** Schedules, Report Cards and/or Field Trip privileges may be withheld if these fees are not paid.

## **Lunch Orders**

We currently use a private catering service for our hot lunch program. It is available for purchase up to 5 days a week and is to be ordered a month in advance on the caterer's website: [www.michaelsofdenver.com](http://www.michaelsofdenver.com). Milk and juice are available for purchase even if you choose to pack your child's lunch. You may purchase milk/juice punch cards from the Financial Secretary.

## **Field Trips**

Field trips are an integral part of the curriculum. These trips are funded by the Field Trip Savings Program. Occasionally, we will have additional fundraising events to assist with field trip funding.

From time to time small groups of students may go on extraordinary trips necessitating parent transportation. Before that may occur, a specific form must be completed and submitted to the office for approval. You will be asked to submit a copy of your Driver's License and proof of insurance coverage with this form. These forms will be distributed at the beginning of the school year, or may be picked up from the school office. Occasionally, we may have to request an updated copy of a license or insurance card that had previously expired. You will receive a letter 1 week prior to the date of the field trip and must return this form within 2 days prior to the date of the field trip.

On average, our elementary and intermediate classes will take between 1 – 3 field trips per year depending on what becomes available that matches grade appropriate curriculum.

## **Lost & Found Items**

Lost clothing, lunchboxes, and other items will be placed in the lost and found. Books will be returned to either the classroom teacher or the Media Center. Valuable items such as glasses, watches, and jewelry of potential value will be kept in the office and identification will be required for their return. Unclaimed lost and found items are given to a local charity approximately 3 times a year. Notice will be given in the Wildcat Weekly before this occurs.

# **Parental Involvement/Guidance**

By enrolling your child at Woodrow Wilson Academy, you have chosen to participate in a unique educational experience that actively involves both you and your child. Our school was established on the belief that parents are an important element in a child's education and that parent involvement is necessary for the success of Woodrow Wilson Academy. A copy of the Parent Participation Agreement is found in the registration packet that is emailed to all parents at the beginning of the school year.

The opportunities for your involvement in the school are abundant as well as diverse. Although we recognize that time is at a premium for every family in today's world, we ask for dedication from our entire parent population in working with the students and throughout the school.

## **Need for Volunteers**

A vital part of WWA is having our parents volunteer in and around the school. It is very important that everyone volunteer in order to keep our school performing at the level we have come to expect. This can be accomplished if all parents remember to log their hours. Volunteering can be completed through a variety of means whether it is directly assisting the teacher in the classroom, working on a school committee, assisting with a special classroom and/or school projects, driving for a field trip, or assisting with building projects. Every parent

has a talent to contribute. Please contact the PTO if you should need help in finding a spot that best fits your talents and time. WWA exists and continues to flourish because of parental involvement.

## **Volunteering at WWA**

*“Families need to be involved in improving learning in the home and in every school across the nation if our children are to become more competent scholars and more successful and productive citizens.”* U.S. Dept. of Education

Woodrow Wilson Academy asks that each family, if possible, volunteers 20 hours per year. You do not need a teaching certificate, you only need:

- A genuine interest in students
- A commitment to your volunteer activity
- Regular attendance
- A cooperative attitude
- Flexibility

## **Student Confidentiality While Volunteering**

Please keep information and impressions you have about students between yourself and the teacher. A misplaced comment can be devastating to a student, a family and the volunteer program. If you do have questions or concerns, talk with the volunteer coordinator or the Principal.

## **Volunteer/Visitor Identification**

For the safety of our children, we ask that you:

- Provide your license and information to the RAPTOR Security Screening system
- Always Check in with the school office before you begin your day
- Wear your Volunteer/Visitor Badge when in the building
- Sign out with the school office before you leave for the day.

## **Volunteering in the Classroom**

- Parents wishing to volunteer in a classroom must pre-arrange their volunteer schedule by contacting the teacher directly for pre-approval and scheduling.
- Parents may volunteer for up to one hour at a time per classroom or for an extended period for special events (parties, festivals, field day, etc.)
- Reliability is expected because teachers and school staff plan for volunteer assistance. If you need to be absent, call the school the day before and ask that the teacher or the Volunteer Coordinator be told of your absence. If this is not a possibility, please inform the teacher as soon as possible regarding your absence.
- Do not accept this responsibility lightly. Teachers will be planning on you; the students are dependent upon you. Volunteer for only the time you can realistically expect to fulfill.

## **Volunteer/Visitor Dress Code**

Dress comfortably, but remember that you are a role model for our students; at a minimum, please meet the student dress code rules.

## **Volunteer Responsibilities**

Remember you are in the classroom to help the teacher. Please be sensitive to the teacher's direction and wishes for the students. If you have suggestions about the classroom, please discuss this with the teacher before or after school, not while you are volunteering during the school day.

## **Siblings and Preschoolers**

In order to give your full attention to your volunteer job, we would ask that you not bring your young children to the school while you volunteer during the school day due to liability issues. Volunteers involved in after school meetings must arrange supervision for their children. Options could include entering your children at Wildcat Care at a discounted rate for the duration of the meeting, or arranging for a responsible 7<sup>th</sup> or 8<sup>th</sup> grader to supervise them at school. Wildcat Care will not supervise your children unless you have completed the paperwork and paid the fees.

## **Personal Conveniences**

Volunteers are welcome to use the staff restrooms. The teacher's workrooms are available for your use and there is a telephone in the workrooms that you may use if necessary. We would ask that you turn off or silence your cell phones while in the building.

## **Enjoy the Students**

By giving of yourself, by sharing time, by caring...you are making a difference!

# **Fundraising**

As in all schools, WWA does have a number of fundraising programs. Student Council fundraisers are used in conjunction with our Core Virtues Program to help support local communities in need. The Field Trip Savings Program and the occasional class fundraisers are designed to help parents off-set some of the costs associated with some supplementary programs in which their children may participate. Our PTO also holds two major fundraisers each year. In order to ensure that WWA remains focused on academics and not fundraising, the following guidelines apply to all school sponsored programs:

1. Individual students **MAY** sell to other students and staff before or after school only
2. Staff members are **NOT** allowed to sell to students at any time
3. Outside fundraisers (not school related) are to be limited to non-school hours
4. Class fundraisers are assigned as follows:

	<u>Fundraisers</u>	<u>Other Fundraisers Permitted</u>
4 <sup>th</sup> Grade	Rock Fair	None
5 <sup>th</sup> Grade	Chocolate Sales	None
6 <sup>th</sup> Grade	None	1 per semester
7 <sup>th</sup> Grade	None	1 per trimester
8 <sup>th</sup> Grade	Chocolate Sales	2 per semester
Media Center	Book Fair	

## **Field Trip Savings Program**

This program is designed to assist students with the costs of field trips with the help from family and friends. In association with Kroger/King Soopers a personal rebate account is set up for the student(s) and members are given a reloadable card. Once loaded, the card allows members to earn a 5% rebate which will be used to help pay for field trips that your child may take while enrolled at WWA. The rebates earned will follow your child(ren) from year to year at WWA. Any unused rebates obtained throughout your child's education at WWA will be transferred to a general scholarship fund.

## **The PTO's Role and Function**

The Woodrow Wilson Academy PTO is a non-profit organization run by a board of parents. It consists of a President, one Vice-President, a Treasurer, a Script Treasurer and a Secretary. Every parent is a member and may be a voting member if dues are paid. Elections are held each May for the following school year. All parents are required to volunteer for one PTO event as part of the standard volunteer requirements.

## **The Board of Directors**

The primary responsibility of the Board of Directors is to implement the charter school's vision and mission. This is done by using a strategic plan that is updated annually and establishing and overseeing policies. School administration carries out the board's vision and mission through daily management of the school. The Board is comprised of seven members, one of which may be a community member. It meets generally once a month to review progress made on the strategic plan, consider new policies or policy amendments and hear reports from board members and subcommittees. A portion of the business meeting agenda is dedicated to receiving public comment. Parents with concerns for the board that require formal action must first complete the grievance process with school staff and/or administration. Non-grievance issues may be added to the board agenda by contacting the principal or any board member. All board meetings are open to the public and attendance is encouraged. The board agenda, packet and minutes of previous meetings are all posted on the WWA website. Additionally, the board sends out a Board Summary within a few days of each business meeting.

## **Governing Board Subcommittee Meetings**

The board operates with subcommittees (either Ad Hoc or BOD level), such as Accountability, Marketing, Technology, Finance, Facilities, and Faculty Review. Parents are welcome to attend meetings, may volunteer for Ad Hoc committees or may be asked to join a BOD level committee. Parents may contact a committee chairperson or sign-up for the committee on the WWA website using the Parent Resources link.

